



Planning for Success.

June 8, 2023

Marnie R. Waffle, AICP
Principal Planner
City of Carmel-by-the-Sea
City Hall
Carmel-by-the-Sea, CA 93921

Re: Carmel-by-the-Sea Housing Element Update & Safety Element Update (2023-2031)
Request for Contract Amendment #1 (CEQA) Revised

Dear Marnie,

Based on our understanding of the anticipated buildout of the Housing Element Update and a preliminary understanding of potential impacts, the assumption is the project would qualify for a mitigated negative declaration (MND), or possibly a negative declaration (ND).

The attached budget spreadsheet reflects the anticipated tasks and associated costs for preparation of an initial study to support the MND/ND. If it is determined that a significant and unavoidable impact would occur as a result of the Housing Element and Safety Element Updates, then an environmental impact report (EIR) would be prepared and an additional contract amendment would be required. Also note the scope and budget included with this contract amendment is based on the following assumptions:

- No more than ten (10) written public comment letters would be received during the 30-day public review period for the MND, and these letters would not raise new issues that require additional analysis. Any additional written public comments may require a contract amendment;
- City staff would conduct all required distribution, publication, and noticing tasks associated with release of the MND, publication of notices in a local newspaper, public hearing notices, as well as filing the Notice of Determination with the Monterey County Clerk;

EMC PLANNING GROUP INC.
A LAND USE PLANNING & DESIGN FIRM

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- City staff will provide all internal comments on the administrative draft in one consolidated set of comments (electronically);
- City staff will coordinate with EMC Planning Group to permit EMC staff to submit all CEQA notices/documentation (as an authorized “submitter”) via the State Clearinghouse’s online submittal portal (CEQA Submit);
- Up to ten (10) hard copies of the public review IS/MND will be provided for the City’s use and distribution. The administrative draft will be provided electronically.

A spreadsheet is attached presenting the budget for the IS/MND process. The following table provides an overview of the contract, including this contract amendment request.

Contract Overview	
Current Contract (including contingency)	\$239,145
Amendment #1	\$40,455
Total New Contract Amount After Approval of this Amendment	\$279,600

We look forward to continue to work with you and City staff on this important planning effort. Please let me know if you have any questions.

Sincerely,



Teri Wissler Adam
Senior Principal

Attachment Budget Spreadsheet

City of Carmel-by-the-Sea 6th Cycle Housing Element Update IS/MND Budget (Revised June 8, 2023)

Task	EMC Planning Group Inc.										Total Hours	Total Cost
	Senior Principal (Wissler Adam/Sissem)	Principal Planner	Associate Planner (Lutz)	Associate Planner (Mortensen)	Principal Biologist	Senior Biologist	Graphics	Production Manager	Admin./ Production			
Billing Rate (Per Hour)	\$275.00	\$220.00	\$165.00	\$165.00	\$210.00	\$170.00	\$140.00	\$125.00	\$115.00			
1. Management/Consultation/Meetings	4.0	4.0	8.0	0.0	0.0	0.0	0.0	0.0	2.0	18.0	\$3,530.00	
2. Research	0.0	0.0	8.0	8.0	0.0	2.0	0.0	0.0	0.0	18.0	\$2,980.00	
3. Project Description	2.0	4.0	16.0	0.0	0.0	0.0	4.0	0.0	0.0	26.0	\$4,630.00	
4. Admin Draft IS/MND	12.0	0.0	34.0	24.0	4.0	14.0	6.0	2.0	1.0	97.0	\$17,295.00	
5. Public Review IS/MND/Public Notices	1.0	0.0	8.0	4.0	1.0	1.0	2.0	4.0	1.0	22.0	\$3,530.00	
6. Response to Comments/Final MND/MMRP	4.0	0.0	14.0	2.0	2.0	0.0	0.0	2.0	1.0	25.0	\$4,525.00	
7. Public Hearings (2) and NOD	12.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	1.0	14.0	\$3,580.00	
Subtotal (Hours)	35.0	8.0	89.0	38.0	7.0	17.0	12.0	8.0	6.0	Total Hours	Total Cost	
Subtotal (Cost)	\$9,625.00	\$1,760.00	\$14,685.00	\$6,270.00	\$1,470.00	\$2,890.00	\$1,680.00	\$1,000.00	\$690.00	220.0	\$40,070.00	

Additional Costs	
Production Costs	\$250.00
Travel Costs	\$25.00
Postal/Deliverables	\$25.00
Miscellaneous (includes CNDDDB Records Search)	\$50.00
Administrative Overhead 10%	\$35.00
Total	\$385.00

Total Costs	\$40,455.00
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NOTE: This proposal is valid for 90 days

