



July 14, 2020

***Transmitted via email: [nhamburger@ci.agoura-hills.ca.us](mailto:nhamburger@ci.agoura-hills.ca.us)***

Nathan Hamburger, Acting City Manager  
City of Agoura Hills  
30001 Ladyface Court  
Agoura Hills, CA 91301

**RE: Agoura Village Specific Plan Update  
Proposed Scope of Services**

Dear Nathan,

Thank you for trusting RRM Design Group (RRM) to continue assisting the City of Agoura Hills to update the Agoura Village Specific Plan (AVSP). Based on our conversations and the public workshops that have been conducted recently, we have summarized our understanding of the City's goals for the update and a corresponding scope of work, schedule, and associated professional fees.

## **PROJECT UNDERSTANDING**

The AVSP was adopted by the City in 2009. Prior to the adoption of the Plan, the City had conducted extensive pre-planning work for over a decade going back into the mid-1990's. Subsequent to the Plan's adoption, the City has revisited the contents and validity of the Plan more than once to ensure they understand the communities and that the Plan contents and directives are still viable in the current market conditions. The most recent reexamination began in the fall of 2019. As a result of the recent review of the Plan contents and viability, the City Council wishes to move forward with a focused update to the Specific Plan with the following directives:

- The Council is still supportive of the AVSP and the vision; however, economic conditions have changed, and the AVSP is now a bit out of step with the market. The plan needs to be adjusted in terms of how much development is permitted within the Plan area and the distribution of various land uses such as residential, commercial, office, hotel, open space, etc.
- The Council wishes to review and potentially adjust the Plan's design guidelines and development standards including building heights, street-front design, parking standards, setbacks, and other design guidelines and development standards

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- The Council also wishes to review traffic issues that have changed since the Plan was adopted including:
  - Design and traffic control system for the Kanan/Agoura Road intersection
  - Fire evacuation route/traffic issues
  - Better connections between the Southern AVSP area and the North side of the City
- The Council wants to convene a Citizens Advisory Group (CAG) as a part of the AVSP update process to assist in reviewing plan revisions and serve the Council in an advisory role
- The Council wishes to continue involving the community and decision makers during this COVID pandemic time in a way that maximizes constructive input and is safe and COVID friendly
- The Council would like to have the focused AVSP update process completed in one year

The following scope of work has been prepared to follow these Council directives.

## SCOPE OF SERVICES

The following scope of work will guide the update process. It has been written in conjunction with City staff to best lay out a process for a focused update of the existing AVSP. The scope of work includes deliberate opportunities for the community at large and a Council appointed advisory committee to assist professional staff and planners update the AVSP in accordance with clear direction from the City Council. The following scope of work is generally organized in the order in which the project will proceed.

### **Task 1: Collect and Review All Relevant Data**

RRM will collect and review community, Council, and staff input from the latest round of review beginning fall of 2019 provided by the City. We will provide a memorandum summarizing the data to be posted on the City website for the Agoura Village Specific Plan Update. This summary will be part of the basis for the focused update.

#### ***Deliverables:***

- *RRM will prepare a summary of the most recent community, Council, and staff input.*



## **Task 2: Collect and Review Most Recent Consultant Work**

RRM will review the most recent consultant work (Kosmont, KHA, Environmental, etc.) provided by the City. We will also review recent development applications to understand what is currently being proposed, how it relates to the existing AVSP vision and standards, and the status of each application. RRM will summarize the key take-aways and note any AVSP standards that may be an obstacle to redevelopment in the current market.

### ***Deliverables:***

- *RRM will prepare a summary of our review of the consultant work and active development applications*

## **Task 3: Prepare a Summary of Planning Principles to Guide the AVSP Update**

In coordination with City staff, RRM will prepare a summary of suggested planning principles that addresses the most recent City Council, staff, community, and consultant input and analysis. The planning principles will guide the focused AVSP update process. In addition, RRM will provide a matrix identifying aspects of the AVSP that merit reexamination to create a Plan that is in step with current and future market conditions and provides flexibility for the City and applicants to achieve the desired vision of the Plan. In this task RRM will provide photographs or prepare graphics to assist the Council in better envisioning the draft planning principles intent.

### ***Deliverables:***

- *RRM will prepare a of summary of draft planning principles and supporting graphics*

## **Task 4: City Council Study Session to Confirm Planning Principles and Establish Citizen Advisory Group**

RRM will work with City staff to prepare for and attend a City Council Study Session to present the summary of community input and draft planning principles. This study session is intended to allow the Council to provide leadership and guidance on the update process, identify key areas of focus, confirm planning principles, and establish a present project schedule. The Council will also provide staff with guidance on the establishment of the Citizens Advisory Group (CAG) including size, composition, charge, term of service, authority, and goals of the CAG. This will start the AVSP update process off with clear direction and expectations set by the City Council.

### ***Deliverables:***

- *RRM will prepare for, attend, and support staff for the Council study session. Study session will be held via video meeting*



### **Task 5: Citizens Advisory Group**

RRM will meet up to five times with the CAG to get input regularly and obtain guidance throughout the process. This task includes the preparation of PowerPoint and other supplemental presentation and communication graphics and materials. The CAG activities will be guided by the planning principles and directives provided by the City Council in establishing the CAG.

***Deliverables:***

- *RRM will prepare a of summary of the most recent community, Council, and staff input*

### **Task 6: Coordinate with Traffic and Economic/Market Consultants**

RRM will coordinate, as needed, with staff, traffic, economic, and environmental consultants involved in the update to gather their recommendations for updating various sections of the AVSP. This may involve multiple virtual meetings, coordination, and conversations to accurately capture the revisions that are necessary and desired to uphold the planning principles provided by the Council. We assume an average up to twenty-four (24) hours of coordination.

***Deliverables:***

- *RRM will confer, coordinate, meet, and obtain direction and guidance from staff and consultant team for necessary and desired revisions to the AVSP. Meetings will be held via video meeting*

### **Task 7: Prepare Draft Focused AVSP Update**

RRM will prepare a summary of recommended revisions to the existing AVSP. The update will be guided by the Council's planning principles, input from the CAG, and guidance and input from consultants and staff. It will include all chapters, graphics, and relevant portions of the current document that may need to be revised to implement the planning principles approved by the Council. This summary will be presented to staff and Council prior to making any revisions to the document.

***Deliverables:***

- *RRM will prepare a summary of recommended focused revisions to the AVSP. We will make one (1) additional revision based on initial staff review and comments prior to meeting with CAG and the Council. Meetings will be held via video meeting*

### **Task 8: City Council Study Session(s) to Review Draft AVSP Update**

RRM will prepare for, attend, and facilitate up to two City Council study sessions to review and take input on the focused AVSP update. This task includes the preparation of PowerPoint and other supplemental presentation and communication graphics and materials.



**Deliverables:**

- *RRM will assist staff prepare for and facilitate up to two (2) Council study sessions. Meetings will be held via video meeting*

**Task 9: Community Input**

RRM will work with staff to develop a detailed plan to maximize community input within the established budget. This will include a strategy for notification (public announcements, flyers, social media), estimated costs, and assumptions related to each event, point of contact for each meeting, and method for collecting feedback. There are a number of tools, beyond traditional community workshops, that can be employed to reach a broader community including: key stakeholder meetings, mobile applications with online and real-time surveys, project website hosting pre-recorded videos and providing an educational platform and forum to collect feedback, polls using social media platforms, etc. The intent is to educate and receive input on the focused AVSP update.

**Deliverables:**

- *A refined engagement plan will be established with staff and presented to Council at the study session*

**Task 10: Prepare AVSP Update**

RRM will build on input received to date to compile an updated Administrative Draft AVSP for staff review. It will incorporate input received from the community, CAG, Council, staff, and consultants, as well as updated graphics necessary due to the revisions. Following the completion of the Administrative Draft and receipt of the single set of redlined comments from the City, RRM will produce a Screencheck Draft document. At this point, all the City's comments will have been integrated and this draft will provide an additional internal review opportunity prior to development of the Public Review Draft. Following receipt of any remaining clean-up comments from the City, RRM will prepare the Public Review Draft.

**Deliverables:**

- *RRM will provide an electronic copy of the Administrative, Screencheck, and Public Review draft documents and will participate in a conference call to discuss the changes*

**Task 11: Coordination of CEQA Analysis of AVSP Update by Others**

RRM will coordinate with staff and environmental consultants to provide necessary graphics and input to support AVSP CEQA compliance. RRM will coordinate with the City Housing Element update (RHNA 6<sup>th</sup> Edition) during the process of the AVSP update.



***Deliverables:***

- *Up to forty (40) hours of coordination support*

**Task 12: Public Hearings**

RRM will prepare for and attend up to two Planning Commission hearings and two City Council hearings throughout the project process.

***Deliverables:***

- *Prepare for and attend up to four (4) public hearings to assist City staff in presenting the AVSP update including preparation of PowerPoint presentation*

**Task 13: Final Draft AVSP**

This task is intended to allow for necessary coordination between the project team members and City staff throughout the project. Coordination will include all video conference, teleconference meetings, correspondence, record keeping, electronic file management, coordination with staff to keep the project website updated, and additional project coordination needed during the preparation of the documents. We assume an average of eight hours per month for up to twelve (12) months.

***Deliverables:***

- *Coordination as described above. Meetings will be held via video meeting*

**Reimbursable Expenses**

Incidental expenses incurred by RRM Design Group or any subconsultant it may hire to perform services for this project, are reimbursed by the Client at actual cost plus 10% to cover its overhead and/or administrative expenses. Reimbursable expenses include, but are not limited to, reproduction costs, postage, shipping and handling of drawings and documents, long-distance communications, fees paid to authorities having jurisdiction over the project, the expense of any additional insurance requested by Client in excess of that normally carried by RRM Design Group or its subconsultants, travel expenses (transportation/automobile/lodging/meals), and renderings and models. Reimbursable automobile travel mileage will be billed at the current IRS business standard mileage rate.

***Estimated Fee:***

- *\$2,500*



## LIMITATIONS OF SCOPE AND EXCLUSIONS

Please note that the tasks to be performed by the RRM team are limited purely to those outlined above. Substantive changes requested by the Client or changes in the Client’s program or direction that are inconsistent with prior approvals are subject to additional services fees. Any additional services that RRM Design Group is asked to perform over and beyond those described above will be billed on a negotiated and Client-approved, fixed-fee, or hourly basis.

## TASK AND FEE SUMMARY

TASK	DESCRIPTION	T&M (see footnote )
1	Collect and Review All Relevant Data	\$ 1,550
2	Collect and Review Most Recent Consultant Work	\$ 3,100
3	Prepare a Summary of Planning Principles to Guide the AVSP Update	\$ 5,860
4	City Council Study Session to Confirm Planning Principles and Establish Citizen Advisory Group	\$ 3,020
5	Citizens Advisory Group	\$ 19,200
6	Coordinate with Traffic and Economic/Market Consultants	\$ 3,240
7	Prepare Draft Focused AVSP Update	\$ 9,960
8	City Council Study Session(s) to Review Draft AVSP Update	\$ 4,960
9	Community Input	\$ 10,340
10	Prepare AVSP Update	\$ 45,600
11	Coordination of CEQA Analysis of AVSP Update by Other	\$ 5,200
12	Public Hearings	\$ 8,440
13	Final Draft AVSP	2,660
<b>SUMMARY OF FEES:</b>		<b>\$ 123,130</b>
<b>Reimbursable Expenses:</b>		<b>\$ 2,500</b>
<b>ESTIMATED PROJECT TOTAL:</b>		<b>\$ 125,630</b>

### Fee Footnote

Estimated fees for tasks shown as “Time and Materials” (T&M) are provided for informational purposes. Amounts billed for these tasks, which will reflect actual hours worked, may be more or less than the estimate given.



### Adjustment to Hourly Billing Rates

RRM reserves the right to adjust hourly rates on an annual basis.

If you have any questions or require clarification of the scope of services or fees outlined above, please do not hesitate to call us. Thank you again for this opportunity.

Sincerely,

### RRM DESIGN GROUP

A handwritten signature in blue ink that reads 'Matt Ottoson'.

Matt Ottoson  
Senior Planner

A handwritten signature in black ink that reads 'Erik Justesen'.

Erik Justesen  
CEO/President, Principal  
CA License No. 2608

Attachment: Exhibit A-I, Schedule I  
Project Timeline



# EXHIBIT A-1 SCHEDULE 1

## Bill Rate Ranges

Subject to change effective March 1st each year

### ARCHITECTURE

Architect	\$ 95 - \$ 155
Assistant Manager of Architecture	\$ 130 - \$ 195
Design Director	\$ 145 - \$ 235
Designer I	\$ 70 - \$ 100
Designer II	\$ 80 - \$ 125
Designer III	\$ 90 - \$ 150
Intern	\$ 45 - \$ 80
Job Captain	\$ 90 - \$ 150
Manager of Architecture	\$ 145 - \$ 255
Principal	\$ 180 - \$ 350
Project Architect	\$ 110 - \$ 185
Project Designer	\$ 110 - \$ 175
Project Manager	\$ 110 - \$ 185
Senior Architect	\$ 135 - \$ 220
Senior Designer	\$ 135 - \$ 210
Senior Project Manager	\$ 135 - \$ 230

### ENGINEERING & SURVEYING

Construction Inspector	\$ 105 - \$ 155
Designer I	\$ 55 - \$ 95
Designer II	\$ 75 - \$ 120
Designer III	\$ 90 - \$ 135
Engineer I	\$ 85 - \$ 130
Engineer II	\$ 105 - \$ 160
Land Surveyor	\$ 115 - \$ 160
Manager of Engineering Services	\$ 170 - \$ 280
Manager of Surveying	\$ 150 - \$ 230
Party Chief	\$ 90 - \$ 140
Principal	\$ 180 - \$ 350
Project Engineer	\$ 125 - \$ 175
Project Manager	\$ 145 - \$ 230
Senior Designer	\$ 110 - \$ 185
Senior Land Surveyor	\$ 130 - \$ 195
Senior Party Chief	\$ 115 - \$ 180
Senior Project Engineer	\$ 135 - \$ 225
Supervisor of Surveying	\$ 135 - \$ 205
Survey Technician I	\$ 60 - \$ 90
Survey Technician II	\$ 75 - \$ 115
Survey Technician III	\$ 90 - \$ 155

### Surveying Crew Rates

#### REGULAR

One person w/ GPS or Robotic Workstation	\$ 125 - \$ 155
Two person	\$ 175 - \$ 290
Three person	\$ 235 - \$ 390

#### PREVAILING WAGE

One person w/ GPS or Robotic Workstation	\$ 150 - \$ 180
Two person	\$ 225 - \$ 340
Three person	\$ 325 - \$ 490

### INTERIOR DESIGN

Designer I	\$ 55 - \$ 85
Designer II	\$ 65 - \$ 115
Interior Designer I	\$ 75 - \$ 125
Interior Designer II	\$ 90 - \$ 150
Intern	\$ 45 - \$ 80
Senior Interior Designer	\$ 110 - \$ 195

### LANDSCAPE ARCHITECTURE

Assistant Designer	\$ 70 - \$ 110
Associate Designer	\$ 80 - \$ 125
Designer	\$ 95 - \$ 135
Intern	\$ 45 - \$ 80
Landscape Architect	\$ 95 - \$ 145
Manager of Landscape Architecture	\$ 150 - \$ 240
Principal	\$ 180 - \$ 350
Principal Landscape Architect	\$ 135 - \$ 230
Senior Designer	\$ 105 - \$ 160
Senior Landscape Architect	\$ 110 - \$ 175

### PLANNING

Assistant Planner	\$ 75 - \$ 115
Associate Planner	\$ 90 - \$ 150
Intern	\$ 45 - \$ 80
Manager of Planning	\$ 145 - \$ 240
Principal	\$ 180 - \$ 350
Principal Planner	\$ 140 - \$ 230
Senior Planner	\$ 115 - \$ 185

### CORPORATE SERVICES

Accounting Specialist	\$ 60 - \$ 110
Business Development Coordinator	\$ 85 - \$ 135
Chief Executive Officer	\$ 195 - \$ 500
Graphic Designer	\$ 80 - \$ 135
Marketing Manager	\$ 110 - \$ 220
Marketing Specialist	\$ 90 - \$ 150
Office Coordinator	\$ 70 - \$ 125
Project Accountant	\$ 65 - \$ 135
Project Administrator	\$ 70 - \$ 125
Receptionist	\$ 40 - \$ 80

