



Rincon Consultants, Inc.

250 East 1st Street, Suite 1400
Los Angeles, California 90012

213 788 4842

info@rinconconsultants.com
www.rinconconsultants.com

September 29, 2023
Project No: 21-11575

Attn: Erik Krause
Deputy Director Community Development
Glendale City Hall
613 E. Broadway
Glendale, California 91206
Via email: EKrause@GlendaleCA.gov

Subject: Scope and Budget Modification to Prepare the City of Glendale Safety Element Update

Dear Mr. Krause:

Rincon Consultants, Inc. (Rincon) is pleased to provide a scope modification to the contract between the City of Glendale and Rincon Consultants, Inc. dated November 21, 2022, for the City of Glendale Climate Action and Adaptation Plan (CAAP). Pursuant to your request, we have developed this work scope modification to prepare an update to the City of Glendale General Plan Safety Element pursuant to state mandated requirements.

Scope of Work

The following section describes the proposed Safety Element Update scope of work.

Task 1 Project Orientation and Management

Task 1.7 Safety Element Virtual Kick-off Meeting

Rincon will host a Safety Element virtual kick-off meeting with the City's Project Team to discuss project goals and objectives. The kick-off meeting will provide an opportunity to refine the scope of work and proposed schedule, identify data needs, and discuss the engagement strategy. The scope and schedule for related planning efforts will be discussed, particularly the Climate Action and Adaptation Plan and City of Glendale Hazard Mitigation Plan Update. This meeting will also serve to establish the project management procedures, including communication protocols. Following the kick-off meeting, the Rincon team will provide an adjusted schedule, if necessary, as well as a final list of data needs.

ASSUMPTIONS

- Rincon will host a (one-hour) virtual kick-off meeting.
- Up to three Rincon staff members will attend the virtual kick-off meeting.

DELIVERABLES

- Kick-off Meeting Agenda and Meeting Summary
- Final Data Request



- Draft and Final Schedule

Task 1.8 Safety Element Biweekly Check-Ins and Project Management

We believe that effective communication and project management is an integral part of a project's success. We recommend status update phone calls biweekly to report on project status. To facilitate communication among the Rincon team members, we will hold internal biweekly planning and coordination meetings. During these meetings we will discuss work in progress and schedules to ensure the project stays on track.

ASSUMPTIONS

- 12-month project timeline
- Up to two Rincon staff members will attend biweekly calls (project manager and assistant project manager), unless Principal attendance is requested for specific meetings

DELIVERABLES

- Biweekly (30 minute) virtual meetings throughout the 12-month project timeline
- Monthly status updates and invoices

Task 1.9 Reconnaissance Tours

Completing a reconnaissance tour of the City would be invaluable for the climate action and adaptation planning and Safety Element update processes as it provides firsthand experience and a comprehensive understanding of the City's physical layout, infrastructure, and existing amenities. Therefore, two Rincon staff members would attend the reconnaissance tours in coordination with the CAAP and Safety Element team to identify key opportunities and challenges (especially in the southern and western parts of the City), assess the feasibility of potential projects, and gain insights into the community's needs and aspirations, leading to a more informed and contextually appropriate long-term plan.

ASSUMPTIONS

- Two Rincon staff members will attend in-person reconnaissance tours with City staff.
- It is anticipated that the tour will be completed over the course of one day.

DELIVERABLES

- Attendance and participation in one full day of tours around the City.

Task 2 Stakeholder and Community Engagement

Task 2.1.1 Stakeholder Education and Engagement Plan (Safety Element)

Rincon understands that public engagement will be critical for the success of the CAAP and Safety Element Update. Following the Safety Element Kick-off Meeting, Rincon will revise the CAAP Stakeholder Education and Engagement Plan to include Safety Element-related engagement.

The engagement effort will be designed to effectively build collaborative interest, identify common values and goals in the project direction given the diverse group of local stakeholders, and to bring new



participants into the conversation. To best accomplish this, our team will include several engagement methods as a part of the Stakeholder Education and Engagement Plan, as presented in more detail below. These will include a City Staff Working Group Meeting, Community Workshop, online community surveys, and City Council hearings.

Our goal is to design the community outreach to engage the public and community leaders in a fun and interactive way that will create a common vision and facilitate informed input into the CAAP and Safety Element Update process.

Task 2.2.1 Safety Element Webpage Content

Following the completion of Task 2.1.1, the CAAP website will be updated to include information about the Safety Element Update and point to the Glendale Safety Element webpage. Rincon will provide language for the City to use to update their Safety Element webpage. This will include an overview of the Safety Element and why it is being updated, the Safety Element Update schedule, and upcoming events. If the City would like a separate Safety Element Update website, similar to the CAAP website, Rincon can provide a scope and budget amendment to include a Safety Element website.

DELIVERABLES

- Website Safety Element draft content for City webpage
- Reference to the Safety Element Update webpage added to the CAAP website, including acknowledgement of climate change topics covered in the Safety Element Update and a link to the webpage.

Task 2.3.1 City Staff Working Group (1 Additional Session)

Rincon will plan and facilitate one additional City Staff Working Group meeting that focuses on the Safety Element Update. The meeting will be used to review and refine the draft Safety Element policies and develop implementation actions.

ASSUMPTIONS

- The City will schedule the meetings and send invites.
- The City will print materials for all in-person events.
- Workshops will be up to two hours in length, and occur virtually.
- Two Rincon staff members will attend the meeting.

DELIVERABLES

- Materials and presentations for the City Staff Working Group Meeting, including PowerPoint presentation
- Summary/notes from the City Staff Working Group Meeting

Task 2.4.1 Safety Element Community Workshop and Pop-up (1 Workshop & 1 Pop-up)

Rincon will plan and facilitate one additional Community Workshop and one additional pop-up event that focus exclusively on the Safety Element update. The community workshop will be in-person and will



provide an overview of the Safety Element, new Safety Element requirements, results from the Climate Change Vulnerability Assessment, and Safety Element policy topics. The Rincon Team will lead the workshop, develop presentations, and create interactive activities to engage participants. Rincon will also document the process and provide a summary memorandum to the City upon completion of the workshop. This task includes time and budget to coordinate with the City's General Plan consultant, De Novo Planning Group, as well as the Hazard Mitigation Plan consultant, to showcase other related planning efforts at the community workshop, as appropriate.

Rincon will also lead a pop-up at an existing community event in the City to get feedback from members of the community traditionally underrepresented in government processes. Rincon will attend the pop-ups, develop an interactive activity to solicit feedback at the event, and prepare up to 2 posters. Rincon will prepare a summary of input received.

ASSUMPTIONS

- The workshop will be 1.5 hours in length and occur in person.
- Two Rincon staff members will attend the workshop.
- Up to two Rincon staff will attend the pop-up event.

DELIVERABLES

- Agenda for community workshop
- Draft and Final Presentation for community workshop
- Up to 2 posters for community workshop and 2 posters for pop-up event
- Community workshop and pop-up event summary memorandums
- Social media language blurbs for the community workshop and pop-up event
- Interactive activities, sign-in sheets, and comment cards for the community workshop and pop-up event

Task 2.10.1 City Council Hearings (Safety Element)

Rincon assumes that the Safety Element Update will occur at the same time as the City Council Hearings for the Glendale CAAP. This scope includes time for one additional staff member to attend two public hearings and represent the Safety Element.

ASSUMPTIONS

- The City will print materials for all in-person events.
- One additional Rincon staff member will attend and present at up to two virtual public hearings for the CAAP and Safety Element update combined.

DELIVERABLES

- Attendance and participation at up to two public hearings for the CAAP and Safety Element update combined.



Task 11 Safety Element Update

California has prioritized mitigating climate change impacts and building more resilient communities. Recently the California State Legislature has passed several bills that require Safety Elements to be updated (described below) to also account for these priorities. These new legislative bills require communities to prepare specific technical studies and develop policies that address vulnerable communities to climate change, emergency evacuation, and wildfire risks.

1. **Senate Bill 99. Residential Emergency Evacuation Routes.** Senate Bill 99 requires all cities and counties, upon the next revision of the housing element on or after January 1, 2020, to update the safety element to include information identifying residential developments in any hazard area identified in the safety element that do not have at least two emergency evacuation routes.
2. **Senate Bill 1035. General Plans.** Senate Bill 1035 requires cities and counties to update their safety element during a housing element or local hazard mitigation plan update cycle, but not less than once every eight years, if new information on flood hazards, fire hazards, or climate adaptation or resilience is available that was not available during the previous revision of the safety element.
3. **Senate Bill 379. Climate Adaptation.** Senate Bill 379 requires all cities and counties to include climate adaptation and resiliency strategies in the safety elements of their general plans upon the next revision beginning January 1, 2017. The bill requires the climate adaptation update to include a set of goals, policies, and objectives for their communities based on the vulnerability assessment, as well as implementation measures, including the conservation and implementation of natural infrastructure that may be used in adaptation projects.
4. **Senate Bill 1241. State Responsibility Areas and Very High Fire Severity Zones.** The Senate Bill requires review and update of the safety element, upon the next revision of the housing element on or after January 1, 2014, as necessary to address the risk of fire in state responsibility areas and very high fire hazard severity zones. The specific requirements are codified in GC § 65302(g)(3) and 65302.5(b) and included as Attachment A to this memorandum.
5. **Assembly Bill 747. Evacuation Routes.** Assembly Bill 747 requires all cities and counties to identify evacuation routes in the safety elements of their general plans upon the next revision of their local hazard mitigation plan, beginning on or after January 1, 2022. The bill requires evaluation of evacuations route capacity, safety, and viability under a range of emergency scenarios. The safety element can be updated based on information included in an adopted local hazard mitigation plan, emergency operation plan, or other document provided the information fulfills the goals and objectives of the assembly bill requirements.

These new requirements allow for the Safety Element to be better designed for agencies to further implementation efforts to prevent increased hazard risk such as wildfire and urban heat as well as emergency response and evacuation. Because these topics are intertwined with climate mitigation and the focus of the CAAP, it's best practice for these efforts to be coordinated, consistent, and presented to the community together. This also allows for the most effectiveness and efficiency in terms of staff resources, resulting in significant cost savings.

Task 11.1 Review of Existing Safety Element

Rincon will review the current version of the City's Safety Element and identify necessary updates to bring it into compliance with government code 65302 (g) (1) and maintain consistency with the Office of Planning and Research (OPR) General Plan Guidelines for Required Elements (Chapter 4). Rincon will



provide a memorandum summarizing the most recent applicable legislation requirements, recommendations on how the City can comply with these requirements, and critical updates that will be needed for the existing Safety Element. This memorandum is intended to be used early in the project process as a foundation to facilitate staff and decision-maker buy-in throughout the development of the Safety Element.

ASSUMPTIONS

- Rincon will respond to and address one set of consolidated comments on the memorandum.

DELIVERABLES

- Draft Requirements for the Safety Element Update memorandum (electronic in PDF and Microsoft Word format)
- Final Requirements for the Safety Element Update memorandum (electronic in PDF and Microsoft Word format)

Task 11.2 Preparation of Technical Reports

Task 11.2.1 Evacuation Capacity Analysis

This analysis will focus on evaluating evacuations under two different evacuation scenarios. Kittelson will identify the estimated capacity of and travel times along the roadway system during an evacuation under baseline and project conditions. This information will be used to assess significant impacts to the roadway network and emergency operations in the case of an evacuation.

TASK A IDENTIFY EVACUATION SCENARIOS

All evacuation scenarios and assumptions will be verified with Rincon Consultants and City of Glendale staff including fire and emergency staff before proceeding with the analysis.

Task A.1 Identify the Evacuation Network

The study area is defined as the encompassing areas which would require evacuation under any of the evacuation scenarios. The evacuation routes would include highways and streets which would provide access to safe designated evacuation points.

Task A.2 Identify Evacuation Scenarios

Kittelson will evaluate up to two evacuation event scenarios. Possible scenarios include:

- Wildfire starting in a likely undeveloped area within or adjacent to Glendale
- Earthquake on a known fault

Each evacuation event will be modeled for the following scenarios:

- Existing Baseline conditions
- Cumulative conditions, including 2040 buildout of land uses allowable under the current adopted General Plan



Task A.3 Evacuation Assumptions

For the evacuation analysis, Kittelson will assume the worst-case scenario for the hour when the highest numbers of area residents, workers, and visitors need to evacuate. We will also use census data to determine auto-ownership information, persons per household, and employees per household that could affect the number of vehicles per household used during an evacuation event.

The primary evacuation destinations (up to three per scenario) will be proposed and agreed to with the consultant team and City. For each direction of evacuation, a set of percentage splits to specific routes will be assumed.

Task C.4 Meetings

The study area and all evacuation scenarios and assumptions will be confirmed with City of Glendale staff and fire and emergency planning officials. Kittelson will attend up to two, one-hour virtual meetings with City staff and stakeholders:

1. Kick-off Meeting and confirmation of Scope of Work
2. Define the study area and discuss assumptions on evacuation network and wildfire scenarios

TASK B EVACUATION ANALYSIS

Task B.1 Evacuation Volumes

Kittelson will apply the Glendale travel demand model for the evacuation analysis. For each evacuation scenario, the peak hour evacuation vehicle trips will be calculated for transportation analysis zones (TAZs) in the study area. These will be calculated as the number of occupied households or employment sites times the numbers of vehicles per site assumed for evacuation. The trips will be assumed to start in the TAZs that are being evacuated, ending at up to three representative evacuation destinations outside the evacuation area.

Within the travel model, the calculated evacuation trips will be substituted for the normal weekday peak hour origins and destinations within the study area. The revised trips, including all normal peak hour trips outside the evacuation area, will then be assigned to the available road network.

Task B.2 Impact Analysis

Kittelson will compare the results of the capacity and travel time analyses between the no evacuation and with evacuation conditions to assess the level of impact on the roadway network during an evacuation.

Kittelson will evaluate the roadway capacity on key segments by analyzing the volume-to-capacity (VC) ratios based on service volume tables described in the Highway Capacity Manual (HCM) 6th Edition methodology. The volume/capacity on key segments and travel times on selected origin-destination pairs will be reported without and with the evacuation conditions.

Kittelson will evaluate the travel times during an evacuation event by using the travel model estimations of congested times for key origin-destination pairs. The evacuation destinations will represent the edge of the evacuation area where evacuees can be assumed to be out of danger. This scope and budget assumes reporting for up to five origin areas and three destination areas (represented as travel model transportation analysis zones) for each scenario (total of 15 origin-destination pairs per scenario).



Task B.3 Mitigation

If there would be significant delays with the evacuation scenarios, mitigation measures will be proposed to ensure that all portions of the study area can be evacuated safely. These may include alternative evacuation routes, temporary traffic control measures or other mitigation.

Task B.4 Meetings

Kittelson will meet with City staff and stakeholders to discuss preliminary findings of the evacuation analysis, including results on evacuation trips, roadway capacity and travel times, and potential mitigation strategies as necessary. Kittelson will attend up to two one-hour virtual meetings for discussion of the analysis.

TASK C DOCUMENTATION

Kittelson will prepare a draft technical memorandum, incorporating the data, analysis, exhibits, and conclusions from the Task B Evacuation Analysis. Kittelson will incorporate one round of consolidated and non-contradictory set of comments on the memorandum and prepare and submit a final technical memorandum. All deliverables will be submitted electronically (PDF format). Kittelson will attend one one-hour virtual meeting to discuss comments on the draft technical memorandum to be incorporated into the final technical memorandum.

ASSUMPTIONS

- The total schedule to provide a complete technical memorandum is 12 weeks from the time of authorization of Task 11.2.1.
 - Confirmation of assumptions described in Task A will require two weeks.
 - The draft analysis will be completed in six weeks following the confirmation of assumptions.
 - A draft technical memorandum will be provided in two weeks.
 - Response to comments on the draft memorandum will require two weeks.
- Kittelson and up to two Rincon staff will attend up to two, one-hour virtual meetings with City staff and stakeholders to kick off and confirm scope of work for Task 11.2.1.
- This scope and budget assumes reporting for up to five origin areas and three destination areas (represented as travel model transportation analysis zones) for each scenario (total of 15 origin-destination pairs per scenario).
- Kittelson and up to two Rincon staff will attend up to two one-hour virtual meetings for discussion of the evacuation analysis.
- Kittelson and up to two Rincon staff will attend up to one one-hour virtual meeting to discuss comments on the draft technical memorandum to be incorporated into the final technical memorandum.

DELIVERABLES

- Draft Evacuation Analysis Memorandum in PDF format
- Final Evacuation Analysis Memorandum in PDF format



Task 11.2.2 Evacuation Map

To comply with recent Senate Bill 99, Rincon will coordinate with City emergency providers to develop a map that identifies residential developments in any hazard area identified in the Safety Element that do not have at least two emergency evacuation routes. Objectives, policies and implementing actions to address evacuation constraints will be identified for inclusion in the Safety Element Update.

ASSUMPTIONS

- City staff will identify roadways with evacuation constraints.
- Rincon will digitize and prepare a map for inclusion in the Safety Element Update.

DELIVERABLES

- Draft Evacuation Map (electronic in PDF)

Task 11.3 Draft and Final Safety Element

Task 11.3.1 Administrative Drafts

Rincon will update background information, associated maps, and regulatory context for the following topics currently included in the Safety Element: Flooding Hazards, Fire Hazards, and Disaster Preparedness, Recovery, and Emergency Response. During this process, Rincon will confirm that the background information and maps in the Seismic and Geologic Hazards section is up to date. Brief summaries regarding evacuation, wildfire risk and climate change based on the technical reports prepared under Task 11.2 will be added. Summary of climate change will be based on the climate change vulnerability assessment prepared as part of the CAAP. Historical data on floods and wildfires will be included. The Safety Element will also incorporate by reference recent relevant plans, including the City of Glendale Hazard Mitigation Plan currently undergoing an update.

There is no specific legislative trigger to update the Hazardous Materials, Terrorism, Civil Disturbance and Crime, and Dangerous Animals and Plants sections of the Safety Element. However, Rincon can provide additional scope and budget to update these sections, if desired.

Rincon will develop goals, objectives, policies and implementation actions to comply with state law and align with OPR's General Plan Guidelines for Safety Element (Chapter 4) and CAL FIRE's review checklist. Policies will be clear, actionable, and aim to reduce risk and mitigate hazard impacts. New policies will be included to address evacuation, wildfire, and climate change vulnerabilities per the findings of the Glendale Hazard Mitigation Plan update (if available) and technical reports prepared under Task 11.2 and Task 3 Climate Change Community Assessment.

The Preliminary Draft would be an internal document that the City and applicable stakeholders would review and provide a consolidated set of comments on, outlining any requested revisions or updates, which would be incorporated by Rincon into the Administrative Draft Safety Element. Rincon will facilitate consultation with CAL FIRE and submit the Administrative Draft Safety Element to the California Board of Forestry and Fire Protection to ensure compliance with all state guidelines and requirements.

Rincon will prepare the Preliminary and Administrative Draft Safety Element in Microsoft Word, using the same format as recent General Plan element updates.



ASSUMPTIONS

- City to provide the most recent General Plan element Word template and GIS base map to ensure consistency.
- Rincon will reformat the Safety Element using the most recent General Plan element Word template provided by the City.
- Rincon will respond to and address one set of consolidated comments on the Preliminary Draft.
- Rincon will submit the Administrative Draft Safety Element to CAL FIRE and coordinate recommended revisions.
- One Rincon staff and one City staff will attend the California Board of Forestry meeting where the Safety Element will be reviewed.

DELIVERABLES

- One electronic copy of the Administrative Draft Safety Element in both PDF and Microsoft Word format

Task 11.3.2 Public Review Draft Safety Element

Rincon will respond to recommendations provided as a result of the Board of Forestry and Fire Protection review on the Administrative Draft Safety Element to then develop the Public Review Draft Safety Element. The Public Review Draft Safety Element will be posted to the City's website. The Public Review Draft would be provided to the City and posted on the City's website for the community and any additional stakeholders to review. Rincon assumes that the City would accept and combine all responses from the community and provide a consolidated set of comments outlining any requested revisions or updates to the Rincon team, which would be incorporated by Rincon into the Final Safety Element.

ASSUMPTIONS

- Rincon will respond to recommendations from the Board of Forestry and Fire Protection on the Public Review Draft.

DELIVERABLES

- One electronic copy of the Public Review Draft Safety Element in both PDF and Microsoft Word format

Task 11.3.3 Final Safety Element

Rincon will prepare an Adoption Draft of the Safety Element in response to public comments for the Planning Commission and City Council review and adoption. The Adoption Draft would be provided to the City in advance of the public hearing. Rincon assumes that the City would review the document and summarize any requested revisions into a consolidated set of comments outlining the requested revisions or updates, which would be incorporated by Rincon into the Adoption Draft Safety Element that would be presented at City Council for adoption. Following the public hearing, Rincon will prepare the Final Safety Element, which will be posted on the City's website. Rincon assumes that the City would provide one consolidated set of comments outlining any revisions on the Adoption Draft of the Safety Element, which will be incorporated into the Final Safety Element.



ASSUMPTIONS

- Rincon will respond to and address one set of consolidated comments on the Public Review Draft.
- Rincon will respond to and address one set of consolidated comments on the Adoption Draft.

DELIVERABLES

- One Final Safety Element in both PDF and Microsoft Word format

Task 10 CAAP CEQA IS

Task 10.5 Safety Element CEQA Analysis (combined with CAAP)

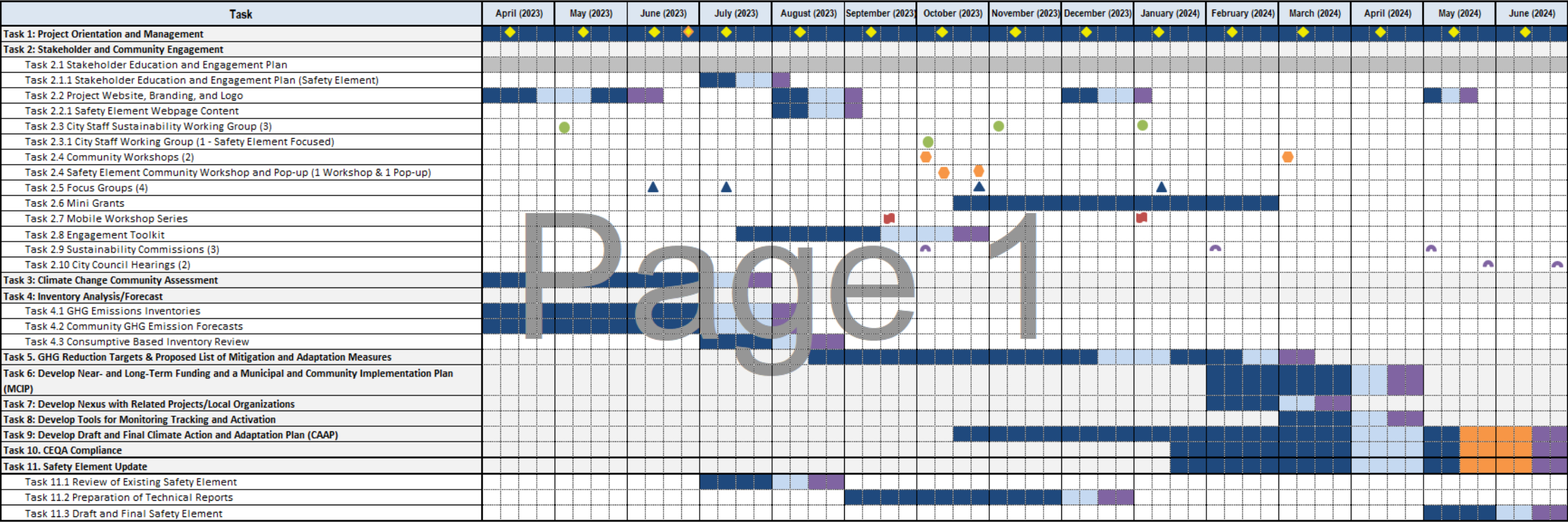
Rincon proposes modifying the existing Task 10 established for the CAAP to combine the CAAP and Safety Element Update CEQA assessments. By combining the CAP and Safety Element program we will be able to evaluate both documents in a single CEQA document. In our experience an Initial Study-Negative Declaration (IS-ND) is typically sufficient programmatic CEQA documentation for a CAP and Safety Element due to the generally beneficial environmental impacts associated with the plan. However, if it is determined that the policies in the CAP and Safety Element may result in potentially significant environmental impacts, a programmatic Environmental Impact Report (EIR) may be required and can be prepared as part of add services agreement. This scope includes additional hours to support a CEQA kickoff and AB 52 letters (see below), and time to include Safety Element CEQA analysis in the IS-ND CEQA Documentation scoped in the City of Glendale CAAP contract.

- **CEQA Kickoff and AB 52 Letters.** Rincon will hold a CEQA Kickoff Call with City staff and request the latest relevant Native American tribes list from the California Native American Heritage Commission (NAHC). Upon receipt of the tribes list from NAHC and internal approval of the CAP measures and actions list by the City, Rincon will prepare the AB 52 and SB 18 correspondence letters for the City to print on its letterhead and mail to the tribes.

Schedule and Cost

Schedule

The scope of work will be completed prior to June 30, 2024. Completing both the Climate Action and Adaptation Plan and the Safety Element together will ensure that the technical work and community engagement timing can be consolidated for a clear project schedule for the community. Below is the revised schedule including the Safety Element Update.





Cost

The proposed scope of services and associated costs are fully negotiable to meet the needs of the City. The cost associated with tasks requested to the City currently totals **\$135,682.50**. A summary of the proposed cost estimate by task is provided in Table 1 below. The following table shows the breakdown of labor hours and direct expenses associated with each task. Additional work not included within our proposed work program will be completed only upon written authorization in accordance with our standard fee schedule. No other services will be provided without your written authorization. This cost estimate is in effect for a period of 60 days during which time all the elements of this proposal are fully negotiable to meet the needs of the proposed project.



Table 1 Safety Element Update Cost Estimate



**RINCON CONSULTANTS, INC.
Cost Estimate**

	Rate	Hours	Labor Budget	Direct Expenses	Total Budget
Safety Element Scope Mod		486.00	102,719.00	32,963.50	135,682.50
Task 1: Project Orientation and Management		121.00	27,585.00	232.00	27,817.00
<i>Task 1.7: Safety Element Virtual Kick-off Meeting</i>		12.00	2,608.00	0.00	2,608.00
Principal	297.00	2.00	594.00		
Supervisor Planner I	263.00	2.00	526.00		
Planner IV	204.00	4.00	816.00		
Planner II	168.00	4.00	672.00		
<i>Task 1.8: Safety Element Biweekly Check Ins and Project Management</i>		85.00	19,373.00	0.00	19,373.00
Senior Principal	308.00	2.00	616.00		
Principal	297.00	36.00	10,692.00		
Supervisor Planner I	263.00	5.00	1,315.00		
Planner IV	204.00	24.00	4,896.00		
Admin Assistant/Billing Specialist	103.00	18.00	1,854.00		
<i>Task 1.9: Reconnaissance Tours</i>		24.00	5,604.00	232.00	5,836.00
Supervisor Planner I	263.00	12.00	3,156.00		
Planner IV	204.00	12.00	2,448.00		
Expenses				232.00	
Task 2: Stakeholder Education and Engagement Plan		163.00	34,243.00	170.30	34,413.30
<i>Task 2.1.1: Stakeholder Education and Engagement Plan (Safety Element)</i>		30.00	6,572.00	0.00	6,572.00
Senior Principal	308.00	2.00	616.00		
Principal	297.00	6.00	1,782.00		
Supervisor Planner I	263.00	2.00	526.00		
Planner IV	204.00	8.00	1,632.00		
Planner II	168.00	12.00	2,016.00		
<i>Task 2.2.1: Safety Element Webpage Content</i>		17.00	3,451.00	0.00	3,451.00
Senior Principal	308.00	0.00	0.00		
Principal	297.00	4.00	1,188.00		
Planner IV	204.00	4.00	816.00		
Planner II	168.00	8.00	1,344.00		
Admin Assistant/Billing Specialist	103.00	1.00	103.00		
<i>Task 2.3.1: City Staff Working Group (1 Additional Session)</i>		18.00	3,288.00	0.00	3,288.00
Senior Principal	308.00	0.00	0.00		
Principal	297.00	2.00	594.00		
Planner IV	204.00	4.00	816.00		
Planner II	168.00	6.00	1,008.00		
GIS/CADD Specialist I	145.00	6.00	870.00		
<i>Task 2.4.1: Safety Element Community Workshop and Pop-up (1 Workshop & 1 Pop-up)</i>		84.00	16,960.00	170.30	17,130.30
Senior Principal	308.00	0.00	0.00		
Principal	297.00	16.00	4,752.00		
Planner IV	204.00	32.00	6,528.00		
Planner II	168.00	20.00	3,360.00		
GIS/CADD Specialist I	145.00	16.00	2,320.00		
Travel - Mileage				170.30	
<i>Task 2.10.1: City Council Hearings (Safety Element)</i>		14.00	3,972.00	0.00	3,972.00
Senior Principal	308.00	0.00	0.00		
Principal	297.00	12.00	3,564.00		
Planner IV	204.00	2.00	408.00		
Planner II	168.00	0.00	0.00		



City of Glendale

Scope and Budget Modification to Prepare the City of Glendale Safety Element Update

Task 11: Safety Element Update		155.00	29,722.00	32,561.20	62,283.20
<i>Task 11.1: Review of Existing Safety Element</i>		20.00	4,372.00	0.00	4,372.00
Senior Principal	308.00	2.00	616.00		
Principal	297.00	4.00	1,188.00		
Planner IV	204.00	6.00	1,224.00		
Planner II	168.00	8.00	1,344.00		
<i>Task 11.2: Preparation of Technical Reports</i>		29.00	6,266.00	32,561.20	38,827.20
Senior Principal	308.00	1.00	308.00		
Principal	297.00	8.00	2,376.00		
Planner IV	204.00	10.00	2,040.00		
Planner II	168.00	4.00	672.00		
GIS/CADD Specialist I	145.00	6.00	870.00		
Kittelson (Subconsultant)				32,561.20	
<i>Task 11.3: Draft and Final Safety Element</i>		106.00	19,084.00	0.00	19,084.00
Senior Principal	308.00	2.00	616.00		
Principal	297.00	8.00	2,376.00		
Planner IV	204.00	24.00	4,896.00		
Planner II	168.00	48.00	8,064.00		
GIS/CADD Specialist I	145.00	12.00	1,740.00		
Production Specialist I	116.00	12.00	1,392.00		
Task 10.5: Safety Element CEQA Analysis (combined with CAAP)		47.00	11,169.00	0.00	11,169.00
Director	297.00	16.00	4,752.00		
Principal	297.00	1.00	297.00		
Planner IV	204.00	30.00	6,120.00		
Project Total		486.00	102,719.00	32,963.50	135,682.50

Thank you for your consideration and for this opportunity to support your project. If you have any questions regarding this scope modification, please contact Reema Shakra at (213) 973-4209 or rshakra@rinconconsultants.com, or Erik Feldman at (805) 947-4841 or efeldman@rinconconsultants.com.

Sincerely,
Rincon Consultants, Inc.

Hannah Mize
Project Manager

Reema Shakra
Principal, AICP