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August 5, 2021

Laura Russell

Sent via email: lrussell@portolavalley.net

RE: TOWN OF PORTOLA VALLEY SAFETY ELEMENT UPDATE

Dear Laura,

Urban Planning Partners is pleased to submit this proposal to provide consultant services to the Town of Portola Valley for completion of the Town's Safety Element update. Below we've outlined anticipated areas of analysis and review as well as a brief scope of work and the associated fee for services.

PROJECT TEAM

Urban Planning Partners work will be overseen by **Curtis Banks, Project Director** and managed by **Carla Violet, Project Manager**. If needed, other planning staff will be available to provide support in research, writing, and analysis. Urban Planning Partners also has the following technical experts to assist with this effort:

- **Baseline Environmental Consulting:** seismic hazards, climate change and resiliency, hazards materials releases, and drought mitigation.
- **Fehr & Peers:** evacuation planning.
- **Deer Creek Resources:** resilient building strategies.

We understand that this project will happen concurrently with the ongoing Housing Element update and take significant coordination given its complexity. This proposal confirms the availability of key staff to conduct the work necessary to complete the Safety Element update in a timely and efficient manner. The level of participation by each key staff member is detailed in the budget/timetable attached.

PROJECT UNDERSTANDING

The Safety Element update needs to be revised concurrent to the 6th Cycle Housing Element. Consistent with Government Code Section 65302(g), the element must address the following topics: seismic hazards; tsunami, seiche, and dam failure; slope instability; subsidence; liquefaction; flooding, wildland and urban fires; and climate change. We have reviewed the California Office of

Planning and Research (OPR) General Plan Guidelines, OPR Fire Hazard Planning Technical Advisory (2020), and recent State law to inform our scope of work. Given a portion of Portola Valley is located in a very high fire hazard severity zone (VHFHSZ), the Safety Element update must address specific wildfire hazard and risks in accordance with Senate Bill (SB) 1241 (2012) which requires a comprehensive wildfire hazard and risk assessment.

Our team will also address new Safety Element requirements described in Senate Bill 99 (SB 99) and Assembly Bill 747 (AB 747). This scope of work includes the SB 99 assessment (see Task 1B); however, the evacuation route, scenario planning and capacity analysis mandated by AB 747 will be conducted under a separate Emergency Evacuation Planning Traffic Engineering Services scope of work.

SCOPE OF WORK

PHASE 1 PROJECT INITIATION AND ANALYSIS

Urban Planning Partners will coordinate with Woodside Fire Protection District, San Mateo County Sheriff's Office, and Town of Portola Valley departments, including Public Works, Building and Planning, Sustainability, as well as any outside agencies such as CAL FIRE to update the General Plan Safety Element. This will involve coordination with efforts to identify housing sites, as well ensuring consistency with existing and new State laws happening concurrently with the Housing Element update.

TASK 1A KICK-OFF MEETING AND DATA GATHERING

The Urban Planning Partners team will meet with Town staff to review scope, project schedule, and data needs, study coordination, communication protocols, and desired outcomes of this project.

Urban Planning Partners, with help from technical subconsultants, will use available documents including State, regional, and local resources to determine areas of necessary review, including, but not limited to:

- OPR General Plan Guidelines
- OPR Fire Hazard Planning Technical Advisory Guidelines (Draft 2020)
- San Mateo County Multijurisdictional Hazard Mitigation Plan (2016 and forthcoming update)
- Town of Portola Valley Safety Element (2010)
- Town Sustainability Element (2009)
- Board of Forestry and Fire Protection General Plan Safety Element Assessment

TASK 1B SB 99 NETWORK ACCESSIBILITY ANALYSIS

Fehr & Peers will evaluate parcel accessibility to/from evacuation routes as required by SB 99. They will use GIS to map accessibility to parcels in the Town and identify which parcels are in hazard areas that only provide one emergency access route. This will assist in identifying which neighborhoods have less resiliency, and potentially more vulnerability, during an evacuation event. Fehr & Peers will prepare a brief technical memorandum to document their methods and findings of the evacuation route and accessibility analysis to provide compliance with SB 99.

TASK 1C DRAFT GOALS AND POLICIES

Urban Planning Partners, with insight and support from our technical subconsultants, will present draft goal, objective, policy and implementation measure amendment language during this phase in draft form but detailed enough for the public to fully understand. This will include a comprehensive wildfire hazard and risk assessment as well as policies and implementation measures that comply with OPR technical guidance and State law.

TASK 1D PUBLIC OUTREACH

We will provide the following public outreach activities to keep the community informed about the Safety Element update process and how to get involved:

- Present at (1) Planning Commission/Town Council Study Session
- Prepare Safety Element content for one (1) community meeting
- Tabling at one (1) community event such as the Summer Concert Series or Town Picnic, or another community-wide event (in-person or virtual) to increase awareness for the Safety Element and Housing Element updates and collect community input.

PHASE 2 ADMINISTRATIVE AND DRAFT DOCUMENTS

The second phase of this process will include preparation and review of the administrative and final draft versions of the Safety Element. It is assumed that the CEQA document prepared in association with the Housing Element will also analyze the Safety Element. Review of the environmental document is included in the Housing Element scope of work.

Urban Planning Partners will prepare an administrative draft Safety Element for review and approval. After one round of staff review and comments, we will provide a public review draft.

The Safety Element will be drafted for consistency with State law requirements and to reflect the General Plan land-use and other policy changes within the Housing Element for internal consistency. Where possible, the Safety Element will reference existing documents providing the necessary information and build on the work the Town has done to analyze and address safety

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issues. Given a portion of the Town is in a VHFHSZ, the draft Safety Element will also be submitted to CAL FIRE and the State Board of Forestry and Fire Protection for review.

PHASE 3 ADOPTION AND FINAL DOCUMENTS

Phase 3 includes the final hearings by the Planning Commission and Town Council required for adoption of the Final Safety Element, and production of the final document. This scope of work assumes that Urban Planning Partners will prepare a presentation and be available to answer questions and that Town staff will conduct the presentation and prepare the staff report.

SCHEDULE

We are available to begin work immediately and will work with the Town on a mutually agreed up on schedule. Analysis and public outreach would be completed in tandem with the Housing Element wherever possible. Completion of the Housing Element's draft sites inventory will be needed to complete analysis in the Safety Element related to residential development.

BUDGET ESTIMATE

Our estimated fee is **\$90,456** as shown in the attached table. This budget represents our initial estimate based on the requirements discussed with the Town. We have included a contingency fee of \$9,900 for additional hazard mapping and mitigation strategy expertise if a more robust analysis is needed. Depending on the timing and what is covered in the Multijurisdictional Hazard Mitigation Plan, we may be able to reduce our scope. We are happy to work with the Town to adjust the scope and budget as needed to best meet the Town's needs.

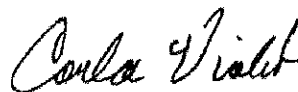
We look forward to assisting you on this project. If you have any questions regarding this proposal, please call us at (510) 251-8210.

Sincerely,

URBAN PLANNING PARTNERS, INC.



Curtis Banks
PROJECT DIRECTOR



Carla Violet
PROJECT MANAGER