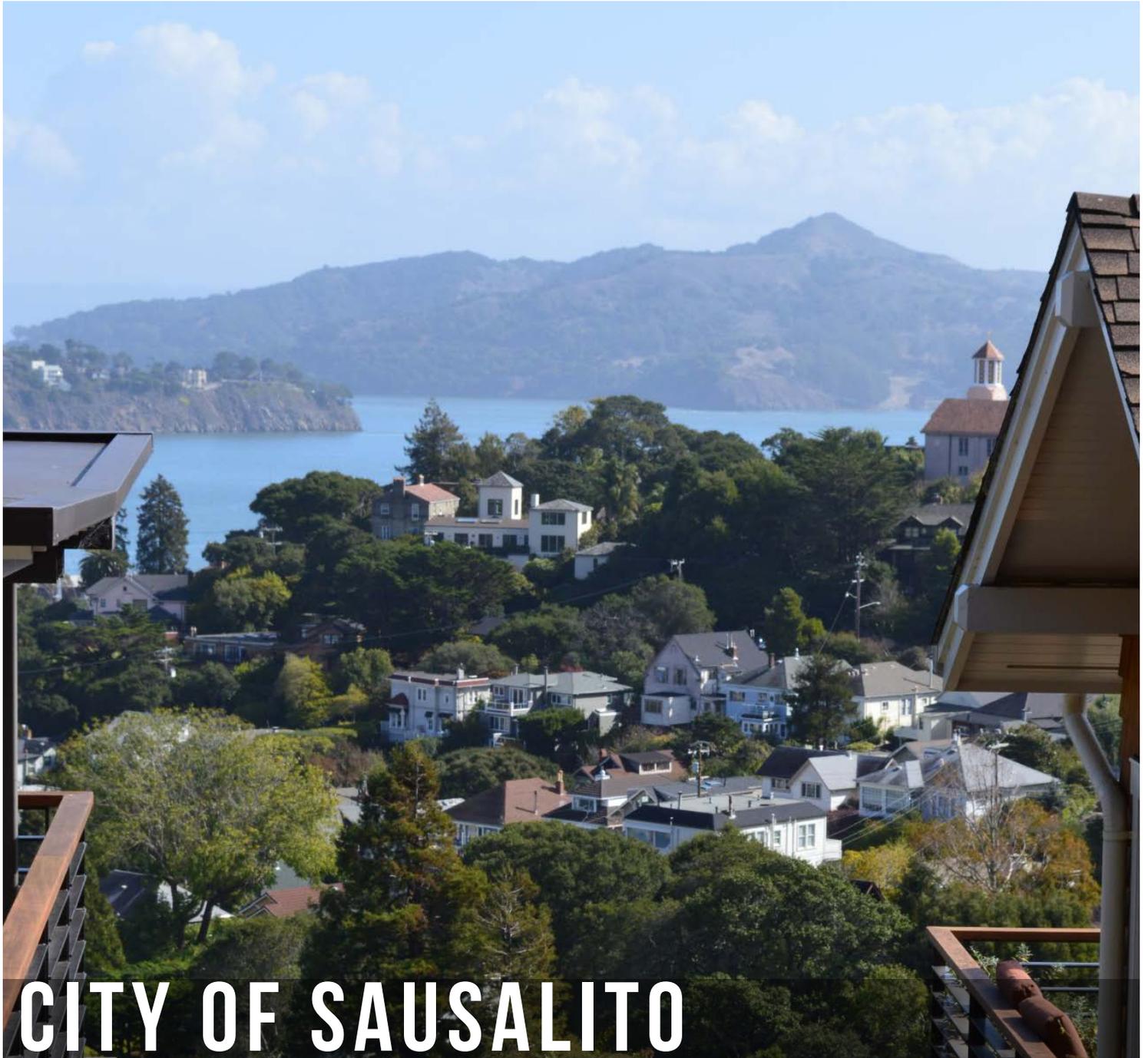


a new design on urban planning

499 Humboldt Street
Santa Rosa, CA
95404



CITY OF SAUSALITO

PROPOSAL
2017 GENERAL PLAN UPDATE

M-GROUP.US



SUBMITTED BY M-GROUP IN PARTNERSHIP WITH: **Parisi**
JANUARY 13, 2016



FIRSTCARBONSOLUTIONS™



ATTENTION: DANNY CASTRO, COMMUNITY DEVELOPMENT DIRECTOR
COMMUNITY DEVELOPMENT DEPARTMENT



Danny Castro, Community Development Director
Community Development Department
City of Sausalito
420 Litho Street
Sausalito, CA 94965



499 HUMBOLDT ST
SANTA ROSA, CA
95404

Dear Mr. Castro and Members of the Selection Committee,

We are pleased to respond to the Request for Proposals to assist Sausalito in preparing a General Plan Update that will chart the city's future. It is our goal to help the community develop a fresh General Plan that reflects the soul of the City and creates an ambitious, yet achievable, vision for Sausalito for the coming years. The Update will guide development and investment in the community to preserve what makes Sausalito special while ensuring that future needs are addressed. Our consultant team will work closely with the community to complete the General Plan Update, engaging all interest groups through carefully planned outreach. Our overall approach is simple: We will build a strong understanding of the needs and goals of the community, define a clear vision for the future that has broad support from the community, and refine existing General Plan policies to realize that vision.

M-Group will lead the consultant team for the General Plan Update and manage the overall project. We will spearhead the community engagement program and ensure that high-quality work products are delivered on time and within budget. Subconsultants supporting M-Group include:

- FirstCarbon Solutions will prepare the Environmental Impact Report (EIR) as well as specialized studies related to unique, local conditions such as flooding, circulation, and air quality.
- Parisi Transportation Consulting will provide traffic engineering, transportation planning, bicycle and pedestrian planning and design consulting services to the project.
- BKF Engineers will provide an inventory of infrastructure conditions and analyze infrastructure impacts related to future development scenarios.
- Economic & Planning Systems will lead economic development planning for the General Plan Update and evaluate the feasibility of various development scenarios and policy considerations.
- Mott Macdonald will provide a detailed analysis of sea level rise and its potential impact on low-lying areas of Sausalito.

We have assembled our team of consultants to ensure we bring directly-applicable experience to serve Sausalito in this planning effort. We are excited for this project with the community and know that we can help deliver a General Plan Update that exceeds the community's needs and expectations.

We appreciate your consideration for this project.

Sincerely,

Handwritten signature of Heather Hines in black ink.

Heather Hines
Principal-in-Charge
hhines@m-group.us
707.540.0723

Handwritten signature of Kristi Bascom in black ink.

Kristi Bascom, AICP
Project Manager
kbascom@m-group.us
510.634.8443

Note: This proposal shall remain valid for 90 days from the date of submittal on this cover letter.





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APPENDIX A. PROOF OF AUTHORITY - SIGNING OFFICERS

a new design on urban planning

Our team of more than 45 planners is focused on the following areas:

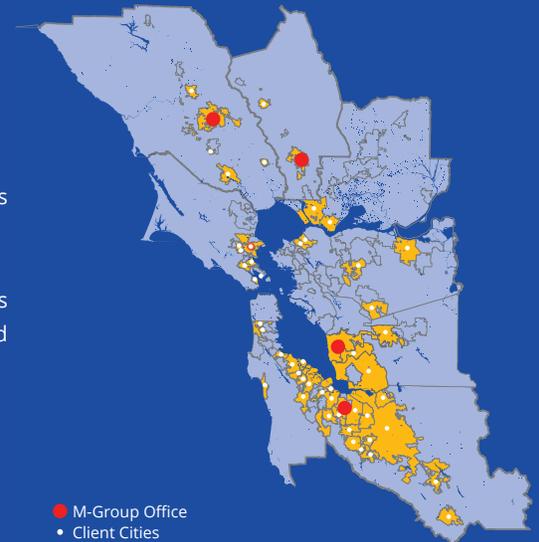
- **POLICY PLANNING**
- **URBAN DESIGN**
- **ENVIRONMENTAL REVIEW**
- **HISTORIC PRESERVATION**
- **COMMUNITY ENGAGEMENT**
- **STAFFING SOLUTIONS**

M-Group exists to bring innovative and effective planning solutions to Bay Area cities. Since the creation of the firm in 2006, we have brought the full range of planning services to over 55 Bay Area communities.

We are committed to *a new design on urban planning*. This approach to planning takes many forms both in our work and in our relationships with our clients. This new design includes:

- Effective communication
- An enthusiastic and fun approach to planning
- A commitment to continuous improvement
- Creating a sustainable future by balancing the needs of the natural and built environments
- Creating a long-lasting, employee-centered, client focused firm

M-Group planners have extensive experience working on complex and high-profile projects throughout the region. Our planning group brings together a broad range of planning expertise and substantial real-world experience to help cities plan for the future.

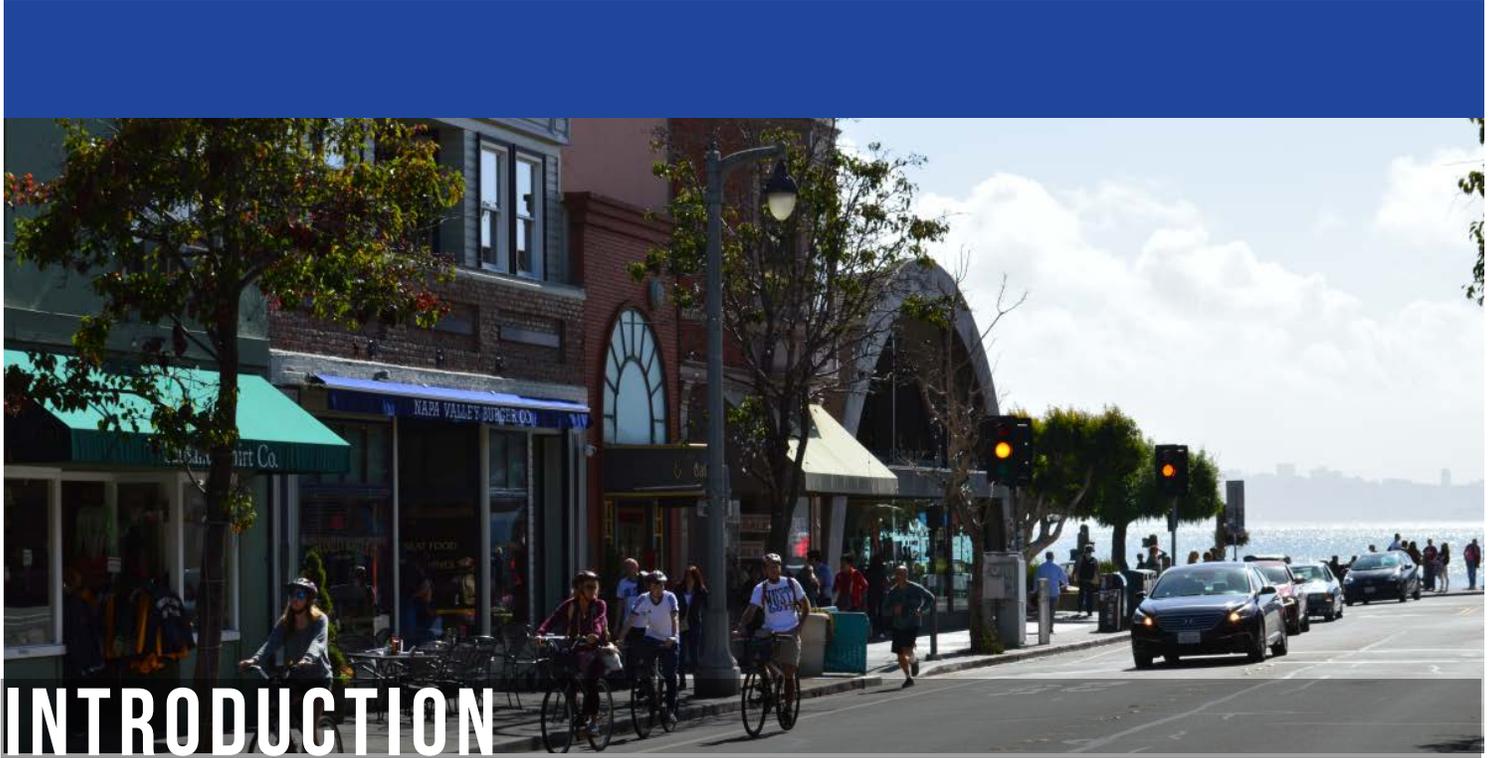


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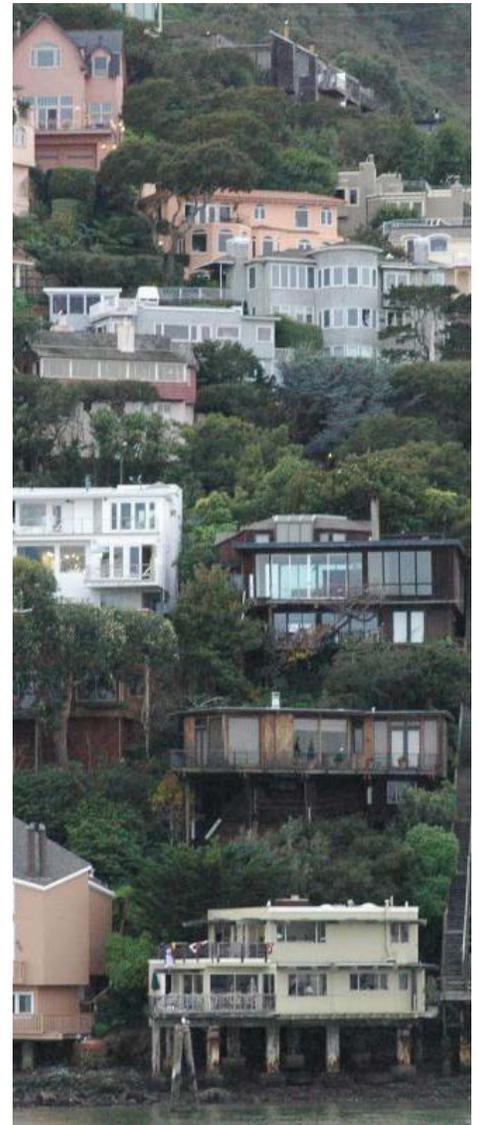
INTRODUCTION

INTRODUCTION

The General Plan Update (GPU) for Sausalito is envisioned as a refinement to the existing plan, not a complete overhaul of policies for the community. Updating the plan will involve examining every aspect of community life in Sausalito to identify where improvements or modifications are either needed or desired to respond to current and anticipated future conditions.

Each Element of the General Plan Update will require discussion, debate, and reflection by residents, business owners, and decision-makers. Building on the current General Plan, the 2017 Update will explore current opportunities, as well as trends and forces affecting the community, in order to develop policy refinements that are both appropriate and ambitious. This “understanding” phase will audit the existing plan and examine land use, economic, transportation, cultural, and environmental conditions. Additionally, this phase will identify current guidelines and regulations relevant to Sausalito, as well as more recent state regulations that need incorporated. Once our team has a clear understanding of the existing conditions, M-Group will lead the community through a visioning process to ensure that the overall vision for the community is correctly reflected as the starting point for updates to the General Plan. With a clear understanding of existing and anticipated conditions in the community and a well-supported vision for how to respond to those conditions, the M-Group team will work closely with the Sausalito community to craft appropriate policies for the City, neighborhoods, Historic Downtown, the Marinship, and local-serving corridors.

Data collection and technical analysis are critical for developing the General Plan Update, however our team understands that a successful Update process hinges on how, why, when, and where the community is engaged in planning for Sausalito’s future. A successful Update will depend on hearing everyone’s voice and providing creative methods for collecting input and feedback throughout the development of the plan.



INTRODUCTION



Our scope of work is organized into four phases (detailed in our Work Plan):

1. **Understanding: Developing the framework of the GPU.** This phase includes a review of the current General Plan and other existing planning documents, and a thorough review of current and future conditions in the community and region as well as applicable regulations at the state level. Phase 1 involves several outreach activities with the community on focused topics aligned with the existing Elements of the General Plan and new topics that may be incorporated into the Update. Phase 1 includes Task 1 to 9.
2. **Visioning: Setting Goals for the GPU.** This phase involves a series of tasks to update the community's long term vision for Sausalito. Building from that vision, we will develop an outline for the Update, specify goals and guiding principles for each Element, and define policy alternatives to explore. Phase 2 includes Tasks 10 to 13.
3. **Plan Preparation: Drafting the GPU & Environmental Impact Report (EIR).** In the third phase, the preferred policy alternatives will be incorporated into the General Plan Update and a draft plan will be prepared. As policies are being refined, the consultant team will prepare the programmatic EIR for the Update. Phase 3 includes Tasks 14 to 16.
4. **Adoption and Certification.** Our team will work with staff and the GPAC to present the Updated General Plan for review and revision, and culminate with the successful adoption of the Plan and certification of the EIR. Phase 4 includes Tasks 17 to 18.



Our team is best prepared to guide the community toward adopting a representative, visionary, and actionable GPU:

We are local and hands-on. Overseeing the entire effort on behalf of M-Group is Principal-in-Charge Heather Hines, who has over 15 years of planning experience in community planning, management oversight, and public outreach in both the private and public sectors. Kristi Bascom, Project Manager, led the General Plan Update for the City of Belvedere and has a broad background in project management for public agencies. Milan Nevajda, Deputy Project Manager, is intimately familiar with Sausalito, has built relationships in the community, and has extensive master planning experience. Additional M-Group staff and subconsultants have been selected based on their professionalism, quality of work, technical expertise, and character. Our team's defining strength is our ability to be engaged collaborators, creative problem-solvers, and realistic planners. In our recent work on the Sausalito Housing Element, we proved our ability to understand community goals and develop workable solutions. For the 2017 General Plan Update, we believe no other group is better suited to the task.

We propose a robust outreach program. Woven throughout our work plan are continuous check-ins with the community, including regular meetings with staff and the General Plan Advisory Committee (GPAC), consultation with the Planning Commission, Historic Landmark Board, and City Council at key milestones, and numerous community meetings, neighborhood walks, coffee shop chats, pop-up workshops, and stakeholder meetings. Technical subconsultants will be available at appropriate times in the process to facilitate discussions and decision-making.

We have designed a work plan focused on relevant issues. Sea level rise. Tourism. Hillside Development. The Marinship. Complete Streets. Planning for Healthy Communities. These and other tailored topics will be examined and explored with the community. We know every community is unique, so our approach is tailor-made to address the issues that are important to Sausalito. M-Group's long and productive relationship with the community gives us unique insight into those issues as well as the culture and environment of the city. This is not an "off the shelf" scope, nor are we a team that produces boilerplate General Plans and subsequent Updates.

M-Group will ensure our team works collaboratively, that our subconsultants are well-informed, and that key players are integrated into the project. Kristi Bascom will be the primary point of contact with subconsultants, Milan Nevajda will be the primary point of contact with City staff. Together they will lead the community outreach program. With Heather Hines as Principal in Charge, the M-Group team will ensure the General Plan Update maintains momentum over the projected 30 month time frame from initial kick-off to final adoption and certification.

Our team focused on preparing a scope and budget that incorporates ample community outreach, while completing a General Plan Update that is comprehensive within a schedule that works for the City. We have considered this proposal carefully, and are confident that our team can move this project forward with strong community support, on time and on budget.



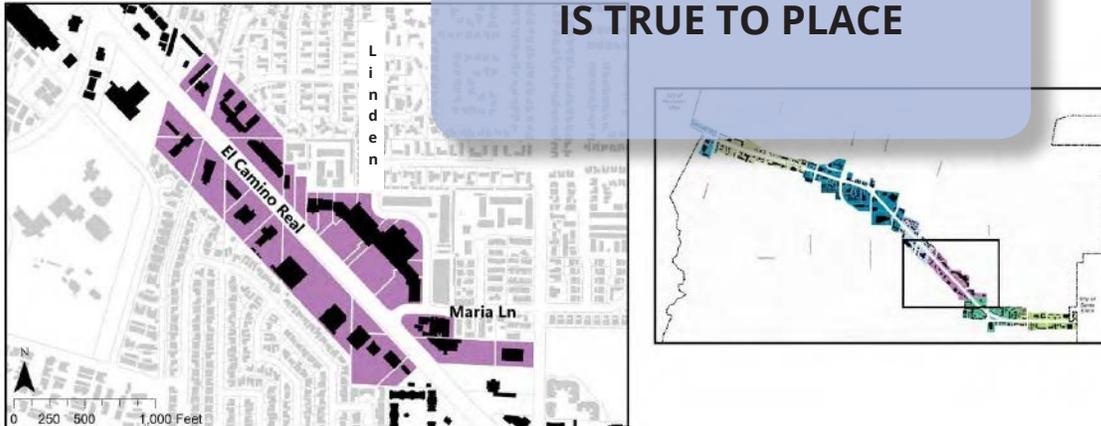
**SUNNYVALE EL CAMINO REAL
SPECIFIC PLAN: WE KNOW
THAT UNDERSTANDING THE
LOCAL CONTEXT IS ESSENTIAL
TO DEVELOPING A PLAN THAT
IS TRUE TO PLACE**



Segment B

Context

Figure 20. Segment B Context Maps



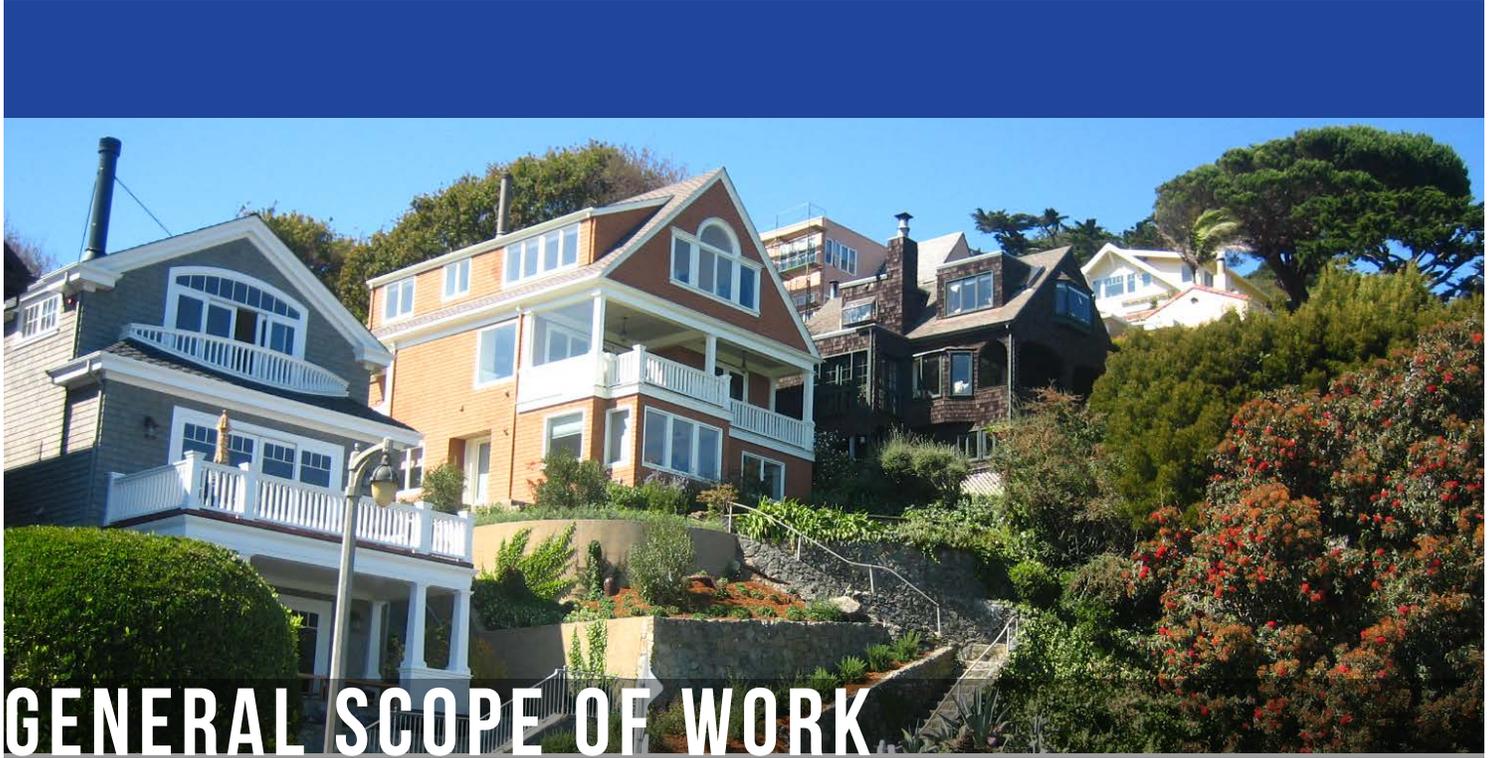
Source: City of Sunnyvale, map prepared by M-Group

Data

Table 20. Segment B Data Table

Segment B			
Uses		Development Patterns	
		Total Coverage, FAR, and Averages	
		Total Parcel Area	1,724,350 SF
		Total Building Footprint Area	425,630 SF
		Total Floor Area	543,910 SF
		Total Lot Coverage	25%
		Parcels*	
		Count	27
		Average Parcel Area	63,870 SF
Use Table		Buildings	
Auto Dealer	273,350 SF 6.3 Acres 15.90%	Count	24
Auto Repair	51,630 SF 1.2 Acres 3.00%	Average Building Footprint Area	17,740 SF
Hotel	183,120 SF 4.2 Acres 10.60%	Average Floor Area	22,660 SF
Mixed	86,440 SF 2.0 Acres 5.00%	Average Setback	95'
Office	50,560 SF 1.2 Acres 2.90%	Average Building Height	25'
Retail	1,079,250 SF 24.8 Acres 62.60%		
Total	1,724,350 SF 39.6 Acres 100.00%		

* Parcels are analyzed as assessment parcels, rather than legal lots. Certain lots may contain two or more parcels.
Source: City of Sunnyvale



GENERAL SCOPE OF WORK

The following provides a brief overview of the key tasks to be completed for the General Plan Update. Specific reference is made within relevant tasks to highlight topics or issues that were discussed in our team’s Critical Overview of the 1995 Sausalito General Plan.

Our General Scope of Work is broken down into four phases with several associated tasks that allow the project team to track progress, define deliverables, and tailor the engagement strategy. Each task involves multiple outreach activities that are clearly highlighted in our Work Plan. To ensure that the project is completed within a 30-month time frame, our team will be completing work on multiple tasks simultaneously—this is particularly true for Phase 1.

In order to provide the community with ongoing updates on the completion of the General Plan Update, and to increase engagement during outreach events, M-Group will prepare regular articles to be published in the Sausalito Currents at the completion of specific tasks and major milestones.



PHASE 1 - UNDERSTANDING: DEVELOPING THE FRAMEWORK OF THE GPU

The first stage in completing the General Plan Update in Sausalito will be to develop a strong understanding of local conditions and trends relevant to Sausalito’s future. This phase begins with initial scoping meetings with staff and the GPAC to confirm project tasks and initiate baseline research. It is essential that our team confirm that we have all relevant planning documents, procedures, and other resources to develop the background data as our starting point (Task 1). Phase 1 also involves defining a detailed Outreach Strategy that will span the length of the project (Task 2). The majority of Phase 1 deals with an analysis of current conditions (Tasks 3 through 8), and culminates with the preparation of an Existing Conditions Report. This report will serve as the basis for articulating a community Vision and refining General Plan policies. It is critical that the project team and the community have a thorough understanding of existing conditions before charting the future of the community. Each analysis task begins with a meeting with the GPAC and/or staff to discuss relevant issues on the topic, and concludes with presentation of findings to the GPAC and other review bodies to ensure findings are accurate and complete.

GENERAL SCOPE OF WORK

TASK OVERVIEW

TASK 1: INITIATE. COLLECT & ANALYZE RELEVANT PLANS

The project team will conduct kick-off meetings with the GPAC and staff to confirm the scope of the General Plan Update. Task 1 includes preparation of base maps and an audit of the 1995 General Plan. As recommended in our team's Critical Review of the 1995 General Plan, the audit will identify where the existing General Plan is not compliant with current standards and regulations, update roles and responsibilities, and verify the status of actions called for in the General Plan.

TASK 2: OUTREACH. DEFINE THE OUTREACH PROGRAM

Early in the project M-Group will conduct a meeting with staff to review the proposed engagement strategy and the menu of outreach options presented in Section 4. Building on staff feedback, M-Group will prepare a draft Outreach Program and review it with the GPAC and City Council to ensure that outreach strategies are appropriate and that all interest groups will be represented. The Outreach Program will highlight engagement activities relevant to defining an overarching Vision and goals for each General Plan Element as recommended in our Critical Review of the 1995 General Plan. Given the importance of public engagement, sub tasks and associated hours are woven throughout our proposal.

TASK 3: GOVERNANCE. SYNTHESIZE DOCUMENTS & EVALUATE RESPONSIBILITY

Tasks 3 involves compiling and reviewing all existing plans (e.g. the recently-adopted Housing Element, and Marinship Specific Plan studies), regulations, and guidelines that govern development, investment, and activities in the community. This includes evaluating the roles and responsibilities of City departments and other governing bodies. This task is critical to ensuring that the General Plan successfully integrates all current plans, policies, and regulations. A summary will be



prepared for GPAC review and will then be discussed at a joint Planning Commission and City Council study session.

TASK 4: ANALYSIS. MARKET CONDITIONS

Economic and Planning Systems (EPS) will play the primary role in the completion of Task 4. This task involves conducting outreach and market research to understand economic conditions in the community. The project team will prepare a market and economic conditions summary with a focus on tourism, commuting and traffic, and real estate markets for various land uses as recommended in our Critical Review of the 1995 General Plan Economic Element policies. The market analysis and economic conditions summary will inform the revisions to the Economic Element of the General Plan to ensure the element explores opportunities to sustain, strengthen, and diversify Sausalito's economic base. The GPAC will be consulted both to collaborate in the identification of key issues at the beginning of this task and to provide feedback on the draft summary before finalizing the analysis.

TASK 5: ANALYSIS. LAND USE CONDITIONS

Task 5 involves a series of outreach activities to engage a broad range of stakeholders and explore Sausalito's unique neighborhoods. In addition, M-Group will conduct research to understand existing land use conditions in the community. This task includes a review of land use regulations and several targeted outreach efforts to address special land use topics. The analysis will identify land use conditions and issues in the Marinship and other neighborhoods in Sausalito, along mixed-use corridors such as the CR district, in hillsides areas, and at key gateways to the community as highlighted in our Critical Review of the 1995 General Plan. Our team will prepare a report on current and future land use conditions that identifies key issues to be addressed in the Update to the Land Use Element. Meetings with the GPAC will be scheduled to summarize community input received through the outreach activities and again to summarize land use conditions and analysis to inform the update to the Land Use and Growth Management Element. It is important to note that the outreach program discussed in Task 2 plays a particularly important role in analyzing land use conditions in Task 5.

TASK 6: ANALYSIS. DESIGN & PRESERVATION POLICIES

M-Group will evaluate Sausalito's current design policies and discuss with key stakeholders to identify which policies are working well and where gaps may exist that have caused design issues in the community. Particular attention will be paid to design policies associated with view preservation and architectural compatibility as recommended in our Critical Review of the 1995 General Plan. Task 6 also includes a review of the community's historic resources and policies guiding preservation efforts in Sausalito. A summary report will be prepared to inform the review and revision of the Community Design and Historical Preservation Element. In addition to a GPAC meeting there will also be engagement with stakeholders including the Historic Landmarks Board and the Planning Commission and a pop-up workshop to engage members of the public in the discussion.



GENERAL SCOPE OF WORK



TASK 7: ANALYSIS. CIRCULATION CONDITIONS

Task 7 involves a comprehensive review of traffic, parking, and streetscape conditions in the community. Parisi Transportation Consultants will lead the analysis of circulation conditions with oversight from M-Group. The analysis will include a review of opportunities and constraints to inform the adoption of Complete Streets policies and improvements at key gateways into the community. Our critical overview of the 1995 General Plan emphasized the importance of circulation in this Update, specifically the need to update Level of Service Standards, develop a Complete Streets policy, improve management of traffic flow, assess and address parking conditions, respond to transportation-related issues arising from tourism, and improve gateways. Consequently, circulation-related tasks comprise a large share of the Work Plan both in the development of the General Plan Update and associated EIR.

TASK 8: ANALYSIS. INFRASTRUCTURE & ENVIRONMENT

FirstCarbon Solutions, BKF, and Mott-McDonald will lead research associated with completing the review of infrastructure, environmental, and health conditions in Sausalito. This analysis will provide detailed information about the state of current infrastructure and any needs for future investment to upgrade facilities. FCS will prepare a detailed inventory of environmental resources, and highlight unique environmental and health issues affecting Sausalito to inform development of supplementary CEQA standards as recommended in our Critical Review of the current General Plan. Mott-McDonald will prepare a model of sea-level rise in Sausalito to identify how climate change will affect the community and how to mitigate and adapt to future conditions as outlined in our Critical Review of the 1995 General Plan.

TASK 9: SUMMARIZE. PREPARE EXISTING CONDITIONS REPORT

Phase 1 culminates in the preparation of a comprehensive “Existing Conditions” report that synthesizes the findings from Tasks 4 through 8. The Existing Conditions Report will serve as the basis for developing a vision for the community, for identifying goals and guiding principles, and for selecting which policy alternatives need to be explored prior to selecting a preferred set of policy refinements to the General Plan. Appropriate format and graphics will be incorporated to ensure that the final report is readable and accessible as a resource to City staff, elected and appointed officials, and Sausalito citizens.

PHASE 2 - VISIONING: SETTING GOALS FOR THE GPU

Phase 2 involves refining the Vision for Sausalito, and confirming the goals and guiding principles for each Element as part of the General Plan Update. Phase 2 also involves analyzing General Plan policy alternatives and selection of a preferred policy framework for the General Plan Update.

TASK OVERVIEW

TASK 10: VISION. DEFINE THE COMMUNITY VISION

The first task in Phase 2 involves extensive outreach and collaboration to develop a clear Vision for the community to guide development and investment over the next 20 years. The Vision will serve as the basis for all refinements to the goals, objectives, and policies in the General Plan. The project team will review refinements to the General Plan Vision in light of the “Existing Conditions” Report and findings developed in Phase 1. The Vision will be refined through additional outreach activities. In our critical overview of the current General Plan we highlighted the importance of building a Vision that is representative of the community and that has broad buy-in. The outreach tasks that have been built into our visioning process will result in a Vision that is broadly representative, ambitious yet attainable, and most-importantly, distinct to Sausalito. The Vision will be presented to the Planning Commission and Council for final review and approval.

TASK 11: OUTLINE. DEVELOP A GENERAL PLAN OUTLINE

In Task 11, M-Group will work with staff and the GPAC to prepare an outline for the General Plan Update, highlighting the structure of the document, the Vision, and each General Plan Element and its associated goals and guiding principles. Discussion of overall document format will begin to play a role in Task 11 to ensure the final product will be accessible to a broad range of people as a resource.

TASK 12: GOALS. DEFINE GUIDING PRINCIPLES & ELEMENT GOALS

With a clear Vision for the community and the outline developed in Task 11, our team will move to Task 12 to develop goals and guiding principles for each Element. The M-Group team will conduct a meeting with staff, the GPAC, the community, as well as the Planning Commission and City Council to identify the goals and guiding principles for each Element of the General Plan Update.

TASK 13: ALTERNATIVES. EXPLORE POLICY ALTERNATIVES

Through a robust community outreach effort, the M-Group team will develop a preferred policy framework that identifies land use, circulation, and policy issues for evaluation. Our team will meet with staff to identify key issues to explore and prepare preliminary land use, circulation, and policy alternatives for review by the GPAC and the community. The team will refine the policy alternatives in order to define a preferred policy framework for incorporation into the General Plan. The preferred policy framework will be reviewed with the GPAC, Planning Commission, and City Council before being finalized.

GENERAL SCOPE OF WORK

PHASE 3 - PLAN PREPARATION: DRAFTING THE GPU & EIR

Phase 3 involves integrating the preferred policy framework from Phase 2 into the General Plan outline, detailing all policies, identifying associated actions, and preparing the final General Plan document (Task 14). Once the policies and actions are identified, M-Group's team will prepare an Implementation Plan—tested for fiscal and market feasibility—to guide investment and prioritize actions (Task 15). In conjunction with the Implementation Plan FirstCarbon Solution will coordinate the preparation of the associated Environmental Impact Report (EIR) (Task 16).

TASK 14: PLAN. PREPARE DRAFT GENERAL PLAN

After selecting preferred policy alternatives, M-Group will develop a draft General Plan Update for initial review by staff. Further refinement based on feedback from the GPAC, Planning Commission, Historic Landmarks Board, City Council, and the community at a public workshop.

TASK 15: IMPLEMENT. PREPARE IMPLEMENTATION PLAN

Task 15 will occur in conjunction with the preparation of the draft General Plan in Task 14. This task involves conducting the feasibility testing for the General Plan to ensure that policy recommendations and actions incorporated into the plan are viable. Task 15 will also identify the investment needed to realize the Plan and the implementation timeline. Implementation Plan may include Capital Improvement projects with consideration of ongoing funding.

TASK 16: EIR. COMPLETE PROGRAMMATIC EIR

FCS will lead development of the EIR for the General with support from Parisi Transportation Consultants and M-Group. EIR preparation will incorporate background and conditions reports prepared early in the planning process and conduct a comprehensive environmental review of proposed policies.

PHASE 4 - ADOPTION AND CERTIFICATION

The final phase of the planning process for the General Plan Update is to present the General Plan for adoption and EIR certification (Task 17).

TASK 17: FINALIZE. ADOPTION OF GPU & CERTIFICATION OF EIR

M-Group will present the General Plan at up to two Planning Commission hearings to gather input on refining the plan and responding to environmental impacts identified in the EIR. After revising the Plan based on Planning Commission input, the General Plan Update will be presented to City Council at up to two public hearings for adoption and certification of the EIR.

TASK 18: MANAGEMENT. ON-GOING PROJECT MANAGEMENT

Task 18 spans the length of the project to ensure comprehensive project management and administration associated with preparing the General Plan Update for Sausalito.



WORK PLAN

The following section presents our proposed work plan for completing the General Plan Update and associated EIR. Our work plan is composed of 18 interrelated tasks. In order to ensure that the Update is completed on time, to allow for ample public outreach, and to maintain through the plan-development process, tasks completion will overlap where appropriate.

WORK PLAN

PHASE 1 - UNDERSTANDING: DEVELOPING THE FRAMEWORK OF THE GPU

DELIVERABLES:

- Data needs request memo to City
- General Plan audit and policy document summary memo
- Base maps

OUTREACH

- One (1) staff meeting
- Two (2) GPAC meetings
- Sausalito Currents Newsletter article

TASK 1 - INITIATE. COLLECT & ANALYZE RELEVANT PLANS

The Consultant Team will conduct kick-off meetings with the GPAC and City staff to confirm the scope of the General Plan Update. Task 1 includes preparation of base maps and an audit of the 1995 General Plan and other planning documents, as recommended in our team's Critical Review.

TASK	DESCRIPTION
1.1	<i>Project Kick Off Meeting with City Staff</i> Representatives from M-Group and all subconsultants will meet with City staff to kick off the Update project. Agenda items will include establishing a project timeline and reviewing roles and responsibilities of all parties, including City staff, GPAC, city boards/commissions/committees, City Council, stakeholders, community members, consultant team.
1.2	<i>GPAC Meeting: Project Kick Off</i> Agenda items will include a review of GPU tasks, roles and responsibilities of all parties, meeting protocols, the project timeline, and establishing future meeting dates.
1.3	<i>Prepare Base Maps and Background Data</i> Our team will assemble background data to prepare maps and forthcoming technical reports. <ul style="list-style-type: none">• M-Group will collect background GIS data for the preparation of base maps.• BKF will collect available information related to infrastructure serving the City including FEMA maps, topographic maps, storm drainage, water and sanitary sewer system maps available from the City and utility providers.• Parisi Transportation Consultants will collect data on existing transportation conditions including the City's roadway system and daily traffic volume information.• Mott MacDonald will compile existing available coastal engineering data.

TASK	DESCRIPTION
1.4	<p><i>Audit existing General Plan & other planning documents</i></p> <p>M-Group will identify where the current General Plan is not compliant with current standards and regulations, clarify which roles and responsibilities need to be updated, and summarize the status of specific actions identified in the current General Plan. Other policy planning documents will be reviewed to inform our understanding of the General Plan. Additional plans to be reviewed include the Housing Element, Marinship Specific Plan and recent studies on updating the Plan, the Climate Action Plan, Sausalito Age-Friendly Strategic Plan, Pedestrian/Bike Master Plan, and the Transportation Action Committee Final Report. Other policy documents and/or recommendations that staff and GPAC deem appropriate will also be reviewed. Recommendations for synthesizing existing planning documents with the General Plan will be completed in Task 3. A summary memo of the General Plan audit will be provided to City staff.</p>
1.5	<p><i>GPAC Meeting: Review the General Plan Audit Memo</i></p> <p>Agenda items will include a presentation on the current General Plan and an overview of the M-Group Team’s Critical Review highlighting the proposed focus areas for the General Plan Update.</p>
1.6	<p><i>Sausalito Currents Newsletter</i></p> <p>M-Group will draft newsletter articles throughout the process with the intent of using this forum to keep the community updated on the progress of the GPU. This first article will be a high-level summary of the General Plan Update process.</p>



TASK 2: OUTREACH. DEFINE THE OUTREACH PROGRAM

Following the kick-off meetings, M-Group will meet with City staff to review the proposed engagement strategy and menu of outreach options to consider. Throughout this scope of work, M-Group has identified a variety of stakeholder and community engagement opportunities, involving traditional methods as well as online engagement options to reach the largest number of community members as possible.

Task 2 involves a detailed discussion with City staff regarding the number and type of outreach activities to be undertaken for an effective outreach program. The methods proposed in the current scope are:

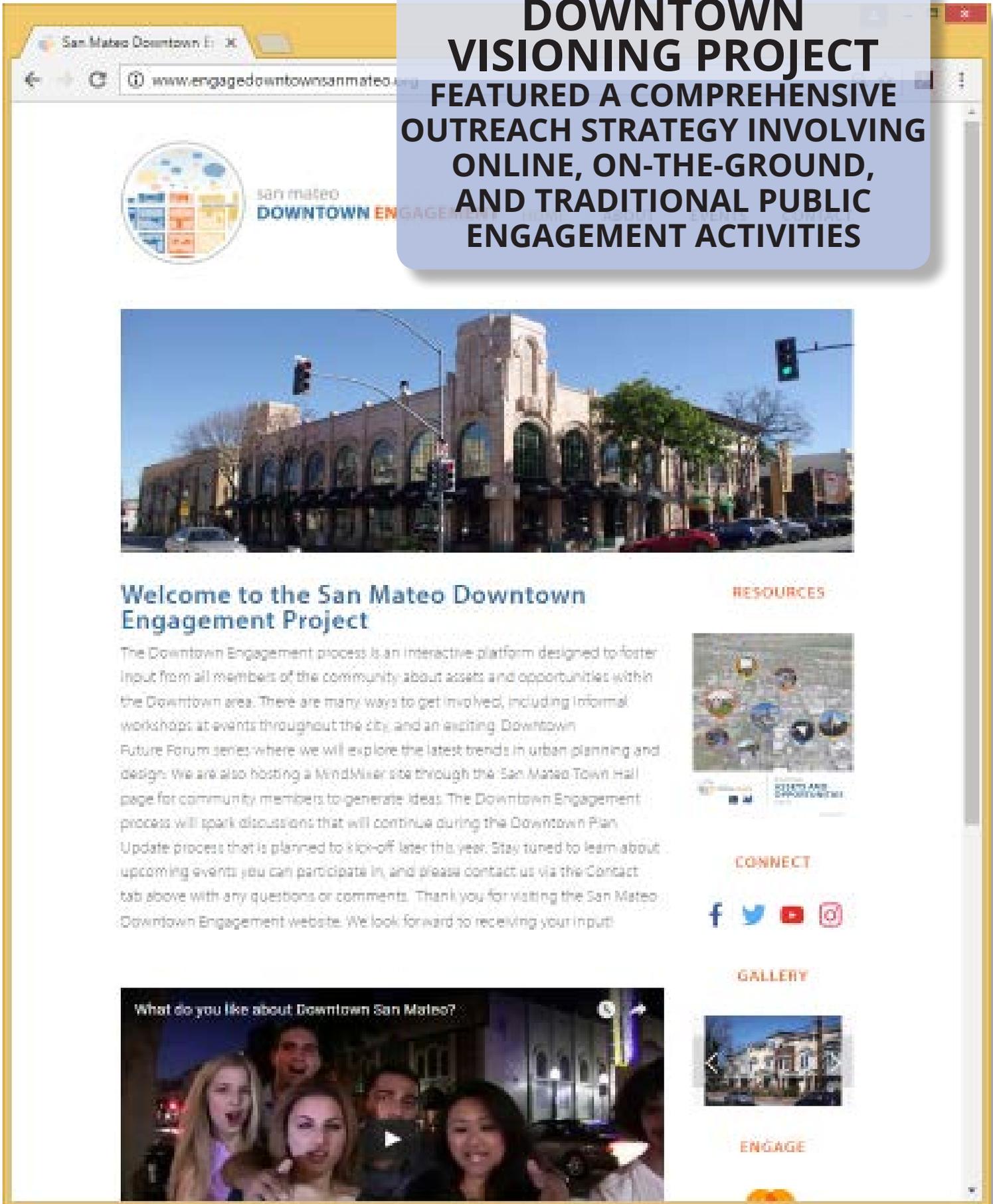
- **Project Branding/Consistency.** Maintaining clear and consistent communications is essential to the General Plan Update process. M-Group will develop attractive branding for the planning effort to identify community-inspired themes and improve consistency with messaging across platforms. Branding will be designed to clarify and highlight the substance of the planning effort. M-Group will prepare a unique logo, taglines, and graphic design template for the Update that can be used during engagement activities, reports, and in communications.
- **General Plan Advisory Committee Meetings (GPAC).** The GPAC will represent the community and serve as a sounding board for developing the General Plan Update. The GPAC will refine the approach taken for each major step in the Update process, provide feedback through interim steps— such as identifying and refining policy alternatives to select preferred alternatives—and provide a final review of deliverables before publication.



- **Pop-Up Workshops.** Pop-up workshops are a low tech way of meeting with the public where they are, in short interactions, as opposed to more traditional community workshops. Pop-up workshops will be used to maximize individual engagement opportunities by community members. The M-Group team will prepare for and facilitate pop-up workshops throughout the planning process at times and locations convenient for interacting with a cross section of the community. This approach has been a successful and fun way to gather input in a comfortable setting, provide educational materials about the General Plan Update effort, and evaluate policy alternatives. There are several venues and established events in Sausalito where pop-up workshops could be held for the General Plan Update, such as:
 - » Community parks, including Dunphy, Sweeny, Southview, Yee Tock Chee, Vina Del Mar & Gabrielsen, and MLK.
 - » City Hall, including the Sausalito Public Library
 - » Active streets, including Downtown, the Caledonia and Bridgeway corridor, Bridgeway at Easterby and Tiffany Park, Gate 5 at Harbor Drive, and Bridgeway south of Downtown.
 - » Near magnet businesses/locations, including Driver's Market, Molly Stone, the Post Office, Bay Model and Bay Area Discovery Museum, Hotel Sausalito, and local churches
 - » Ice-house plaza
 - » Sausalito's marinas
 - » Sausalito Visitors Kiosk
 - » Major events such as Winterfest, Gingerbread tour, and the Sausalito Film Series , Caledonia Street festival (if operating in 2017/2018), Sausalito Art Festival, Jazz and Blues by the Bay, and the Concerts for Kids at Robin Sweeny Park
- **Walking Tours.** M-Group will conduct Sausalito walking tours to highlight community assets and spur conversations about opportunities and challenges. Walking tours are a fun way for people to experience their community, identify issues, and generate new ideas.
- **Stakeholder Meetings.** Stakeholder meetings allow discussion about a specific topic. The scope includes four stakeholder meetings with groups including residential neighbors, businesses in the Marinship area, and those interested in infill development and other economic issues.

- ***Community Workshops/Forums.*** Larger gatherings provide an opportunity for interactive engagement as a community. The M-Group team will prepare for and facilitate traditional workshops to interact with community members in a group setting that allows for discussion and brainstorming through hands-on exercises (e.g. mapping, remote balloting, development modeling). Community forums provide an opportunity to share insights on the latest land use, circulation, development challenges, and market trends relevant to Sausalito so that community members can make informed decisions about policy, balance decisions, and identify ambitious long term goals for the city that are attainable. Forums can be organized by themes to focus the conversation and tackle complex issues. M-Group will prepare project materials to be distributed at workshops/forums and community outreach events and will record the input received through real-time voting and surveys.
- ***Planning Commission, Historic Landmarks Board, and City Council Study Sessions.*** Study sessions with review and decision-making bodies are valuable to gather input and refine policies on issues affecting the community. M-Group will facilitate study sessions with both the Planning Commission and City Council ahead of project milestones—such as defining the community vision, outlining General Plan goals and objectives, selecting issues to explore through policy alternatives, and prior to preparing the draft and final General Plan Update. The goal at each study session will be to ensure that the planning process is on the right trajectory.
- ***Sausalito Currents Newsletter.*** M-Group will prepare regular copy for the Sausalito Currents to keep the community informed and involved in the planning process. In addition, the M-Group team will prepare materials for notifications and public correspondence. Our team will partner with City staff to populate online and social media accounts with current information about the Update. The project team will also prepare meeting and outreach event announcements to be sent through community email lists managed by the City. M-Group will promote the planning effort through major media outlets and prepare information for press releases highlighting the planning process and milestones.
- ***On-line Engagement and Project Website.*** The internet allows community members to participate with the planning effort at times that are convenient to them. Online tools will also allow the project team to share up-to-date information, gather additional feedback from the community, and publish the General Plan. M-Group will make use of familiar tools such as the City's website, Front Porch, Peak Democracy, and social media platforms. To provide a one-stop destination for General Plan Update information, M-Group will design a standalone website for hosting and sharing project information. The project team will provide links to resources, maintain an events and meetings calendar, provide meeting summaries, publish deliverables, and administer surveys through the online portal.

SAN MATEO DOWNTOWN VISIONING PROJECT FEATURED A COMPREHENSIVE OUTREACH STRATEGY INVOLVING ONLINE, ON-THE-GROUND, AND TRADITIONAL PUBLIC ENGAGEMENT ACTIVITIES



Welcome to the San Mateo Downtown Engagement Project

The Downtown Engagement process is an interactive platform designed to foster input from all members of the community about assets and opportunities within the Downtown area. There are many ways to get involved, including Informal workshops at events throughout the city, and an exciting Downtown Future Forum series where we will explore the latest trends in urban planning and design. We are also hosting a MindMixer site through the San Mateo Town Hall page for community members to generate ideas. The Downtown Engagement process will spark discussions that will continue during the Downtown Plan Update process that is planned to kick-off later this year. Stay tuned to learn about upcoming events you can participate in, and please contact us via the Contact tab above with any questions or comments. Thank you for visiting the San Mateo Downtown Engagement website. We look forward to receiving your input!

RESOURCES



CONNECT



GALLERY



ENGAGE





In addition to the outreach methods outlined above (that are included in the proposed scope and budget), other engagement options are available for consideration. M-Group will work with the City to tailor additional outreach methods that are best for Sausalito. If additional outreach opportunities are desired, the scope and budget will be adjusted accordingly during Task 2, substitution between types of outreach strategies will also be reviewed with staff and the GPAC. Other engagement options to consider may include:

- **Technical Advisory Committee (TAC).** In addition to the GPAC, M-Group recommends that the City consider forming a TAC of City staff, review bodies, and relevant professionals with deep knowledge of local issues and best practices. The TAC would provide focused and technical direction for the project on key issues. Potential TAC members include:
 - » Members of the Planning Commission and/or City Council
 - » Planning and Public Works Department representatives
 - » City Manager’s Office representative
 - » Historic Landmarks Board representative
 - » Business Advisory Committee representative
 - » Pedestrian and Bicycle Advisory Committee representative
 - » Trees and Views Committee representative
 - » Sausalito Police Association
 - » Regional agencies representatives (such as ABAG, RWQCB, Army Corps, BAAQMD, GGNRA, BCDC, Caltrans, if appropriate)
 - » Local design and development professionals, if appropriate
- **Visual Preference Surveys.** Surveying—done properly—is an effective method to gather group input. The use of real-time voting devices and online surveys can help our team and City staff understand the land use and design sensibilities of the community, evaluate policy alternatives, and flag important issues. Visual preference surveys can work well as part of large community meetings or targeted stakeholder meetings.
- **Outreach Toolkits.** Local leaders and community ambassadors can help articulate concerns and bright ideas through casual conversations with friends and acquaintances. To capture this feedback, M-Group can train local leaders in running mini-workshops alongside the project team. Outreach toolkits shared with the community can extend the reach of engagement efforts and help identify innovative, place-based solutions to planning issues. M-Group will design the toolkits and train City staff and ambassadors on how to connect with and gather input from a variety of community members. Each toolkit will include an agenda, maps, prompting questions, comment cards, and presentations to be used at various engagement events. This is an optional task that the project team will discuss with City staff and the GPAC during Task 2. This task is not included in the overall project budget.

- **Neighborhood Porch Talks.** If appropriate, M-Group will coordinate an informal neighborhood porch talk, hosted by members of the GPAC, City Council, and/or Planning Commission. The goal is to provide a more comfortable and welcoming environment to address complex issues on-site. At each meeting, neighbors will learn about the Specific Plan process and will be asked to share ideas about how the community could be improved in the long term. This will help educate the community on issues and communicate residents' priorities. This is an optional task that the project team will discuss with City staff and the GPAC during Task 2. This task is not included in the overall project budget.
- **Small Group Meetings.** Smaller group meetings are designed to engage specific stakeholders and focus groups at a deep level on distinct topics of issues. The key role of the small group meetings is to gather input, reconfirm findings from the background conditions reports, and vet the vision for the community. Business owners, non-profit leaders, advocates, local developers and design professionals, will be targeted for small group meetings. Other groups that could be consulted for the General Plan Update include:
 - » Parks and Recreation Commission
 - » Sausalito Chamber of Commerce
 - » Sausalito Historical Society
 - » Representative of Sausalito's marine-based businesses
 - » Sausalito-Marin City School District
 - » Sausalito Beautiful
 - » Age Friendly Sausalito
 - » Floating Homes Association
 - » Real estate agents and local design and construction professionals



Based on staff feedback, M-Group will prepare a draft Outreach Program and present it to the GPAC and Council to ensure that outreach strategies are appropriate and that all interest groups are represented. The Outreach Program will highlight engagement activities relevant to defining a community vision for Sausalito, as recommended in our Critical Review of the 1995 General Plan.

WORK PLAN

DELIVERABLES:

- Draft Outreach Program
- Final Outreach Program
- Meeting materials
- Updates to project website with final report and meeting notes

OUTREACH

- One (1) Action meeting with staff
- One (1) GPAC meeting
- One (1) City Council Study Session
- Sausalito Currents Newsletter article

TASK	DESCRIPTION
2.1	<p>Action meeting with City staff: Review Outreach Program</p> <p>Review Outreach Strategy options and engagement opportunities from the list noted above and receive feedback on preferred options to present to the GPAC.</p>
2.2	<p>Develop Draft Outreach Program</p> <p>Based on City staff input, M-Group will prepare a tailored community Outreach Program for the City's review and feedback with the goal of reaching the whole community through a range of outreach methods and activities. The Outreach Program will:</p> <ul style="list-style-type: none"> • Introduce the overall outreach process and engagement tools; • Discuss outreach goals as well as lessons learned through previous engagement efforts; • Review the proposed activities and methods for engagement in the draft outreach program, communications responsibilities, and the schedule of outreach activities in relation to key dates, meeting cycles for official bodies (e.g. Planning Commission, HLB, Council, interdepartmental staff meetings, etc.) and events in the community; • Review and refine a draft list of interest groups, stakeholders, key advisors, and the format of future meetings between the consultant team and GPAC; and • Establish methods for communicating with City staff and stakeholders.
2.3	<p>GPAC meeting: Review Outreach Program</p> <p>The Draft Outreach Program will be presented to the GPAC for their review, consideration, and feedback.</p>
2.4	<p>City Council (CC) Study Session: Review Outreach Program</p> <p>The Draft Outreach Program will be presented to the City Council for their review, consideration, and acceptance.</p>
2.5	<p>Finalize Outreach Program</p> <p>Based on feedback from the GPAC and the CC, revisions will be made to the Outreach Program and the Program will be finalized.</p>
2.6	<p>Branding</p> <p>Develop GPU logo, website, social media page(s), and Peak Democracy platforms.</p>
2.7	<p>Sausalito Currents Newsletter</p> <p>Article describing the Community Outreach process.</p>



DELIVERABLES:

- Meeting materials
- Draft summary on synthesizing plans and coordinating planning bodies
- Final summary on synthesizing plans and coordinating planning bodies
- Updates to project website with final report and meeting notes

OUTREACH

- One (1) GPAC meeting
- One (1) Joint PC/CC Study Session
- Sausalito Currents Newsletter article

TASK 3: GOVERNANCE. SYNTHESIZE DOCUMENTS & EVALUATE RESPONSIBILITY

M-Group will compile and review all existing plans, regulations, and guidelines that govern development, investment, and activities in the community. This includes evaluating the General Plan implementation roles and responsibilities of City departments and other governing bodies. This task is critical to ensuring that the General Plan successfully integrates all current plans, policies, and regulations and that its implementation can be efficient and effective.

TASK	DESCRIPTION
3.1	<i>Assess Roles of Governing Bodies</i> M-Group will evaluate the General Plan implementation roles and responsibilities of City departments and other governing bodies against current governance structure and responsibilities.
3.2	<i>Evaluate Relationship of Marinship to the GPU</i> Supplementing the General Plan auditing work from Task 1.4, M-Group will examine the relationship of the General Plan to Marinship and will identify the key policy directions that the General Plan will need to provide for the development of an updated Marinship Specific Plan.
3.3	<i>Summary on Synthesizing Plans and Coordinating Roles</i> M-Group will prepare a summary of recommendations for updating roles and responsibilities in the General Plan update, and for synthesizing relevant planning documents with the General Plan Update. The recommendations will be reviewed with City staff and revised.
3.4	<i>GPAC Meeting: Review summary</i> M-Group will present the revised summary of recommendations to the GPAC for feedback.
3.5	<i>PC/CC Joint Study Session: Review Summary</i> M-Group will present the summary to a joint Planning Commission/ City Council Study Session for review. It is important to gather input from the primary review bodies governing development in the community to ensure that implementation of the General Plan policies is successful.
3.6	<i>Finalize Summary</i> Based on feedback from the GPAC and PC/CC, M-Group will revise and finalize the recommendations for synthesizing plans and coordinating responsibilities.
3.7	<i>Sausalito Currents Newsletter</i> Article describing the findings and the recommendations.

TASK 4: ANALYSIS. MARKET CONDITIONS

Economic and Planning Systems (EPS) will take the lead in the implementation of Task 4 in coordination with M-Group. This task involves conducting outreach and market research to understand economic conditions in the community. EPS will prepare an economic conditions summary with a focus on tourism, commuting, real estate markets, and opportunity sites. The summary will inform revisions to the Economic, Land Use and Circulation Elements.

TASK	DESCRIPTION
4.1	<i>Progress Meeting with City Staff</i> M-Group and EPS will begin this effort with an interdepartmental staff meeting to confirm the approach of the targeted market analysis, review and confirm the recommendations of the Marinship Specific Plan for economic development, and evaluate market demand at opportunity sites.
4.2	<i>Stakeholder Meeting: Economic Development</i> M-Group and EPS will hold a targeted meeting with groups and interested parties on economic development. This includes the Chamber of Commerce, the local development community, and residents interested in economic development in Sausalito.
4.3	<i>Stakeholder Meeting: Tourism</i> M-Group will hold a targeted meeting with groups and interested parties affected by the tourism industry in Sausalito, such as property owners and businesses, residents living near the City's core, the Chamber of Commerce, and others interested in this topic.
4.4	<i>GPAC Meeting: Issues in Economic Development and Land Use</i> M-Group and EPS will seek input from the GPAC to identify key issues in economic development, growth control, land use, and circulation for the economic conditions summary.
4.5	<i>Draft Economic Conditions Report and Analysis of Economic Element</i> EPS will take the lead in preparing of a memorandum summarizing Sausalito's unique economic conditions. EPS will also take the lead in reviewing the existing the Economic Element, offering suggestions and feedback on any proposed modifications in response to findings, and drafting a memo on beneficial economic development goals that are workable both fiscally and in terms of development feasibility.
4.6	<i>GPAC Meeting: Review Economic Conditions and Element Analysis</i> The draft economic conditions summary will be presented to the GPAC for review and feedback
4.7	<i>Finalize Economic Conditions Summary and Economic Element Analysis</i> EPS will finalize the summary with staff and GPAC feedback
4.8	<i>Sausalito Currents Newsletter</i> M-Group will prepare an article on economic conditions in Sausalito.

DELIVERABLES:

- Draft Economic Conditions Summary and Economic Element Analysis
- Final Economic Conditions Summary and Economic Element Analysis
- Updates to project website with final report and meeting notes

OUTREACH

- One (1) Progress meeting with staff
- Two (2) Stakeholder meeting
- Two (2) GPAC meetings
- Sausalito Currents Newsletter article

DELIVERABLES:

- Materials, maps, and notices for workshops and meetings
- Draft land use conditions summary
- Final land use conditions summary
- Updates to project website with final report and meeting notes

OUTREACH

- One (1) Progress meeting with staff
- Four (4) Stakeholder meetings
- Four (4) Walking Tours
- One (1) Pop-Up Workshop
- One (1) Community-wide Workshop
- Two (2) GPAC meetings
- Sausalito Currents Newsletter article

TASK 5: ANALYSIS. LAND USE CONDITIONS

This task involves a series of engagement activities and research by M-Group to understand land use conditions in the community and analyze associated Elements. Efforts include a review of land use regulations and numerous outreach efforts to address land use topics. The analysis will build on existing research that has been completed on land use in the Marinship, and explore land use policies in Sausalito's neighborhoods. During this task, our team will investigate the structure of Sausalito's neighborhoods, and whether additional sub-areas are warranted due to unique characteristics of the area. The land use analysis will explore land use policies along mixed-use corridors, on hillsides and the waterfront, and at gateways to the community. The project team will prepare a report on current conditions and future trends that will inform revisions to General Plan policies in the Update.

TASK	DESCRIPTION
5.1	<p><i>Progress Meeting with City Staff</i></p> <p>M-Group will begin this effort with a progress meeting to confirm the approach to the land use analysis as associated outreach activities. In this meeting the team will confirm priority areas, identify underutilized parcels and infill/opportunity sites, and discuss current land use policies.</p>
5.2	<p><i>Evaluate Development Standards and Guidelines</i></p> <p>M-Group will review and analyze the Land Use and Growth Management Element, as well as the City's Zoning Ordinance and other planning documents that influence land use and development in the community. In particular, we will carefully review current hillside development standards, view protection regulations, growth control measures, use standards in Sausalito's districts, and policies related to the Marinship.</p>
5.3	<p><i>Stakeholder meeting: Residential Neighborhoods</i></p> <p>M-Group will review the land use classifications of neighborhoods and explore additional character-based subareas. The consultant team will hold a focused meeting with stakeholders to discuss residential development to solicit feedback on land use issues in Sausalito's neighborhoods, such as architectural standards, design review procedures, and land use compatibility.</p>
5.4	<p><i>Stakeholder Meeting: Parks, Recreation, and Public Facilities</i></p> <p>M-Group will review the location and distribution of the City's public facilities and hold a focused meeting with stakeholder groups to solicit feedback on the state of parks, open spaces, and recreational amenities.</p>
5.5	<p><i>Stakeholder Meeting: Marinship</i></p> <p>M-Group will hold a focused meeting with businesses, property owners, and other special interests in the Marinship to solicit feedback on General Plan-level land use issues in this area.</p>

TASK	DESCRIPTION
5.6	<p><i>Stakeholder Meeting: Downtown and Commercial Districts</i></p> <p>M-Group will review land use classifications of commercial and mixed use subareas/districts and hold a focused meeting with businesses, property owners, and other interested parties in Sausalito’s non-residential areas such as Downtown and the Bridgeway-Caledonia corridor to solicit feedback on land use issues affecting these areas.</p>
5.7	<p><i>Walking tours</i></p> <p>M-Group will lead up to four walking tours with City staff, GPAC members, and/or stakeholder groups encompassing site visits of key development and transition areas such as the Marinship, Downtown, underutilized areas, and other sites of community interest.</p>
5.8	<p><i>Pop-up Workshop: Marinship</i></p> <p>M-Group will hold a Pop-Up Workshop in the Marinship area to maximize individual engagement opportunities by community members. We will schedule the workshop for a time and location that is convenient for interacting with a cross section of the community and will aim to solicit feedback on how the community views the future of the Marinship. This effort will build on existing research on land use in the Marinship and will focus on identifying policy directions at the General Plan level to guide an update to the Marinship Specific Plan.</p>
5.9	<p><i>Community Workshop: Sausalito’s Unique Neighborhoods</i></p> <p>M-Group will prepare for and facilitate a community-wide workshop to engage the broader community in a discussion about land use issues. Specific topics of discussion will be based on input received during the stakeholder meetings, pop-up workshop, walking tours, and discussions with City staff and GPAC.</p>
5.10	<p><i>GPAC Meeting: Review Summary of Community Input on Land Use</i></p> <p>M-Group will report back to the GPAC all of the input and feedback received from outreach activities and work with GPAC to identify relevant land use policy issues that should be covered in the GPU.</p>
5.11	<p><i>Summary of Land Use Conditions</i></p> <p>M-Group will prepare a summary memo on land use conditions and trends for City staff review that includes an analysis of the Land Use and Growth Management Element. Revisions to the findings and recommendations will be made based on staff feedback.</p>
5.12	<p><i>GPAC meeting: Review summary of Land Use Conditions</i></p> <p>M-Group will present the Land Use Conditions and analysis of the Land Use and Growth Management Element to the GPAC and will solicit feedback from the GPAC for future policy consideration.</p>
5.13	<p><i>Sausalito Currents Newsletter</i></p> <p>M-Group will prepare an article highlighting land use conditions.</p>



DELIVERABLES:

- Materials, maps, and notices for workshops and meetings
- Recommendations for modifications to the Community Design and Historic Preservation Element
- Updates to project website with final report and meeting notes

OUTREACH

- One (1) Progress meeting with staff
- Two (2) Stakeholder meetings: HLB/PC
- One (1) Action meeting with City staff
- One (1) Pop-Up Workshop
- One (1) GPAC meeting
- Sausalito Currents Newsletter article

TASK 6: ANALYSIS. DESIGN & PRESERVATION POLICIES

Task 6 encompasses two topics that contribute to the aesthetics and authenticity of the community: community design and historic preservation. M-Group will evaluate the City's architectural and site plan design policies to identify which policies are working well, where gaps exist, and what may be causing undesirable design outcomes. Particular attention will be paid to design policies related to view preservation and neighborhood compatibility. This task also includes review of historic resources and preservation tools to identify areas for improvement. A summary report will be prepared to inform revisions to the Community Design and Historical Preservation Element.

TASK	DESCRIPTION
6.1	<i>Progress Meeting with City Staff</i> M-Group will begin this effort with a progress meeting to confirm approach, topic areas to be discussed, and the community engagement strategies to be undertaken.
6.2	<i>Review Community Design & Historic Preservation Policies</i> M-Group's Historic Preservation Specialist will take the lead reviewing the City's historic preservation policies and resources. Community Design issues will be examined, including review of the City's development standards, design guidelines, implementation through recent development projects, facilities, public amenities such as plazas and parks, and gateways (including the Ferry Terminal). M-Group will also review policies that promote a healthy community (if available).
6.3	<i>Stakeholder Meeting: Historic Landmarks Board</i> M-Group will hold a focused meeting with the Historic Landmarks Board to solicit feedback on the current status of historic preservation in the community and any policy changes or issues that should be considered. The HLB special meeting will be widely advertised to encourage public participation and input.
6.4	<i>Stakeholder Meeting: Planning Commission</i> M-Group will hold a focused meeting with the Planning Commission to solicit feedback on the City's current design guidelines and any changes or issues that should be considered at the policy level. The Planning Commission meeting will be widely advertised to encourage public participation and input.
6.5	<i>Action Meeting with Staff: Discuss Design Review Policies and Procedures</i> M-Group will engage City staff in a discussion about the City's current approach to Design Review to identify issues and possible revisions to current policies, procedures, and regulations.

TASK	DESCRIPTION
6.6	<p><i>Pop-Up Workshop: Public Spaces, Historic Resources, and Identity</i></p> <p>M-Group will hold one Pop-Up Workshop in a suitable location to maximize individual engagement opportunities by community members. We will schedule the workshop for a time and location that is convenient for interacting with a cross section of the community and will aim to solicit feedback on how the community views Sausalito's public spaces, historic resources, and overall community identity.</p>
6.7	<p><i>Draft Analysis of Community Design & Historic Preservation Element</i></p> <p>M-Group will review the existing Community Design and Historic Preservation Element of the General Plan and will make recommendations on modifications to consider as part of this Update. Revisions to the recommendations will be made based on City staff review and feedback.</p>
6.8	<p><i>GPAC meeting: Review Analysis of Design and Historic Preservation</i></p> <p>M-Group will present the results of the Stakeholder meetings and the Pop-Up Workshop to the GPAC as well as the summary memo on the existing General Plan Element and will solicit feedback from the GPAC for future policy consideration.</p>
6.9	<p><i>Sausalito Currents Newsletter</i></p> <p>M-Group will prepare an article on Design and Preservation summary.</p>



DELIVERABLES:

- Materials, maps, and notices for meeting
- Draft existing conditions memo
- Existing conditions Technical Memo
- Draft future conditions memo
- Future conditions Technical Memo
- Recommendations on modifications to the Circulation and Parking Element of the General Plan
- Updates to project website with final report and meeting notes

OUTREACH

- One (1) Progress meeting with staff
- One (1) GPAC meeting
- Sausalito Currents Newsletter article

TASK 7: ANALYSIS. CIRCULATION CONDITIONS

Task 7 involves a comprehensive review of traffic, parking, and streetscape conditions in the community. Parisi Transportation Consultants (PTC) will lead the analysis of circulation conditions with oversight by M-Group. The analysis will include documenting existing conditions, reviewing opportunities and constraints, and forecasting future conditions. M-Group will take the lead on examining the implementation of Complete Streets policies in Sausalito, planning for Safe Routes to Schools, and examining the need for Healthy Communities policies that relate to bicycle and pedestrian safety. This task will also examine existing conditions and potential improvements at gateways into the community.

TASK	DESCRIPTION
7.1	<p><i>Progress Meeting with City Staff</i></p> <p>M-Group and PTC will begin this task with a progress meeting to confirm the approach and review specific topic areas to be covered in the analyses of existing and future conditions, complete streets, and healthy communities.</p>
7.2	<p><i>Existing Transportation and Circulation Conditions</i></p> <p>Prepare summary of existing transportation and circulation conditions:</p> <ul style="list-style-type: none"> • Roadway: Description of the City's existing roadway system, roadway classifications, and key traffic controlled locations. • Traffic circulation: Current level of service policy and existing intersection service levels, existing VMT, and travel modes and commuting data from the US Census. • Daily traffic volumes: Comparing weekday to weekend and summertime to non-summer conditions. • Pedestrian and bicycle conditions: The existing pedestrian and bicycle network, including the Bay Trail, and summertime vs. non-summertime pedestrian and bicycle demands at key locations. • Bus travel: Existing Golden Gate Transit, Marin Transit and tourist bus routes, stops and ridership. • Ferry travel: Existing Golden Gate Transit and Blue and Gold Fleet ferry routes and ridership.
7.3	<p><i>Future Transportation and Circulation Conditions</i></p> <p>Prepare summary of future transportation and circulation conditions:</p> <ul style="list-style-type: none"> • Roadway: Description of any proposed changes to City's roadway system, roadway classifications, and key traffic controlled locations. • Traffic circulation: Future level of service policy and future intersection service levels and VMT estimates. • Daily traffic volumes: Future daily traffic levels compared to existing conditions. • Pedestrians and bicyclists: Recommended changes to the pedestrian and bicyclist networks within the City of Sausalito. • Bus travel: Future bus travel opportunities, as appropriate. • Ferry travel: Potential future ferry service options, if applicable.

TASK	DESCRIPTION
7.4	<p><i>Draft Analysis of the Circulation & Parking Element</i></p> <p>M-Group and PTC will review the existing Circulation and Parking Element of the General Plan and will make recommendations on modifications to consider as part of this Update. Revisions to the recommendations will be made based on City staff review and feedback.</p>
7.5	<p><i>GPAC meeting: Review Analysis of Existing & Future Conditions Analysis, and Recommendations for the Circulation & Parking Element</i></p> <p>The consultant team will solicit feedback from the GPAC on these reports to inform policy considerations for the General Plan Update.</p>
7.6	<p><i>Sausalito Currents Newsletter</i></p> <p>M-Group will prepare an article on circulation conditions.</p>



DELIVERABLES:

- Materials, maps, and notices for workshops and meetings
- Draft existing Infrastructure Technical Memo (BKF)
- Final existing Infrastructure Technical Memo (BKF)
- Draft environmental conditions summary (FCS) - coordinated with Task 16 (EIR)
- Final environmental conditions summary (FCS) - coordinated with Task 16 (EIR)
- Draft Sea Level Rise Technical Memo (M/M)
- Final Sea Level Rise Technical Memo (M/M)
- Analysis of the Health & Safety and Environmental Quality Elements
- Updates to project website with final report and meeting notes

OUTREACH

- One (1) Progress meeting with staff
- Two (2) GPAC meetings
- Sausalito Currents Newsletter article

TASK 8: ANALYSIS. INFRASTRUCTURE & ENVIRONMENT

FirstCarbon Solutions (FCS), BKF, and Mott MacDonald (M/M) will lead the review of infrastructure, environmental, and health conditions in Sausalito. This analysis will provide detailed information about the state of current infrastructure and any needs for investment to upgrade facilities. FCS will prepare a detailed inventory of environmental resources, and highlight environmental and health issues affecting Sausalito. As an optional task, this research can be used to explore supplementary CEQA standards to improve project review in the community. M/M will prepare a technical report summarizing potential site-specific impacts of sea-level rise in Sausalito and how to mitigate impacts or adapt Sausalito's affected coastal areas.

TASK	DESCRIPTION
8.1	<p><i>Progress Meeting with City Staff</i></p> <p>M-Group, FCS, BKF, and M/M will begin this task with a progress meeting to confirm approach, specific topic areas to be discussed, and the analysis to be conducted.</p>
8.2	<p><i>Analyze Existing Infrastructure and Environmental Conditions</i></p> <p>Analyze existing infrastructure and environmental conditions.</p> <ul style="list-style-type: none"> • FCS will summarize the existing air quality, environmental, and regulatory setting. The FCS team will identify protected biological resources that may be present, including species listed as endangered or threatened under the state and federal Endangered Species Acts, wetlands or other sensitive natural communities, rare plants, etc. A brief discussion of the current state of science surrounding climate change, including a description of primary greenhouse gas (GHG) pollutants, and characterization of the existing noise environment will be presented in a comprehensive Opportunities and Constraints Report on the environment in Sausalito. This report will be coordinated with Task 16 (Environmental Impact Report). • BKF will describe current infrastructure capacity serving the City and will summarize existing conditions and regulations pertaining to water, wastewater, stormwater and solid waste systems in an Infrastructure Technical Memorandum.
8.3	<p><i>Analysis of Sea Level Rise Impacts</i></p> <p>Mott MacDonald will assist the team in preparing a general characterization of potential sea level rise impacts on various areas of the Sausalito waterfront.</p>
8.4	<p><i>Draft Sea Level Rise Technical Memo</i></p> <p>M/M will prepare a Sea Level Rise Technical Memo. Revisions will be made based on City staff review and feedback.</p>

TASK	DESCRIPTION
8.5	<p><i>GPAC Meeting: Sea Level Rise</i></p> <p>The M-Group team will present the Sea Level Rise Technical Memorandum to GPAC and receive feedback on the findings and recommendations.</p>
8.6	<p><i>Analysis of Health & Safety and Environmental Quality Elements</i></p> <p>M-Group will review the Health & Safety and Environmental Quality Elements of the General Plan. The project team will make recommendations on modifications to consider for the GPU. A draft summary will be presented to staff for review.</p>
8.7	<p><i>Review Infrastructure Technical Memo and Conditions Summary</i></p> <p>The consultant team will present the Infrastructure Technical Memo and environmental conditions summary for review by staff.</p>
8.8	<p><i>GPAC Meeting: Review Infrastructure and Environmental Reports</i></p> <p>The consultant team will review the revised Infrastructure Technical Memo and environmental conditions summary (Task 8.2), as well as the analysis of the Health & Safety and Environmental Quality Elements (Task 8.6) with the GPAC to identify policy considerations for the GPU.</p>
8.9	<p><i>Sausalito Currents Newsletter</i></p> <p>M-Group will prepare an article summarizing the infrastructure and environmental reports prepared in Task 8</p>



DELIVERABLES:

- Materials for meetings
- Draft existing conditions report
- Final existing conditions report
- Updates to project website with final report and meeting notes

OUTREACH

- One (1) Action meeting with staff
- One (1) GPAC meeting
- One (1) PC/CC Joint Study Session
- Sausalito Currents Newsletter article

TASK 9: SUMMARIZE. PREPARE EXISTING CONDITIONS REPORT

Task 9 involves preparation of a comprehensive “Existing Conditions” report that synthesizes the findings from Tasks 4 through 8. M-Group will take the lead in preparing the report, with FCS, BKF, EPS, and M/M all providing input based on their work in previous tasks.

TASK	DESCRIPTION
9.1	<p><i>Draft Comprehensive Existing Conditions Report</i></p> <p>Using the research completed in Tasks 4 through 8, M-Group will prepare an Existing Conditions Report that will summarize:</p> <ul style="list-style-type: none"> • Demographic and socioeconomic composition • Market and economic conditions • Land use conditions • Design Review and Historic preservation policies • Housing conditions and housing needs (excerpted from the certified Housing Element) • Infrastructure and environmental conditions • Parks, open space, and public facilities • Circulation, Parking, and Roadway Infrastructure
9.2	<p><i>Action meeting with City staff</i></p> <p>M-Group will present the Draft Existing Conditions Report in a workshop setting to allow for a full presentation with Q&A.</p>
9.3	<p><i>Revise Existing Conditions Report</i></p> <p>M-Group will revise the Existing Conditions Report based on City staff review and feedback.</p>
9.4	<p><i>GPAC meeting: Existing Conditions Report</i></p> <p>M-Group will present the Existing Conditions Report for the GPAC review and feedback</p>
9.5	<p><i>PC/CC Joint Study Session: Existing Conditions Report</i></p> <p>The consultant team will present the Existing Conditions Report to the PC/CC at a joint meeting for review and consideration</p>
9.6	<p><i>Finalize and publish Existing Conditions Report</i></p> <p>Finalize Existing Conditions Report with any revisions from GPAC and PC/CC meetings.</p>
9.7	<p><i>Sausalito Currents Newsletter</i></p> <p>M-Group will prepare a newsletter article summarizing the Existing Conditions Report and its relevance to the GPU</p>



PHASE 2 - VISIONING: SETTING GOALS FOR THE GPU

DELIVERABLES:

- Materials for meetings
- Draft Vision Statement and Element Summaries
- Final Vision Statement and Element Summaries
- Updates to project website with meeting notes and Vision Statement

OUTREACH

- One (1) Action meeting with City staff
- Two (2) GPAC meetings
- One (1) Community-wide Workshop
- Two (2) Pop-Up Workshops
- One (1) PC/CC Joint Study Session
- One (1) CC Study Session
- Sausalito Currents Newsletter article

TASK 10: VISION. DEFINE THE COMMUNITY VISION

Task 10 begins Phase Two (Visioning) of the GPU project. Following the M-Group Team’s analysis of existing conditions and compilation of background information, this task involves the preparation of a Vision to guide development and investment in the community over the next 20 years. The Vision will serve as the basis for all refinements to goals, objectives, and policies in the General Plan. The project team will review modifications to the existing Vision in light of the “Existing Conditions” report developed in Phase 1 (Task 9). The project team will prepare a revised Vision and Element Summaries, and conduct outreach with the community to review the Vision for Sausalito. The refined Vision will be presented to the Planning Commission and City Council for final review and acceptance.

TASK	DESCRIPTION
10.1	Action Meeting with City Staff: Visioning This task begins with a meeting with City staff to discuss the Outreach Strategy and confirm which outreach strategies have been most effective and valuable through the completion of Phase 1. Refinements may be explored at this stage prior to engaging in the Visioning process to improve outreach efforts. Our team will also discuss refinements to the General Plan Vision.
10.2	GPAC meeting: Update Vision and Vision Elements M-Group will facilitate a discussion with the GPAC regarding key topic areas and issues that have emerged during the GPU process to date. We will facilitate a discussion on emerging community priorities and begin to craft a draft Vision statement that represents these priorities.
10.3	Community Workshop: Present Existing Conditions and Draft Vision M-Group will facilitate a Community workshop to solicit input on community priorities and the formation of a General Plan Vision.
10.4	(2) Pop-Up Workshops: Vision and Element Summaries M-Group will hold two Pop-Up Workshops in suitable areas to maximize individual engagement opportunities by community members. We will schedule the workshops for times and in locations that are convenient for a cross section of the community. The workshops will solicit input on community priorities and General Plan-level concepts to include in a draft Vision Statement.
10.5	PC/CC Joint Study Session: Review Vision and Element Summaries M-Group will facilitate a Joint PC/CC Study Session to discuss the feedback received on updating Sausalito’s General Plan Vision, and to gather input on refining the Vision Elements.
10.6	Prepare a Draft Vision Statement and Element Summaries Based on all feedback received during the Visioning process, M-Group will prepare a draft Vision statement and suggest modifications to Element Summaries that detail specific goals and/or targets.

TASK	DESCRIPTION
10.7	<i>GPAC Meeting: Review Draft Vision Statement and Element Summaries</i> M-Group will present the Draft Vision Statement and Vision Elements to the GPAC for review and recommendation.
10.8	<i>CC Study Session: Adopt Vision Statement and Element Summaries</i> M-Group will present the Draft Vision Statement and Vision Elements to the City Council for consideration and adoption.
10.9	<i>Finalize Vision and Element Summaries</i> M-Group will finalize and publish the Vision Statement and Element Summaries.
10.10	<i>Sausalito Currents Newsletter</i> M-Group will prepare an article presenting the General Plan Vision and Element Summaries



DELIVERABLES:

- Materials for meetings
- Draft General Plan Outline
- Final General Plan Outline
- Updates to project website with final report and meeting notes

OUTREACH

- One (1) Action meeting with staff
- One (1) GPAC meeting
- Sausalito Currents Newsletter article

TASK 11: OUTLINE. DEVELOP A GENERAL PLAN OUTLINE

In Task 11, M-Group will work with City staff and the GPAC to prepare an outline for the General Plan Update. The outline will highlight the structure of the document, the Vision, and each General Plan Element and its associated goals and guiding principles.

TASK	DESCRIPTION
11.1	<i>Prepare a Draft General Plan Outline and Document Structure</i> M-Group will prepare an annotated outline of the General Plan with suggestions for the likely element organization.
11.2	<i>Action meeting with City staff: Review a Draft General Plan Outline</i> M-Group will present the Draft Outline to City staff for review and discussion. Revisions to the Outline will be made based on City staff review and feedback.
11.3	<i>GPAC Meeting: Review Outline and Document Structure</i> M-Group will present the Draft Outline to the GPAC for review and consideration.
11.4	<i>Finalize General Plan Outline</i> M-Group will complete any necessary revisions to the General Plan Outline received from GPAC.



TASK 12: GOALS. DEFINE GUIDING PRINCIPLES & ELEMENT GOALS

With a clear Vision for the community and an outline for the document, the project team will move to Task 12 and define the goals and guiding principles for each Element. The M-Group team, including EPS, PTC, and BKF will facilitate a meeting with staff, the GPAC, the community, as well as the Planning Commission and City Council to identify the goals and guiding principles for each Element of the General Plan Update.

TASK	DESCRIPTION
12.1	<i>GPAC Meetings: Identify Element Goals and Guiding Principles</i> M-Group will facilitate a discussion with the GPAC regarding goals and guiding principles for each of the elements of the General Plan. In order to cover every element, this review and discussion will likely take place over the course of 2-3 GPAC meetings and will involve the participation of EPS, PTC, and BKF at the relevant GPAC meetings.
12.2	<i>Community Workshop: Goals and Principles</i> M-Group will facilitate a Community workshop to solicit input on preliminary goals and guiding principles for each Element within the General Plan Update.
12.3	<i>Form Preliminary Goals and Guiding Principles</i> Feedback received from the GPAC and at the Community-wide Workshop will inform M-Group, EPS, PTC, and BKF in formulating the comprehensive Draft Goals and Guiding Principles. Close attention will be paid to incorporating Goals and Guiding Principles from the topic areas identified through the community process and also address emerging topic areas identified in M-Group's original Critical Overview of the 1995 General Plan, such as multi-modal mobility and circulation, tourism and economic development, and healthy communities. Revisions will be made to the Draft Goals and Guiding Principles based on City staff review and feedback.
12.4	<i>GPAC meeting: Review Draft Goals and Guiding Principles</i> M-Group will facilitate a meeting with the GPAC to gain feedback on the Draft Goals and Guiding Principles.
12.5	<i>PC/CC Joint Study Session: Review Draft Goals and Guiding Principles</i> M-Group will present the Draft Goals and Guiding Principles at a joint meeting of the PC and CC for review and consideration.
12.6	<i>Finalize and Goals and Guiding Principles</i> M-Group will revise the draft Goals and Guiding Principles based on feedback from the GPAC and PC and CC and publish the final version.
12.7	<i>Sausalito Currents Newsletter</i> M-Group will prepare an article on the Goals and Guiding Principles.

DELIVERABLES:

- Materials for meetings
- Draft Element Goals and Guiding Principles
- Final Element Goals and Guiding Principles
- Updates to project website with final report and meeting notes

OUTREACH

- Three to four (3-4) GPAC meetings
- One (1) Community Workshop
- One (1) PC/CC Joint Study Session
- Sausalito Currents Newsletter

DELIVERABLES:

- Materials for meetings
- Policy Alternatives
- Draft Preferred Policy Framework
- Final Preferred Policy Framework
- Updates to project website with policy alternatives, the Preferred Policy Framework, and meeting notes

OUTREACH

- One (1) Action meeting with City staff
- Two (2) GPAC meetings
- One (1) Pop-Up Workshop
- Four (4) Informal Coffee Chats
- One (1) Community-wide Workshop
- Two (2) PC/CC Joint Study Sessions
- Sausalito Currents Newsletter article

TASK 13: ALTERNATIVES. EXPLORE POLICY ALTERNATIVES

Task 13 involves identifying land use, circulation, and policy issues for evaluation through the preparation of alternatives. M-Group, EPS, PTC, and BKF will meet with City staff to identify key issues to explore and prepare preliminary land use, circulation, and policy alternatives for review by the GPAC and the community through a series of outreach activities. The project team will refine the policy alternatives to define a preferred policy framework for incorporation into the General Plan Update. The preferred policy framework will be reviewed with the GPAC, Planning Commission, and City Council before being finalized.

TASK	DESCRIPTION
13.1	<p>Action meeting with City staff: Identify Land Use and Policy Alternatives</p> <p>M-Group, EPS, PTC, and BKF will initiate this task with a progress meeting with City staff to confirm approach, identify key issues to explore, and the land use and policy analysis to be conducted.</p>
13.2	<p>Prepare Preliminary Analysis of Land Use and Policy Alternatives</p> <p>Building on the Goals and Guiding Principles discussion and outcome, the team will prepare land use and policy alternatives for each Element.</p>
13.3	<p>GPAC Meeting: Evaluate Land Use and Policy Alternatives</p> <p>M-Group and PTC will present land use and policy alternatives for each Element for the GPAC's review and consideration.</p>
13.4	<p>Pop-up Workshop: Discuss Land Use and Policy Alternatives</p> <p>M-Group will hold a Pop-Up Workshop at a time and location that is convenient for interacting with a cross section of the community to solicit input on land use and policy alternatives under consideration. It is likely that the list of land use and policy alternatives to be highlighted at the Pop-Up Workshop will not be exhaustive, but will focus on those issues that generate most community interest or controversy.</p>
13.5	<p>Informal Coffee Chats: Land Use and Policy Alternatives</p> <p>Informal discussions of land use and policy alternatives (Up to four - scheduled with other meetings). The concept behind the coffee chats is to provide an informal, drop-in time for community members to learn about the project, engage in a discussion, and provide feedback on the land use and policy alternatives being considered. The format is more of a one-on-one discussion, with M-Group and City staff available to answer questions and provide information.</p>
13.6	<p>Community Workshop: Review Land Use and Policy Alternatives</p> <p>M-Group will hold a Community Workshop to solicit input on land use and policy alternatives being considered. As with the Pop-Up Workshop, it is likely that the list of land use and policy alternatives to be highlighted at the Community Workshop will not be exhaustive, but will focus on issues that generate most community interest or controversy.</p>

TASK	DESCRIPTION
13.7	<p><i>PC/CC Joint Study Session: Evaluate Land Use and Policy Alternatives</i></p> <p>M-Group will present the land use and policy alternatives to the PC/CC and will report on the feedback received from GPAC, and through the Pop-Up Workshop, Informal Coffee Chats, and Community Workshop.</p>
13.8	<p><i>Draft a Preferred Policy Framework</i></p> <p>Based on the input received through outreach efforts during this task, the M-Group team will prepare a Preferred Policy Framework for GPAC and PC/CC review.</p>
13.9	<p><i>GPAC Meeting: Review Preferred Policy Framework</i></p> <p>M-Group will facilitate a meeting with the GPAC to review the Preferred Policy Framework.</p>
13.10	<p><i>PC/CC Joint Study Session: Review Preferred Policy Framework</i></p> <p>M-Group will facilitate a study session with the PC/CC to review the Preferred Policy Framework and receive feedback.</p>
13.11	<p><i>Finalize Preferred Policy Framework</i></p> <p>Revisions will be made to incorporate the feedback received at both the GPAC and PC/CC meetings before finalizing and publishing the Preferred Policy Framework.</p>
13.12	<p><i>Sausalito Currents Newsletter</i></p> <p>M-Group will prepare an article presenting the Preferred Policy Framework</p>



PHASE 3 - PLAN PREPARATION: DRAFTING THE GPU & EIR

DELIVERABLES:

- Materials for meetings
- Preliminary Admin. Draft GPU for staff
- Administrative Draft GPU
- Public Review Draft GPU
- Preliminary Draft GPU for GPAC
- Draft GPU
- Updates to project website with draft GPU and meeting notes

OUTREACH

- One (1) Action meeting with staff
- Two (2) GPAC meetings
- One (1) Community-wide Workshop
- One (1) PC/CC Joint Study Session
- Sausalito Currents Newsletter article

TASK 14: PLAN. PREPARE DRAFT GENERAL PLAN

Task 14 involves close coordination between M-Group and FCS as the schedules of the release of the Public Review Draft GPU and Public Review Draft EIR need to be closely aligned. Therefore, Tasks 14 and 16 will occur concurrently in terms of timing and sequence.

TASK	DESCRIPTION
14.1	<p>Prepare Administrative Draft GPU</p> <p>After selecting the Preferred Policy Framework, M-Group will prepare a draft General Plan Update document according to the approved General Plan Outline. The logical structure of the report will be fully detailed, with clear and complementary policy language. Draft General Plan will include actions items where appropriate, as well as all background materials prepared throughout the planning process in supporting appendices. After completion, the Administrative Draft GPU will be distributed to FCS and PTC for preparation of the Administrative Draft EIR (Task 16.3).</p>
14.2	<p>Action Meeting with City Staff: Revise Administrative Draft GPU + EIR</p> <p>The draft General Plan Update will be distributed to City staff for review. M-Group will conduct an interdepartmental meeting to receive staff feedback on the draft General Plan Update. The Update will be revised in response to staff feedback and a Public Review Draft GPU will be prepared for review.</p> <p><i>Note: Administrative Draft EIR (Task 16.3) will be finalized after staff review of the Administrative Draft GPU is integrated into the GPU.</i></p>
14.3	<p>GPAC Meeting: Public Review Draft GPU + EIR</p> <p>The M-Group team will present Public Review Drafts of the GPU and EIR (Task 16.4) to the GPAC for review. Feedback from the GPAC will be incorporated into revised Public Review Drafts of the GPU and EIR.</p>
14.4	<p>Community Workshop: Public Review Draft GPU</p> <p>M-Group will hold a Community Workshop to solicit input on the revised Public Review Draft GPU. While the Public Review Draft EIR will be available for reference; the outreach program will focus on soliciting input on the General Plan document.</p>
14.5	<p>PC/CC Joint Study Session: Public Review Drafts of GPU + EIR</p> <p>M-Group will facilitate a study session with the PC/CC to review the revised Public Review Drafts of the GPU and EIR as well as feedback received from the Community Workshop. Feedback from the Community Workshop and Joint Study Session will be used to revise the Public Review Drafts of the GPU and EIR.</p>
14.6	<p>Prepare Draft GPU</p> <p>The M-Group team will prepare a Draft General Plan Update incorporating all comment received throughout this task.</p> <p><i>Note: EIR completion is detailed in Tasks 16</i></p>

TASK	DESCRIPTION
14.7	<p><i>GPAC Meeting: Draft GPU</i></p> <p>M-Group will present the Draft General Plan Update, with revisions from the Community Workshop and PC/CC Joint Session, to the GPAC for review and consideration.</p>
14.8	<p><i>Finalize Draft GPU</i></p> <p>M-Group will finalize the Draft General Plan and prepare the document for presentation to the Planning Commission and City Council upon completion of the Public Final EIR (Task 16.6).</p>
14.9	<p><i>Sausalito Currents Newsletter</i></p> <p>M-Group will prepare an article announcing the availability of the Draft GPU and Public Review Draft EIR</p>



DELIVERABLES:

- Materials for meetings
- Draft Implementation Plan/Financing Strategy
- Final Implementation Plan/Financing Strategy
- Updates to project website with final Plan, Strategy, and meeting notes

OUTREACH

- Two (2) Action meetings with staff
- One (1) GPAC meeting

TASK 15: IMPLEMENT. PREPARE IMPLEMENTATION PLAN

In Task 15, the project team, including M-Group, EPS, and BKF, will prepare an implementation plan based on the Draft GPU; the Plan will include a high-level analysis of infrastructure costs and fiscal impacts. The Implementation Plan will be reviewed by City staff and considered by the GPAC.

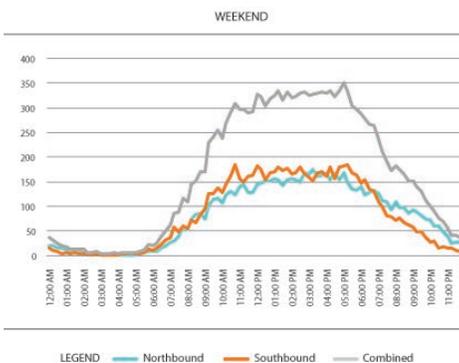
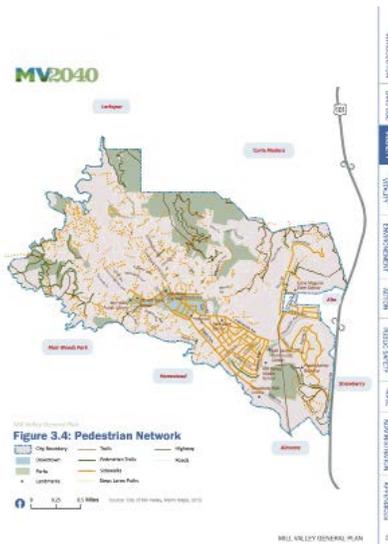
TASK	DESCRIPTION
15.1	Action Meeting with Staff: Implementation Plan/Financing Strategy M-Group, EPS, and BKF will kick off the development of the Implementation Plan by first discussing the topic with City staff, confirming the approach and intended content of the Plan, and ensuring that all resources needed to develop the Plan are in hand.
15.2	Assess Infrastructure and CIP Budget Needs BKF and EPS will take the lead in assessing the costs of future infrastructure improvements and other costs associated with implementing the policies and programs identified in the Preferred Policy Framework, with close attention paid to new infrastructure improvements being contemplated and the fiscal impacts of implementation of the Economic Element.
15.3	Develop Preliminary Implementation Plan/Financing Strategy Based on the above assessment, a Preliminary Implementation Plan and Financing Strategy will be developed and presented to City staff for review and feedback.
15.4	Action meeting with Staff: Implementation Plan/Financing Strategy M-Group and EPS will meet with City staff to review the preliminary Implementation Plan and Financing Strategy.
15.5	Revise Draft Implementation Plan/Financing Strategy. M-Group and EPS will revise the Draft based on discussion with City staff before presenting the revised Implementation Plan and Financing Strategy to the GPAC in Task 15.6.
15.6	GPAC Meeting: Review Draft Implementation Plan/Financing Strategy M-Group, EPS, and BKF will present the Draft Implementation Plan and Financing Strategy to the GPAC for review and consideration.
15.7	Finalize Implementation Plan and Financing Strategy M-Group will finalize the Implementation Plan and Financing Strategy based on feedback received from the GPAC.

TASK 16: EIR. COMPLETE PROGRAMMATIC EIR

Task 16 covers environmental review for the General Plan Update. The process evaluates the implementation of the General Plan Update and alternatives and involves the preparation of a programmatic Environmental Impact Report (EIR). This task is structured to streamline environmental review and optimize the overall timeline for completion of the project. FCS will manage environmental review tasks, with transportation impact analysis performed by Parisi Transportation Consultants (PTC). M-Group will provide overall project management and coordination.



TASK	DESCRIPTION
16.1	<p data-bbox="170 758 690 793"><i>Start Up, Scoping and Buildout Calculation</i></p> <p data-bbox="170 800 446 835">Buildout Projections</p> <p data-bbox="170 842 1044 1136">FCS will work with City staff and the General Plan team to develop projections of population, housing units and jobs in each of the City's traffic analysis zones for the General Plan horizon year as needed for traffic modeling. FCS will prepare a draft set of buildout numbers for review by City staff and the General Plan team, make changes as needed, and provide City staff with an opportunity for final review before using the numbers as the basis for evaluation in the EIR. This scope assumes 32 hours of FCS labor will be required to develop buildout projections.</p> <p data-bbox="170 1142 462 1178">Notice of Preparation</p> <p data-bbox="170 1184 1044 1514">FCS will prepare the Notice of Preparation (NOP) for the General Plan Update EIR and will assist City staff with the development and refinement of the NOP distribution list to ensure that the appropriate agencies and interested/affected parties are notified. An electronic draft of the NOP will be submitted to City staff for review. Once the staff approves the release of the NOP, FCS will file 15 paper copies of the NOP with the State Clearinghouse and will provide a reproducible master copy and an electronic copy to the City staff. FCS will also prepare the public notice for the NOP and submit it to City staff for publication in the local newspaper and posting on the City's website.</p> <p data-bbox="170 1520 397 1556">Scoping Meeting</p> <p data-bbox="170 1562 1044 1879">FCS will conduct a scoping meeting with public agencies and members of the community to gather input on issues that should be addressed and alternatives that should be considered in the General Plan Update EIR. FCS will provide the content for the scoping meeting notice and assume that City staff will send out the meeting notices and reserve conference rooms. FCS will also prepare meeting agendas and presentation materials. FCS will prepare a matrix of all comments received at the scoping meeting and in response to the NOP, together with recommendations on how to address the comments in the EIR, and submit it to City staff.</p>



TASK DESCRIPTION

16.2 *Transportation Modeling, Projections and Effects*

Parisi Transportation Consultants (PTC) will perform transportation modeling and projections tasks. The Bridgeway corridor consists of Sausalito's Primary and Secondary Arterials and therefore may be an area of Sausalito that could experience a significant change depending on land use, changes that may be supported as the GPU gets underway. In anticipation of this situation as a result of the General Plan Update and in order to evaluate the transportation-related effects of these potential changes, PTC has included budget to expand its existing Bridgeway corridor traffic operations model, if warranted. The model will be used to assess traffic level-of-service, vehicle miles travelled (VMT), and traffic volumes.

For other areas of the City PTC will evaluate the existing General Plan's and proposed plan's land use designations and proposed buildouts to develop vehicle trip generation estimates for the remainder of Sausalito using resources such as the ITE Trip Generation manual data, CalEEMOD, or other City specific trip generation rates.

Vehicle trips from the Bridgeway corridor and from the remainder of the City will then be modeled throughout the City's Primary Arterial, Secondary Arterial, Major Collector, and Minor Collector roadway network to identify peak hour volumes at affected Bridgeway corridor intersections during full buildout conditions. In addition, the data will be used to estimate average daily volume (ADT) on up to 20 roadway segments.

To inform development of the General Plan Update and establish a baseline for the environmental analysis, PTC will prepare an Existing Conditions Technical Memorandum, describing the development and results of the Bridgeway corridor model, and reporting PM peak and ADT traffic data and VMT estimates for the Primary Arterial, Secondary Arterial, Major Collector, and Minor Collector roadways.

To serve as the basis for evaluating the potential impacts of the General Plan Update, PTC will prepare a Future Baseline/No Project Alternative and General Plan Update/Proposed Plan Technical Memorandum, reporting land use changes by TAZ and PM peak and ADT traffic data and VMT estimates for the Primary Arterial, Secondary Arterial, Major Collector, and Minor Collector roadways.

Prepare Traffic Impact Study

PTC will prepare a preliminary traffic impact study summarizing the results of the previous tasks. Based upon feedback from the M-Group Team, Parisi will prepare a final draft traffic study for City of Sausalito review. After receiving one set of non-contradictory comments, PTC will prepare the final traffic impact study. The study will include brief analysis and documentation for completing the CEQA Appendix G checklist in regards to transportation/traffic.

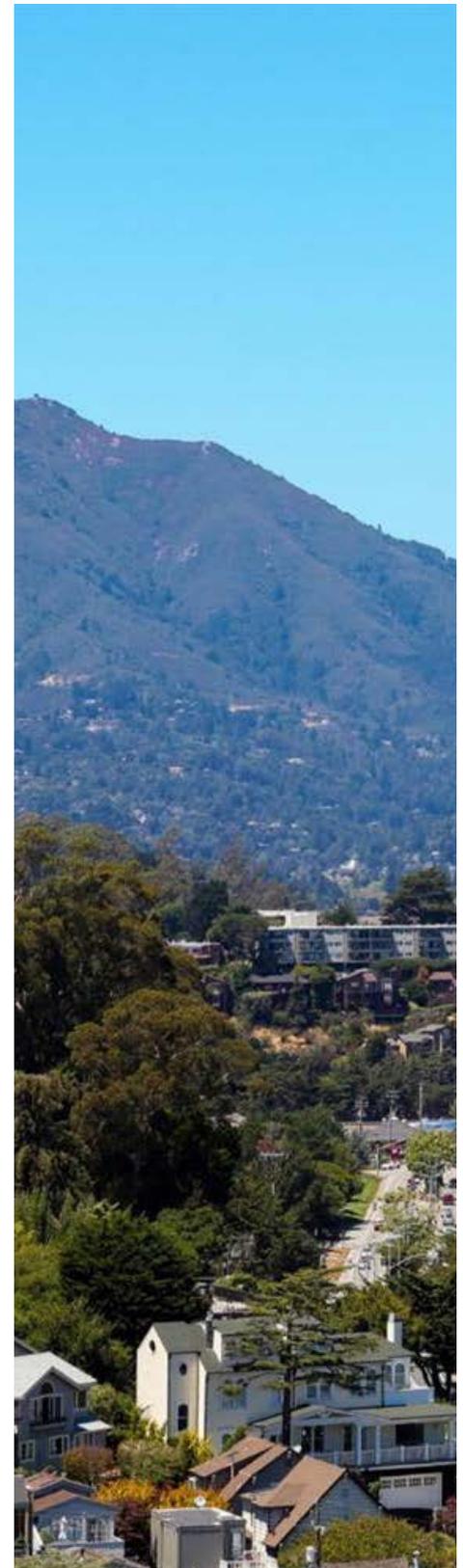
TASK	DESCRIPTION
16.3	<p data-bbox="175 407 472 441">Administrative Draft EIR</p> <p data-bbox="175 451 1045 737">FCS will prepare an Administrative Draft EIR to identify environmental impacts and determine any necessary mitigations for each of the issue areas, described below. Given that the City of Sausalito is largely built out and located in the urbanized context of the San Francisco Bay Area, we provisionally assume that the following issue areas can be scoped out: Agriculture, Forestry and Mineral Resources. As such, a brief explanation as to why the proposed Draft General Plan Update would not result in impacts to these issue areas will be included in the Draft EIR; however, these issue areas are not discussed further below.</p> <p data-bbox="175 747 1045 940">Aesthetic and Visual Resources. FCS will analyze potential impacts to aesthetic and visual resources, including views of open space, waterways, the shoreline, hills and ridgelines, trees, and other natural features. Careful consideration will be given to views of Richardson Bay, a particularly noteworthy view that is visible from many hillside neighborhoods and roadways.</p> <p data-bbox="175 951 1045 1144">Air Quality. FCS will perform the following tasks to evaluate air quality impacts; analysis will be consistent with the guidance and methodologies from BAAQMD and its CEQA Air Quality Guidelines. Analysis includes 1) Air Quality Emissions Analysis, 2) Carbon Monoxide Hot-Spot Analysis, 3) Toxic Contaminants Health Risk Screening Assessment, and 4) Odor Analysis.</p> <p data-bbox="175 1155 1045 1283">Biological Resources. FCS biologists will analyze potential impacts to biological resources in the Planning Area. Particular consideration will be given to wetland and shoreline habitat as well as to the cumulative effects of growth on sensitive species through habitat fragmentation.</p> <p data-bbox="175 1293 1045 1453">Cultural Resources. FCS will conduct a careful analysis of potential impacts to cultural and historic resources in the Planning Area, with particular consideration for the three archaeologically sensitive zones within the city where the potential for discovery of cultural resources is considered high.</p> <p data-bbox="175 1463 1045 1719">Geology, Soils and Seismicity. FCS will evaluate potentially significant geological impacts that could result from implementation of the General Plan Update. Development on opportunity sites identified in the General Plan Update could be at risk of structural damage from seismic-related ground shaking and secondary events, such as liquefaction and landslides. Given the hilly terrain in parts of Sausalito, analysis of risks associated with landslides will be another key consideration in the analysis.</p> <p data-bbox="175 1730 1045 1856">Greenhouse Gas Emissions and Climate Change. FCS will evaluate GHG emissions at a plan-level pursuant to guidance provided by BAAQMD. This will include 1) Identification of Greenhouse Gas Emission Thresholds and 2) Greenhouse Gas Emissions Analysis.</p>



WORK PLAN

TASK	DESCRIPTION
16.3 (cont)	<p>Hazards and Hazardous Materials. FCS will analyze hazards and hazardous materials issues. The analysis will draw on available data to identify the presence of underground storage tanks and sites with residual environmental contamination to determine whether hazardous materials pose risk to the public or schools.</p> <p>Hydrology and Water Quality. FCS will evaluate potential impacts related to flooding, hydrology, and water quality, including stormwater quality that could result from General Plan Update implementation. Much of Sausalito is not at risk of flooding due to the city's topography; however, shoreline areas are at risk of flooding from sea level rise and the low-lying plain is susceptible to inundation from tidal activity, seiches, and tsunamis.</p> <p>Land Use and Planning. FCS will evaluate potential impacts associated with changes to land use designations and policies proposed under the General Plan Update.</p> <p>Noise. FCS will prepare a Noise Analysis to evaluate the potential construction and operational noise impacts on noise-sensitive land uses within the City. The analysis will be wholly contained in the EIR and the supporting technical data will be appended to the document. The analysis includes 1) Construction Noise and Vibration Impact Analysis, 2) Operational Noise and Vibration Impact Analysis, and 3) Summary of Noise Reductions and Significance Findings.</p> <p>Population, Housing and Employment. FCS will analyze potential impacts to population, housing, and employment that could result from the buildout of the General Plan Update and determine whether the Update would induce substantial growth above current projections. Additionally, the potential for displacement of people and housing units will be considered.</p> <p>Public Services and Recreation. FCS will analyze potential impacts associated with increased demand for police, fire, public schools, parks, and libraries that could result from buildout of the General Plan Update. Service providers will be consulted to identify the need for new or expanded facilities.</p> <p>Transportation and Traffic. FCS will prepare the Transportation and Traffic section of the EIR based on the Traffic Impact Analysis report prepared by PTC. As described above, the report will evaluate operation of the local transportation network under existing conditions, future No Project conditions, and proposed General Plan Update conditions, recommending mitigation measures as appropriate.</p> <p>Utilities and Service Systems. FCS will evaluate the potential impacts on utilities and service systems that could result from implementing the General Plan Update, including potential impacts to water, wastewater, and stormwater infrastructure, as well as solid waste facilities. The evaluation will identify areas that could exceed current capacity levels with implementation of the proposed General Plan Update.</p> <p>Alternatives Evaluation. FCS, with assistance from PTC, will prepare an Alternatives section for the Program EIR that will evaluate alternatives. Including the CEQA-mandated No Project Alternative, up to three alternatives developed in consultation with City staff and the M-Group team will be analyzed qualitatively. FCS will craft descriptions of each alternative including associated projections of population, housing units and jobs. A matrix will be provided comparing each alternative's impacts on the various issue areas with the proposed General Plan Update and the environmentally superior alternative will be identified. The Alternatives section will also include a description of alternatives that were initially considered, but determined to be infeasible and not carried forward, if any.</p> <p>Evaluate Significant Irreversible, Growth-Inducing, and Cumulative Impacts. Pursuant to CEQA Guidelines Section 15126(g), FCS will discuss any potential growth-inducing impacts and significant irreversible effects of the proposed General Plan Update. Additionally, cumulative impacts that could result from General Plan Update implementation in combination with other past, present and reasonably foreseeable projects will also be analyzed.</p> <p>FCS will submit an Administrative Draft EIR in electronic format for City review.</p>

TASK	DESCRIPTION
16.4	<p><i>Draft EIR and Public Review</i></p> <p>FCS will address comments on the Administrative Draft EIR from City staff and prepare a Screencheck Draft EIR. To streamline and expedite preparation, we assume that City staff will return a single set of consolidated, internally-reconciled comments on the Administrative Draft EIR in electronic format, using the track changes function in Microsoft Word. FCS will submit the Screencheck draft in electronic format for City review. We assume that comments on the Screencheck Draft EIR will focus on formatting and editing, not content changes.</p> <p>FCS will then finalize the Public Review Draft EIR and print hard copies, with appendices on CD. FCS will also prepare a Notice of Completion form for City review and signature. FCS will deliver 15 hard copies of the Executive Summary, 15 CDS containing the complete Public Review Draft EIR, and the signed NOC form to the State Clearinghouse. FCS will also deliver hard copies of the Public Review Draft EIR, with appendices on CD, to City staff. FCS assumes that the City will be responsible to noticing and distribution to local agencies and the public as required under State law.</p> <p>If the City elects to hold a public hearing during the CEQA-mandated 45-day public review period, FCS' project manager will attend that hearing to present the EIR findings, answer questions and note comments received at the hearing.</p>
16.5	<p><i>Administrative Draft Final EIR</i></p> <p>Following the close of the public review period for the Public Review Draft EIR, FCS will prepare an Administrative Draft Final EIR, including the Responses to Comments on the Public Review Draft EIR as well as a Mitigation Monitoring and Reporting Plan (MMRP). FCS will prepare a Response to Comments on the Pubic Review Draft EIR, compiling all comments received on the Public Review Draft EIR and responses to substantive comments on the merits of the environmental analysis, with assistance from PTC. The scope of work assumes that 40 hours is sufficient for Response to Comments based on previous experience; however, if additional work is necessary due to an unforeseen volume or complexity of comments, a contract amendment authorizing the additional work may be necessary. FCS will prepare a Mitigation Monitoring and Reporting Plan (MMRP) for the mitigation measures included in the EIR.</p> <p>The Administrative Draft Final EIR will include the Response to Comments received on the Draft EIR and the MMRP. FCS will provide the City with an electronic version of the Administrative Draft Final EIR, Response to Comments and MMRP.</p>



WORK PLAN



TASK	DESCRIPTION
16.6	<p><i>Final EIR, Findings, Resolutions, and Statement of Overriding Considerations</i></p> <p>FCS will address comments from staff on the Administrative Draft Final EIR, Response to Comments and MMRP to include in the Final EIR. FCS will also prepare findings and resolutions for certification of the Final EIR and a Statement of Overriding Considerations for any significant and unavoidable impacts in the EIR, if necessary. The resolutions will summarize significant impacts, present mitigation measures required to reduce impacts to less-than significant levels, identify the environmentally superior alternative and permit adoption of the MMRP. FCS will submit draft electronic copies of the findings, resolutions, and Statement of Overriding Considerations, revise these documents based on City direction, and then provide final electronic copies. This scope of work assumes that FCS will print and deliver 15 hard copies of the Final EIR to the City, with appendices on CD.</p>
16.7	<p><i>Public Hearings and Community Meetings</i></p> <p>Key FCS team members will be engaged in the public involvement process throughout the project to ensure a clear understanding of issues important to the community. FCS Project Director or Project Manager will be available to attend two (GPAC) meetings to review existing conditions, highlight environmental constraints and discuss potential strategies to reduce or avoid environmental impacts. This scope of work also assumes that FCS Project Director or Project Manager will attend one Community Meeting and one Joint Work Session of the Planning Commission and City Council to present the Draft EIR. Additionally, either FCS Project Director or Project Manager will attend two Planning Commission hearings and two City Council hearings for certification of the Final EIR. FCS technical subject matter experts can also be available to attend public hearings, if necessary.</p>
16.8	<p><i>Notice of Determination</i></p> <p>FCS will prepare the draft Notice of Determination for the City to file the Notice of Determination with the County Clerk within five business days of EIR certification. The Notice of Determination filing also requires payment of a filing fee and CDFW fees, which FCS assumes will be paid by the City. FCS will provide the Draft Notice of Determination to City staff in Microsoft Word format.</p>

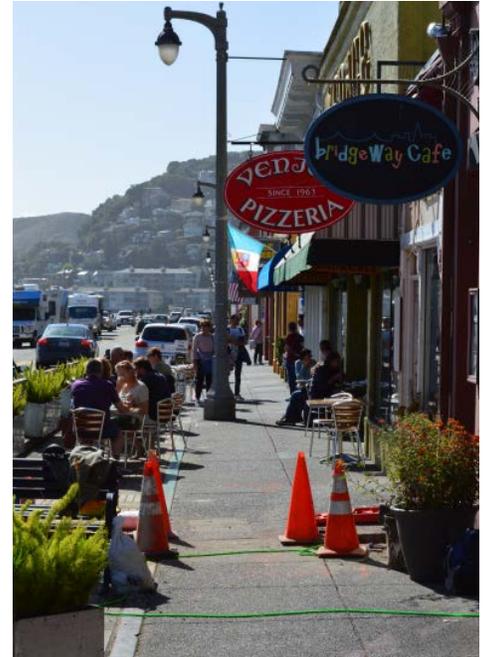
TASK 16 SUMMARY

DELIVERABLES:

- One (1) electronic draft NOP (Task 16.1)
- NOP: Fifteen (15) copies to the State Clearinghouse, a reproducible master copy to City Staff, and an electronic copy to City Staff (Task 16.1)
- Public Notice for NOP (for City to publish) (Task 16.1)
- Scoping Meeting Summary (Task 16.1)
- Existing Conditions Technical Memorandum (Task 16.2)
- Future Baseline/No Project Alternative and General Plan Update/Proposed Plan Technical Memorandum (Task 16.2)
- Preliminary Traffic Impact Study (Task 16.2)
- Final Draft Traffic Impact Study (Task 16.2)
- Final Traffic Impact Study (Task 16.2)
- One (1) electronic copy Administrative Draft EIR (Task 16.3)
- One (1) electronic copy Screencheck Draft EIR (Task 16.4)
- One (1) electronic copy Public Review Draft EIR to City Staff (Task 16.4)
- Fifteen (15) hard copies of the Executive Summary and CDs containing the complete Public Review Draft EIR, and signed NOC to the State Clearinghouse (Task 16.4)
- One (1) electronic Admin Draft FEIR, Response to Comments and MMRP (Task 16.5)
- One (1) electronic copy draft electronic copies of the findings, resolutions, and Statement of Overriding Considerations (Task 16.6)
- Fifteen (15) hard copies of FEIR to City Staff (with appendices on CD) (Task 16.6)
- One electronic copy draft Notice of Determination (Task 16.8)

COMMUNITY ENGAGEMENT:

- EIR Scoping Meeting (Task 16.1)
- Public Meeting during the 45-day Public Review Period (Task 16.4)
- Meetings to be held concurrent with (not supplemental to) GPU process:
 - » Two (2) GPAC meetings
 - » One (1) Community-wide Workshop
 - » One (1) PC/CC Joint Study Session
 - » Two (2) Planning Commission meetings
 - » Two (2) City Council meetings



PHASE 4 - ADOPTION & CERTIFICATION

DELIVERABLES:

- Materials for meetings
- Final General Plan
- Final Certified EIR
- Notice of Determination
- Updates to project website with final Plan, Strategy, and meeting notes

OUTREACH

- Two (2) Planning Commission hearings
- Two (2) City Council hearings
- Sausalito Currents Newsletter article

TASK 17: FINALIZE. ADOPTION OF GPU & CERTIFICATION OF EIR

Task 17 initiates the final Phase of the General Plan Update process. This task involves the final meetings on both the GPU itself and its companion Environmental Impact Report. M-Group has assumed two Planning Commission and two City Council hearings will be required to review the General Plan and EIR.

TASK	DESCRIPTION
17.1	<i>Planning Commission Hearing #1</i> The M-Group team will coordinate with staff to arrange a special Planning Commission hearing that will ensure maximum participation. M-Group will present the General Plan Update and receive feedback from the public and the Planning Commission.
17.2	<i>Planning Commission Hearing #2</i> The M-Group team will revise the General Plan in accordance with feedback from the first Planning Commission hearing. M-Group will prepare for and present the General Plan Update at a second special Planning Commission hearing and seek a recommendation from the Commission on City Council approval of the General Plan and EIR.
17.3	<i>City Council Hearing #1</i> The M-Group team will coordinate with staff to arrange a special City Council hearing that will ensure maximum participation. M-Group will present the General Plan Update and receive feedback from the public and Councilors on the General Plan Update and EIR.
17.4	<i>City Council Hearing #2</i> The M-Group team will revise the General Plan in accordance with feedback from the first City Council hearing. M-Group will prepare for and present the General Plan Update at a second special Planning Commission hearing and seek adoption of the General Plan and certification of the EIR.
17.5	<i>Prepare and publish Final GPU + EIR</i> M-Group will incorporate any final revisions from the second City Council hearing and finalize the GPU and certify the FEIR.
17.6	<i>File Notice of Determination</i> The M-Group team will prepare and file the Notice of Determination in compliance with CEQA for the certification of the EIR.
17.7	<i>Sausalito Currents Newsletter</i> M-Group will prepare a newsletter article announcing certification of the Final EIR and adoption of the Updated General Plan.

TASK 18: MANAGEMENT. ON-GOING PROJECT MANAGEMENT

Task 18 spans the length of the project and relates to all project management and administration associated with preparing the General Plan Update and Environmental Impact Report for Sausalito. M-Group and FCS will work closely with City staff and all subconsultants throughout the process to ensure the work and all of the work products are completed on time and within budget. Our team recognizes the importance of completing the project successfully within the established timeline and will be actively engaged throughout the process to ensure this objective is achieved.

TASK	DESCRIPTION
18.1	<i>Ongoing Project Management from Project Inception to Project Close</i>
18.2	<i>Ongoing Coordination between General Plan Update process and EIR process</i>
18.3	<i>Ongoing Updates to Project Website, Social Media Platforms, and Online Surveys</i>

DELIVERABLES:

- None

OUTREACH

- None





SPECIFIC WORK PRODUCTS

The following section identifies the specific end products that will be submitted to the City throughout the development of the General Plan Update. The information is presented in a tabular form for ease of reference and review. Deliverables are also highlighted under each task of our Work Plan. A detailed explanation of the content of each report is provided in the Work Plan under the associated tasks.

SPECIFIC WORK PRODUCTS

The following section identifies the specific end products that will be submitted to the City throughout the development of the General Plan Update. The information is presented in a tabular form for ease of reference and review. Deliverables are also highlighted under each task of our Work Plan. A detailed explanation of the content of each report is provided in the Work Plan under the associated tasks.

TASK	DELIVERABLE	CONCEPTUAL DESCRIPTION OF FORMAT + CONTENT						
		MS WORD: MEMO	MS WORD: REPORT	MS WORD: TECHNICAL	PDF: WORD MEMO/REPORT	PDF: HIGHLY GRAPHIC	ONLINE OR DIGITAL MEDIA	ELECTRONIC/CD
1	• Data Needs Request Memo to City	■						
	• General Plan Audit and Policy Document Summary Memo						■	
	• Base Maps					■		
2	• Final Outreach Program		■		■			
3	• Synthesizing Plans and Coordinating Planning Bodies Report		■		■			
4	• Economic Conditions Summary		■		■			
	• Economic Element Analysis			■				
5	• Land Use Conditions Summary		■		■			
6	• Community Design and Historic Preservation Element Report		■		■			
7	• Existing Conditions Technical Memo			■				
	• Future Conditions Technical Memo			■				
	• Circulation and Parking Element Report			■				
8	• Existing Infrastructure Technical Memo (BKF)			■				
	• Environmental Conditions Summary (FCS)			■				
	• Sea Level Rise Technical Memo (M/M)			■				
	• Analysis of Health & Safety and Environmental Quality Elements		■		■			
9	• Existing Conditions Report		■		■	■		
10	• Vision Statement and Element Summaries		■		■	■		
11	• General Plan Outline		■		■	■		
12	• Element Goals and Guiding Principles		■		■	■		
13	• Policy Alternatives		■	■		■		
	• Preferred Policy Framework		■			■		
14	• Draft GPU		■	■		■		
15	• Implementation Plan			■	■			
16	• Financing Strategy			■	■			

SPECIFIC WORK PRODUCTS

The following section identifies the specific end products that will be submitted to the City throughout the development of the General Plan Update. The information is presented in a tabular form for ease of reference and review. Deliverables are also highlighted under each task of our Work Plan. A detailed explanation of the content of each report is provided in the Work Plan under the associated tasks.

TASK	DELIVERABLE	CONCEPTUAL DESCRIPTION OF FORMAT + CONTENT						
		MS WORD: MEMO	MS WORD: REPORT	MS WORD: TECHNICAL	PDF: WORD MEMO/REPORT	PDF: HIGHLY GRAPHIC	ONLINE OR DIGITAL MEDIA	ELECTRONIC/CD
1	• Data Needs Request Memo to City	■						
	• General Plan Audit and Policy Document Summary Memo						■	
	• Base Maps					■		
2	• Final Outreach Program		■		■			
3	• Synthesizing Plans and Coordinating Planning Bodies Report		■		■			
4	• Economic Conditions Summary		■		■			
	• Economic Element Analysis			■				
5	• Land Use Conditions Summary		■		■			
6	• Community Design and Historic Preservation Element Report		■		■			
7	• Existing Conditions Technical Memo			■				
	• Future Conditions Technical Memo			■				
	• Circulation and Parking Element Report			■				
8	• Existing Infrastructure Technical Memo (BKF)			■				
	• Environmental Conditions Summary (FCS)			■				
	• Sea Level Rise Technical Memo (M/M)			■				
	• Analysis of Health & Safety and Environmental Quality Elements		■		■			
9	• Existing Conditions Report		■		■	■		
10	• Vision Statement and Element Summaries		■		■			
11	• General Plan Outline		■		■			
12	• Element Goals and Guiding Principles		■		■			
13	• Policy Alternatives		■	■		■		
	• Preferred Policy Framework		■			■		
14	• Draft GPU		■	■		■		
15	• Implementation Plan			■	■			
16	• Financing Strategy			■	■			

SPECIFIC WORK PRODUCTS

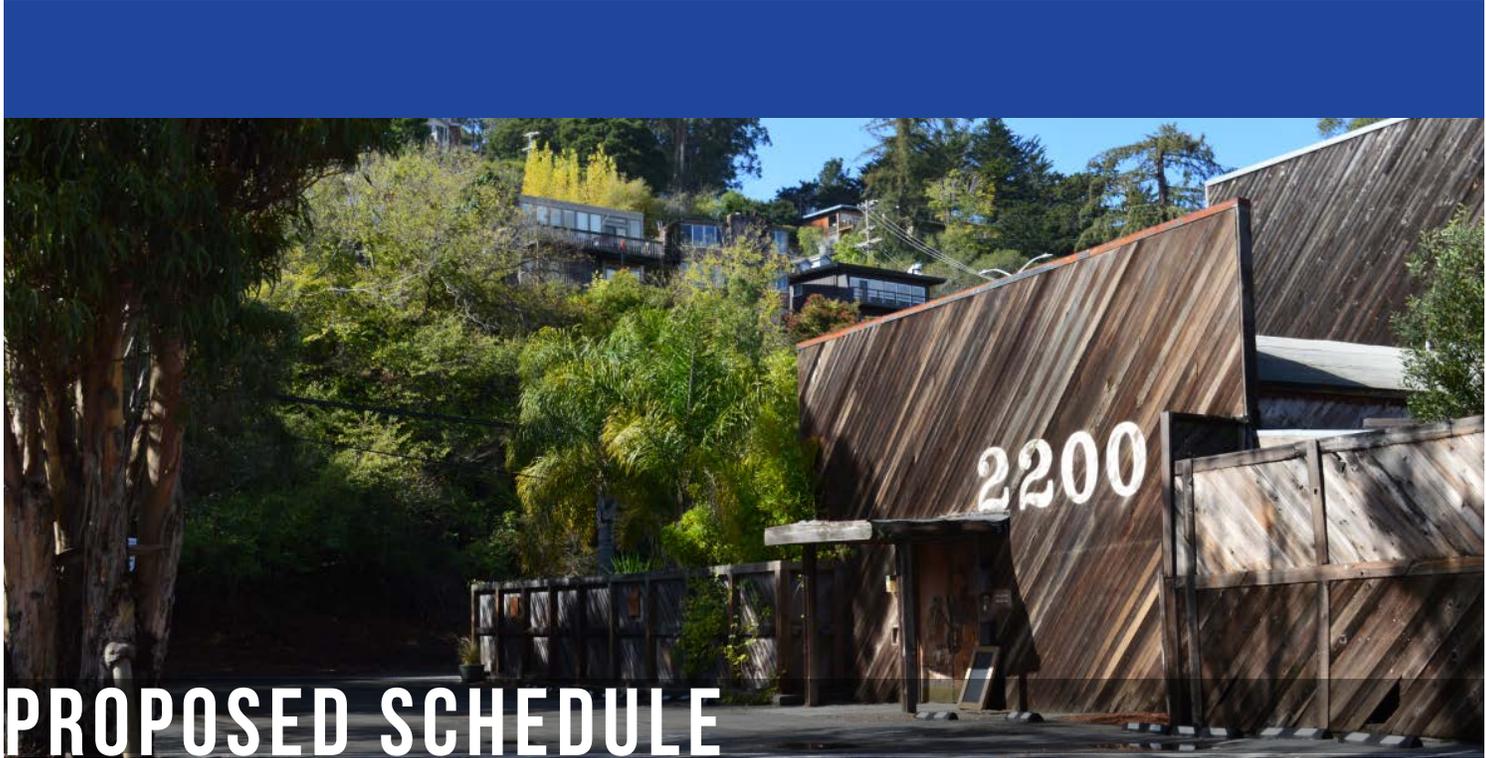


TASK	DELIVERABLE	CONCEPTUAL DESCRIPTION OF FORMAT + CONTENT						
		MS WORD: MEMO	MS WORD: REPORT	MS WORD: TECHNICAL	PDF: WORD MEMO/REPORT	PDF: HIGHLY GRAPHIC	ONLINE OR DIGITAL MEDIA	ELECTRONIC/CD
17	<ul style="list-style-type: none"> • NOP • Public Notice for NOP • Existing Conditions Technical Memorandum • Future Circulation Baseline & GPU Projection Technical Memo • Traffic Impact Study • Administrative Draft EIR • Screencheck Draft EIR • Public Review Draft EIR • Executive Summary, Public Review Draft EIR, NOC to State Clearinghouse • Findings, Resolutions, & Statement of Overriding Considerations • FEIR & NOD 							

In addition to the final deliverables highlighted in the preceding table, there are several ongoing deliverables that the M-Group team will provide to the City throughout the project. These include:

- Materials, maps, and notices for workshops/outreach activities
- Updates to project website with final and interim reports
- Meeting notes distributed to staff and posted online
- Sausalito Currents Newsletter articles to report on milestones





PROPOSED SCHEDULE

The following section provides a preliminary schedule. Interim tasks are not highlighted in the schedule. Icons represents the projected completion date of the item. M-Group has made a careful assessment of the tasks involved in preparing a General Plan Update for Sausalito. We have considered all options to maximize progress toward plan completion and build in ample opportunities for participation, whether through public hearing held by the GPAC, or through more target public outreach activities such as public workshops, Pop-Up events, and walking tours. These activities are emphasized within the preliminary schedule. Note that the schedule provides icons associated with community outreach and meetings (along topside), as well as for project deliverables (along bottom).

CITY OF SAUSALITO GENERAL PLAN UPDATE 2017
PRELIMINARY PROJECT SCHEDULE

2016

2017

2018

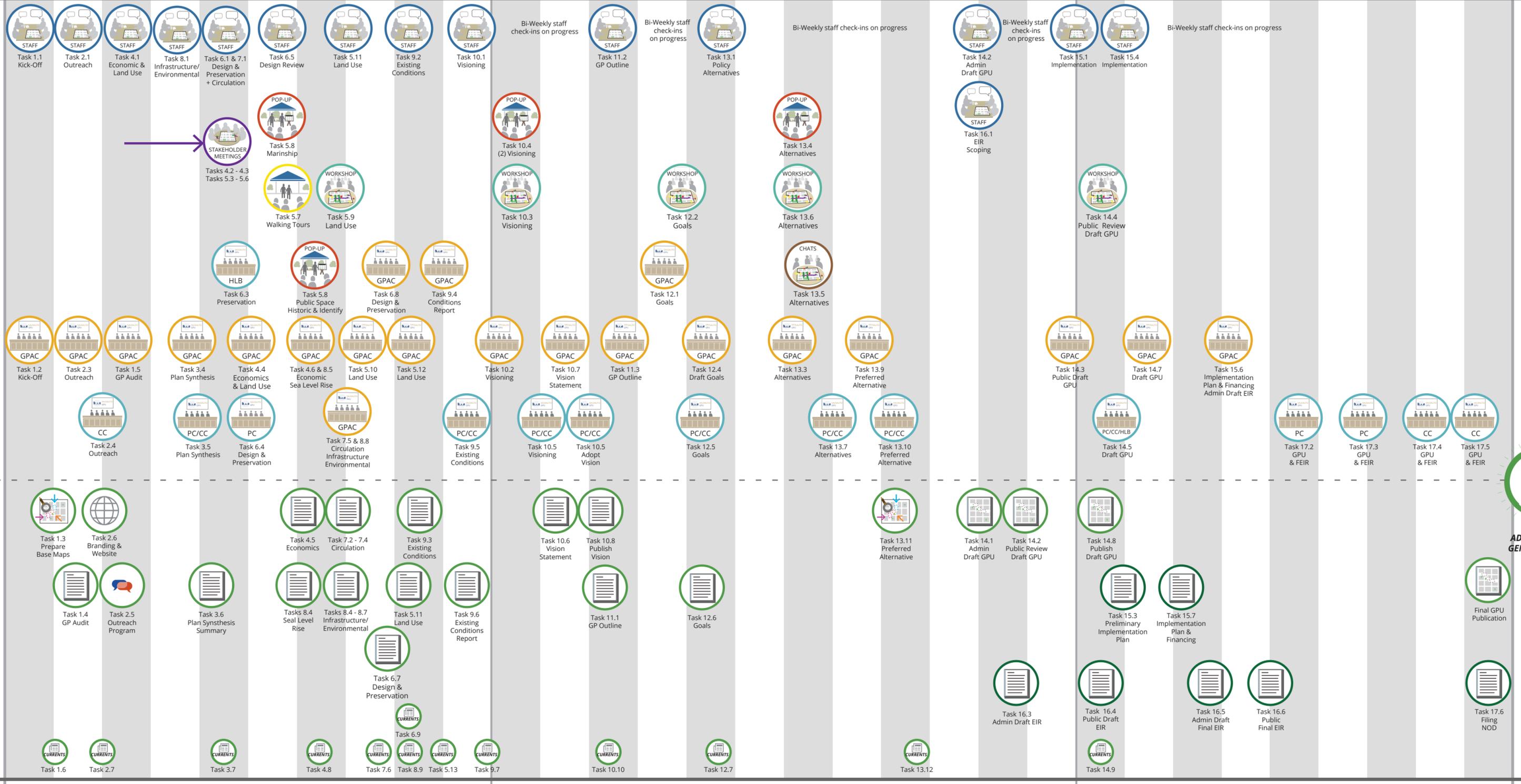
MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

JAN FEB MAR APR MAY JUN JUL AUG SEP

COMMUNITY OUTREACH AND MEETINGS

DELIVERABLES



ADOPTION OF GENERAL PLAN UPDATE

Final GPU Publication

Task 17.2 GPU & FEIR

Task 17.3 GPU & FEIR

Task 17.4 GPU & FEIR

Task 17.5 GPU & FEIR

Task 16.5 Admin Draft Final EIR

Task 16.6 Public Final EIR

Task 15.7 Implementation Plan & Financing

Task 14.4 Public Review Draft GPU

Task 15.6 Implementation Plan & Financing Admin Draft EIR

Task 12.4 Draft Goals

Task 11.3 GP Outline

Task 10.5 Adopt Vision

Task 10.6 Vision Statement

Task 9.3 Existing Conditions

Task 9.2 Existing Conditions

Task 8.4 Seal Level Rise

Tasks 8.4 - 8.7 Infrastructure/Environmental

Task 7.2 - 7.4 Circulation

Task 6.5 Design Review

Task 6.7 Design & Preservation

Task 6.1 & 7.1 Design & Preservation + Circulation

Task 5.11 Land Use

Task 5.8 Marinship

Task 5.9 Land Use

Task 5.7 Walking Tours

Task 4.1 Economic & Land Use

Task 4.4 Economics & Land Use

Task 4.6 & 8.5 Economic Sea Level Rise

Task 3.4 Plan Synthesis

Task 3.5 Plan Synthesis

Task 3.6 Plan Synthesis Summary

Task 2.6 Branding & Website

Task 2.5 Outreach Program

Task 2.3 Outreach

Task 2.4 Outreach

Task 1.5 GP Audit

Task 1.4 GP Audit

Task 1.3 Prepare Base Maps

Task 10.10

Task 12.7

Task 13.12

Task 14.9

Task 17.6 Filing NOD

Task 17.6 Filing NOD



Below is a summary of the total estimated cost for the Sausalito General Plan Update Project. Following pages breakout the budget by: General Plan Update, Environmental Review, and Implementation.

CITY OF SAUSALITO General Plan Update Project				
	Project Component			Total Budget per Consultant Team
	GPU	EIR	Implementation Plan	
M-Group	\$ 293,257	\$ -	\$ 8,470	\$ 301,727
FCS	\$ -	\$ 154,155	\$ -	\$ 154,155
PTC	\$ 56,780	\$ 88,820	\$ -	\$ 145,600
BKF	\$ 42,064	\$ -	\$ 15,040	\$ 57,104
EPS	\$ 56,120	\$ -	\$ 13,360	\$ 69,480
M/M	\$ 21,808	\$ -	\$ -	\$ 21,808
Total Project Budget	\$ 470,029	\$ 242,975	\$ 36,870	\$ 749,874

Note: Hourly rates for each team member are shown in the header of the following budget sheets.

CITY OF SAUSALITO

General Plan Update

Task Number / Description	Lead Consultant: M-GROUP									Parisi Transportation Consultants					BKF					EPS					Mott MacDonald				
	Land Use Planning, Community Engagement, Urban Design, and Overall Project Management and Coordination									Circulation Analysis and Policy Review					Infrastructure Analysis					Economic Analysis					Coastal Engineering/Sea Level Rise Analysis				
	Heather Hines, PIC	Kristi Bascom, Project Manager	Milan Nevajda, Deputy Project Manager	Olivia Ervin, Environ. Planner	Lilly Bianco, Historic Preservation Specialist	Associate Planner	Assistant Planner/Social Media Specialist	M-Group hours	M-Group Subtotal	David Parisi, Principal	Amuyunzu, Transportation Consultant	Hoffman, Associate	Johnston, Transportation Tech	Parisi hours	Parisi Subtotal	Principal In Charge	Associate Project Manager	Project Engineer	Engineer Technician	BKF hours	BKF Subtotal	Jason Moody, Principal	Ashleigh Kanat, Exec. Vice President	Research Analyst	Production Staff	EPS Hours	EPS Subtotal		
Hourly Billing Rate	\$190	\$150	\$105	\$130	\$110	\$100	\$85		\$245	\$130	\$120	\$95		\$230	\$194	\$162	\$127		\$275	\$225	\$125	\$90							
TASK 1: INITIATE, COLLECT & ANALYZE RELEVANT PLAN																													
1.1 Project Kick Off meeting with City staff	2	4	4					10	\$1,400	4				4	\$980	2	6	6	2	16	\$2,850	4	4				8	\$2,000	\$1,236
1.2 GPAC meeting: Project Kick Off	4	8	8					20	\$2,800	4	4			8	\$1,500					4	\$648					4	\$1,100		
1.3 Prepare base maps and background data			2			6	6	14	\$1,320					0	\$0	16	20	90	126	\$17,774						0	\$0	\$6,100	
1.4 Audit existing General Plan & other planning documents		4	6	2	2			14	\$1,710	6				6	\$1,470					0	\$0					0	\$0		
1.5 GPAC meeting: Review the General Plan Audit Memo	4	8	8					20	\$2,800					0	\$0					0	\$0					0	\$0		
1.6 Sausalito Currents Newsletter			2					2	\$210					0	\$0					0	\$0					0	\$0		
Task 1 Subtotal:	10	24	30	2	2	6	6	80	\$10,240	14	4	0	0	18	\$3,950	2	22	30	92	146	\$21,272	8	4	0	0	12	\$3,100	\$7,336	
TASK 2: OUTREACH: DEFINE THE OUTREACH PROGRAM																													
2.1 Action meeting with City staff: Review Outreach Program	2	4	4					10	\$1,400																				
2.2 Develop Draft Outreach Program	2	6	6					14	\$1,910																				
2.3 GPAC meeting: Review Outreach Program	4	8	8					20	\$2,800																				
2.4 City Council (CC) Study Session: Review Outreach Program	4	6	6					16	\$2,290																				
2.5 Finalize Outreach Program		2	4			4	2	12	\$1,290																				
2.6 Branding		2	4					12	\$1,740																				
2.7 Sausalito Currents Newsletter			2					2	\$210																				
Task 2 Subtotal:	12	28	34	0	0	4	14	92	\$11,640																				
TASK 3: GOVERNANCE, SYNTHESIZE DOCUMENTS & EVALUATE RESPONSIBILITIES																													
3.1 Assess Roles of Governing Bodies	2	6	6		2			16	\$2,130																				
3.2 Evaluate relationship of Marinship to the GPU		6	10			6		22	\$2,550																				
3.3 Summary on Synthesizing Plans and Coordinating Roles		2	4					6	\$720																				
3.4 GPAC meeting: Review summary		6	8					14	\$1,740																				
3.5 PC/CC Joint Study Session: Review summary	4	6	6					16	\$2,290																				
3.6 Finalize summary		2	4					6	\$720																				
3.7 Sausalito Currents Newsletter			2					2	\$210																				
Task 3 Subtotal:	6	28	40	0	2	6	0	82	\$10,360																				
TASK 4: ANALYSIS, MARKET CONDITIONS																													
4.1 Progress meeting with City staff		4	4					8	\$1,020																				
4.2 Stakeholder meeting: Economic Development		4	4					8	\$1,020																				
4.3 Stakeholder meeting: Tourism		4	4					8	\$1,020																				
4.4 GPAC meeting: Issues in Economic Development and Land Use		6	8					14	\$1,740																				
4.5 Draft Economic Conditions Report and Analysis of Economic Element		6	8					14	\$1,740												16	24	24	2	66	\$12,980			
4.6 GPAC meeting: Review Economic Conditions and Element Analysis		2	2					4	\$510												4	4				8	\$2,000		
4.7 Finalize Economic Conditions Summary and Economic Element Analysis		6	8					14	\$1,740													8	8	2	18	\$2,980			
4.8 Sausalito Currents Newsletter			2					2	\$210																	0	\$0		
Task 4 Subtotal:	0	32	40	0	0	0	0	72	\$9,000												24	48	32	4	108	\$21,760			
TASK 5: ANALYSIS, LAND USE CONDITIONS																													
5.1 Progress meeting with City staff	2	4	4					10	\$1,400																				
5.2 Evaluate Development Standards and Guidelines		6	6			6		18	\$2,130																				
5.3 Stakeholder Meeting: Residential Neighborhoods		4	4					8	\$1,020																				
5.4 Stakeholder Meeting: Parks, Recreation, and Public Facilities		4	4					8	\$1,020																				
5.5 Stakeholder Meeting: Marinship		6	6					12	\$1,530																				
5.6 Stakeholder Meeting: Downtown and Commercial Districts		6	6					12	\$1,530																				
5.7 Walking tour (Up to four)	12	16	16				8	52	\$7,040																				
5.8 Pop-up Workshop: Marinship		6	6					12	\$1,530																				
5.9 Community Workshop: Sausalito's Unique Neighborhoods	4	10	10			6	12	42	\$4,930																				
5.10 GPAC meeting: Review summary of community input on land use		6	8					14	\$1,740																				
5.11 Summary of Land Use Conditions		12	16			10		38	\$4,480																				
5.12 GPAC meeting: Review summary of land use conditions		6	8					14	\$1,740																				
5.13 Sausalito Currents Newsletter			2					2	\$210																				
Task 5 Subtotal:	18	86	96	0	0	22	28	250	\$30,980																				
TASK 6: ANALYSIS, DESIGN & PRESERVATION POLICIES																													
6.1 Progress meeting with City staff		4	4		4			12	\$1,460																				
6.2 Review Community Design & Historic Preservation Policies		2	4			6		12	\$1,380																				
6.3 Stakeholder Meeting: Historic Landmarks Board		2	4			6		12	\$1,380																				
6.4 Stakeholder Meeting: Planning Commission		2	4			6		12	\$1,380																				
6.5 Action Meeting with Staff: Discuss Design Review Policies and Procedures		4	6		4			14	\$1,670																				
6.6 Pop-Up Workshop: Public Spaces, Historic Resources, and Identity		6	6		6		8	26	\$2,870																				
6.7 Draft Analysis of Community Design & Historic Preservation Element		2	4		10			16	\$1,820																				
6.8 GPAC Meeting: Review Analysis of Design and Historic Preservation		6	6		6			18	\$2,190																				
6.9 Sausalito Currents Newsletter			2					2	\$210																				
Task 6 Subtotal:	0	28	40	0	48	0	8	124	\$14,360																				
TASK 7: ANALYSIS, CIRCULATION CONDITIONS																													
7.1 Progress meeting with City staff		4	4					8	\$1,020	4	2	2	8	\$1,430															
7.2 Existing Transportation and Circulation Conditions		4	4					8	\$1,020	16	36	24	84	\$12,240															
7.3 Future Transportation and Circulation Conditions		4	4					8	\$1,020	2																			

12.7	Sausalito Currents Newsletter	Lead Consultant: M-GROUP								Paris Transportation Consultants				BKF				EPS				Mott MacDonald								
		Land Use Planning, Community Engagement, Urban Design, and Overall Project Management and Coordination								Circulation Analysis and Policy Review				Infrastructure Analysis				Economic Analysis												
				2				2	\$210					0	\$0									0	\$0					
	Task 12 Subtotal:	8	54	64	0	0	6	16	148	\$18,300	16	16	0	0	32	\$6,000							4	12	12	0	28	\$5,300		
TASK 13:	ALTERNATIVES, EXPLORE POLICY ALTERNATIVES																													
13.1	Action meeting with City staff: Identify land use and policy alternatives	4	4	4					12	\$1,780	2	2			4	\$750									0	\$0				
13.2	Prepare preliminary analysis of land use and policy alternatives		10	12			24		46	\$5,160	12	8			20	\$3,980							10	12	10	1	33	\$6,790		
13.3	GPAC meeting: Evaluate land use and policy alternatives	4	8	8					20	\$2,800	4				4	\$980									0	\$0				
13.4	Pop-up Workshop: Discuss land use and policy alternatives		6	6			8		20	\$2,210					0	\$0									0	\$0				
13.5	Informal Coffee chats: Land Use and Policy Alternatives		10	10			4		24	\$2,890					0	\$0									0	\$0				
13.6	Community Workshop: Review Land Use and Policy Alternatives	4	10	10			6	12	42	\$4,930					0	\$0									4	\$900				
13.7	PC/CC Joint Study Session: Evaluate land use and policy alternatives	4	8	8					20	\$2,800					0	\$0							4	6	6	6	\$1,350			
13.8	Draft a preferred policy framework		6	10			16		32	\$3,550				6	6	\$780							8	20	36	2	66	\$11,380		
13.9	GPAC meeting: Review preferred policy framework		8	8					16	\$2,040					0	\$0									0	\$0				
13.10	PC/CC Joint Study Session: Review preferred policy framework	4	8	8					20	\$2,800					0	\$0									0	\$0				
13.11	Finalize preferred policy framework			2			4		6	\$550					0	\$0									0	\$0				
13.12	Sausalito Currents Newsletter			2					2	\$210					0	\$0									0	\$0				
	Task 13 Subtotal:	20	78	88	0	0	46	28	260	\$31,720	18	16	0	0	34	\$6,490							18	42	46	3	109	\$20,420		
TASK 14:	PLAN, PREPARE DRAFT GENERAL PLAN																													
14.1	Prepare Administrative Draft GPU	8	16	24			40		88	\$10,440							4	8	20		32	\$5,712								
14.2	Action Meeting with City Staff: Revise Administrative Draft GPU + EIR		4	12			12		28	\$3,060											0	\$0								
14.3	GPAC meeting: Present Public Review Draft GPU + EIR	4	8	8					20	\$2,800									4		4	\$648								
14.4	Community Workshop: Public Review Draft GPU	4	10	10			6	12	42	\$4,930											0	\$0								
14.5	PC/CC Joint Study Session: Public Review Drafts of GPU + EIR	4	8	8					20	\$2,800											0	\$0								
14.6	Prepare Draft GPU		2	4					6	\$720											0	\$0								
14.7	GPAC meeting: Draft GPU	4	8	8					20	\$2,800											0	\$0								
14.8	Finalize Draft GPU		4	6			6		16	\$1,740											0	\$0								
14.9	Sausalito Currents Newsletter			2					2	\$210											0	\$0								
	Task 14 Subtotal:	24	60	82	0	0	58	18	242	\$29,500							4	8	24	0	36	\$6,360								
TASK 15:	IMPLEMENT, PREPARE IMPLEMENTATION PLAN																													
	See separate Implementation plan and Financing Strategy tasks/budget																													
TASK 16:	EIR, COMPLETE PROGRAMMATIC EIR																													
	See separate EIR tasks/budget																													
TASK 17:	GPU Adoption and EIR Certification																													
17.1	Planning Commission Hearing #1	6	8	8					22	\$3,180	4				4	\$980							4		1	5	\$1,190			
17.2	Planning Commission Hearing #2	4	4	4					12	\$1,780					0	\$0							4		4	4	\$1,100			
17.3	City Council Hearing #1	6	8	8					22	\$3,180	4				4	\$980							4		4	4	\$1,100			
17.4	City Council Hearing #2	4	4	4					12	\$1,780					0	\$0							4		4	4	\$1,100			
17.5	Prepare and Publish Final GPU and EIR		2	4			8		14	\$1,400					0	\$0									0	\$0				
	Task 17 Subtotal:	20	26	28	0	0	0	8	82	\$11,320	8	0	0	0	8	\$1,960							16	0	0	1	17	\$4,490		
TASK 18:	MANAGEMENT, ON-GOING PROJECT MANAGEMENT																													
18.1	Ongoing Project Management from Project Inception to Project Close	20	50	50					120	\$16,550																				
18.2	Ongoing Coordination between General Plan Update Process and EIR Process				45				45	\$5,850																				
18.3	Ongoing Updates to Project Website, Social Media Platforms, and Online Surveys			20			100		120	\$10,600																				
	Task 18 Subtotal:	20	50	70	45	0	0	100	285	\$33,000																				
Project Subtotal (hours + cost)		182	628	798	63	52	154	282	2,159	\$ 265,850	112	146	60	28	346	\$ 56,280	8	46	118	92	264	\$ 41,564	70	106	90	8	274	\$ 55,070		
Direct Costs: Printing, Equipment rental, Meeting supplies, Website+Voting App subscriptions										\$5,000						\$500						\$500							\$1,050	
5% Subconsultant Overhead										\$22,407.35																				
Total Budget per Consultant									M-Group	\$293,257					PTC	\$56,780					BKF	\$42,064				EPS	\$56,120	M/M	\$21,808	
Total GPU Budget (not including Implementation Plan or EIR)										\$470,029																				

NOTES
 Consultants reserve the right to re-allocate hours and include assistance from other staff to complete the tasks, as necessary, but within the total budget.
 Cost proposal is for a not-to-exceed contract with monthly invoicing based on percentage of task completed
 Travel time and expenses for planning services have been factored into the budget.
 M-Group will prepare the materials specified herein. If additional tasks, deliverables or materials are warranted a budget adjustment may be necessary.
 Additional meeting beyond those identified in the scope and budget can be accommodated on a time and materials basis.

CITY OF SAUSALITO
GPU Implementation

Task Number / Description	Lead Consultant: M-GROUP								BKF						EPS							
	Land Use Planning, Community Engagement, Urban Design, and Overall Project Management and Coordination								Infrastructure Analysis						Economic Analysis							
	Heather Hines, PIC	Kristi Bascom, Project Manager	Milan Nevajda, Deputy Project Manager	Olivia Ervin Environ. Planner	Lilly Bianco, Historic Preservation Specialist	Associate Planner	Assistant Planner/Social Media Specialist	M-Group hours	M-Group Subtotal	Principal In Charge	Associate Project Manager	Project Engineer	Engineer Technician	BKF hours	BKF Subtotal	Jason Moody, Principal	Ashleigh Kanat, Exec. Vice President	Research Analyst	Production Staff	EPS Hours	EPS Subtotal	
Hourly Billing Rate	\$190	\$150	\$105	\$130	\$110	\$100	\$85		\$230	\$194	\$162	\$127			\$275	\$225	\$125	\$90				
TASK 15: IMPLEMENT. PREPARE IMPLEMENTATION PLAN																						
15.1 Action meeting with staff: Implementation Plan/Financing Strategy		4	4				8	\$1,020			4		4	\$648	4				4	\$1,100		
15.2 Assess Infrastructure and CIP Budget needs		4	4				8	\$1,020	2	8	30		40	\$6,872					0	\$0		
15.3 Develop Preliminary Implementation Plan and Financing Strategy		8	4				12	\$1,620	2	8	30		40	\$6,872	8	16	16	2	42	\$7,980		
15.4 Action meeting with staff: Implementation Plan and Financing Strategy		4	4				8	\$1,020					0	\$0	4				4	\$1,100		
15.5 Revise Draft Implementation Plan and Financing Strategy		4	2				6	\$810					0	\$0	4	4	8	2	18	\$3,180		
15.6 GPAC Meeting: Review Draft Implementation Plan and Financing Strategy		8	8				16	\$2,040			4		4	\$648					0	\$0		
15.7 Finalize Implementation Plan and Financing Strategy		4				4	8	\$940					0	\$0					0	\$0		
Task 15 Subtotal:	0	36	26	0	0	0	66	\$8,470	4	16	68	0	88	\$15,040	20	20	24	4	68	\$13,360		
Total Budget per Consultant								M-Group	\$8,470							BKF	\$15,040					
Total Implementation Plan Budget (not including GPU or EIR)									\$36,870													

NOTES
 Consultants reserve the right to re-allocate hours and include assistance from other staff to complete the tasks, as necessary, but within the total budget
 Cost proposal is for a not-to-exceed contract with monthly invoicing based on percentage of task completed
 Travel time and expenses for planning services have been factored into the budget.
 M-Group will prepare the materials specified herein. If additional tasks, deliverables or materials are warranted a budget adjustment may be necessary.
 Additional meeting beyond those identified in the scope and budget can be accommodated on a time and materials basis.

APPENDIX A

APPENDIX A. PROOF OF AUTHORITY - SIGNING OFFICERS

WRITTEN CONSENT OF THE SOLE DIRECTOR
OF
METROPOLITAN PLANNING GROUP
A CALIFORNIA CORPORATION

The undersigned, being the sole director of METROPOLITAN PLANNING GROUP, a California corporation ("Corporation"), acting pursuant to the authority of Section 307(b) of the California Corporations Code, hereby adopts the following resolution:

RESOLVED, the following persons were elected to the offices indicated after their respective names to serve during the ensuing year and until such time as their successors have been duly elected and shall qualify:

GEOFF I. BRADLEY	-	President
HEATHER HINES	-	Secretary
HEATHER BRADLEY	-	Treasurer.

This Consent is executed pursuant to Section 307(b) of the California Corporations Code and is to be filed with the minutes of board proceedings.

Dated effective, notwithstanding the actual date of execution, as of November 1, 2014.


GEOFF I. BRADLEY, Sole Director