

EXHIBIT A:

SCOPE OF WORK AND COSTS

This exhibit describes the scope of services and costs for Revised Chapter 3, Building Form, of the Sunnyvale Citywide Objective Design Standards (ODS) to be conducted by PlaceWorks for the City of Sunnyvale.

SCOPE OF SERVICES

Task A. Issues and Approach

In this task, PlaceWorks will document City Council concerns regarding Chapter 3 of the Citywide ODS from the June 27, 2023 hearing and develop potential responses to those concerns.

Revised Building Form ODS Issues and Approach Memo

PlaceWorks will document potential approaches to ODS Chapter 3 revisions in a memorandum that includes text, table and graphics-based strategies. The memorandum will be detailed enough to facilitate meaningful discussions with elected officials during two study sessions (see Task B, below).

Per our discussions with staff, Chapter 3 revisions may include, but are not limited to:

- New building setback standards.
- Improved organization of standards within and between Table 3A, Street Setback Standards and Table 3B, Division of Building Length Standards, and related text standards.
- Addition of a façade- or materials-based option for fulfilling division of building length standards.
- Revised and/or new Chapter 3 graphics.
- Addition of a Chapter 3 “scorecard” standard.

Task B: Building Form ODS Study Sessions

PlaceWorks will facilitate two in-person Building Form ODS study sessions with elected officials.

1. Planning Commission Study Session

PlaceWorks will facilitate a study session with the Planning Commission in which we will summarize comments to Chapter 3 made by the City Council on June 27, 2023. We will introduce potential new approaches to building form standards, as documented in Task A. We will solicit feedback and direction from commissioners, to be integrated into Task C. Revised Building Form ODS.

PlaceWorks will prepare materials for the study session and capture feedback in notes.

2. City Council Study Session

PlaceWorks will facilitate a study session with the City Council in which we will introduce potential new approaches to building form standards as documented in Task A and related Planning Commission comments. We will solicit feedback and direction from the Council, to be integrated into Task C. Revised Building Form ODS.

PlaceWorks will prepare materials for the study session and capture feedback in notes.

Task C. Revised Building Form ODS

1. Administrative Draft Revised ODS Chapter 3, Building Form

PlaceWorks will revise Chapter 3., Building Form, of the Citywide ODS per the results of Tasks A and B. We will prepare a “strikethrough” Word version and a PDF of the Administrative Draft for review by city staff.

2. Final Draft Revised ODS Chapter 3, Building Form

PlaceWorks will integrate responses to staff comments on the Administrative Draft Revised ODS Chapter 3, into a Final Draft Revised ODS Chapter 3. We will prepare Word and PDF versions of the document.

Task D. Adoption

PlaceWorks will present at two in-person public hearings to support the adoption of Revised Chapter 3 of the Citywide ODS.

Planning Commission Hearing

PlaceWorks will attend one Planning Commission Hearing to present the Final Draft Revised ODS Chapter 3. Minor changes, if any, to the Final Draft will be incorporated into the Final ODS for review and approval by the City Council.

CITY OF SUNNYVALE
REVISED BUILDING FORM ODS
EXHIBIT A: SCOPE OF WORK AND COSTS*City Council Hearing*

PlaceWorks will attend one City Council Hearing to present the Final Draft Revised ODS Chapter 3 for adoption. Minor changes, if any, to the Final Draft will be incorporated into the Final ODS and provided to the City. Minor changes include revisions and small additions to the text or tables, or changes to labels on graphics. Larger changes such as new text sections or graphics will require additional budget.

COSTS

As shown in Table 1, the estimated cost to complete this scope of work is \$36,955.

PlaceWorks recommends planning for a 5 percent to 10 percent contingency fund to cover any unforeseen out-of-scope work that might be necessary for the project.

PlaceWorks
City of Sunnyvale Revised Building Form ODS

TABLE 1: COST PROPOSAL

	PLACEWORKS				PlaceWorks Hours	PlaceWorks 2% Office Expenses	PlaceWorks Total	Total Task Budget
	Bruce Brubaker	Greg Goodfellow	Logan Woodruff	GRAPHICS				
Hourly Rate:	PIC \$250	PM \$205	Illustration \$165	\$130				
Task A. Issues and Approach								
1 Revised Building Form ODS Issues and Approach Memo	6	16	8	6	36	\$138	\$7,018	\$7,018
Task A. Subtotal	6	16	8	6	36	\$138	\$7,018	\$7,018
Task B. Building Form ODS Study Sessions								
1 Planning Commission Study Session	8	10	2	2	22	\$93	\$4,733	\$4,733
2 City Council Study Session	8	10	2	2	22	\$93	\$4,733	\$4,733
Optional Task. Subtotal	16	20	4	4	44	\$186	\$9,466	\$9,466
TASK C. Revised Building Form ODS								
1 Admin Draft Revised ODS Chapter 3, Building Form	4	14	6	4	28	\$108	\$5,488	\$5,488
2 Final Revised ODS Chapter 3, Building Form	4	8	2	2	16	\$65	\$3,295	\$3,295
Task C. Subtotal	8	22	8	6	44	\$173	\$8,783	\$8,783
TASK D. Adoption								
1 Planning Commission Hearing	8	12	2	2	24	\$101	\$5,151	\$5,151
2 City Council Public Hearing	9	14	4	2	29	\$121	\$6,161	\$6,161
Task D. Subtotal	17	26	6	4	53	\$222	\$11,312	\$11,312
Labor Dollars Total	\$11,750	\$17,220	\$4,290	\$2,600		\$719	\$36,579	\$36,579
EXPENSES								
PlaceWorks Reimbursable Expenses								\$376
EXPENSES TOTAL								\$376
GRAND TOTAL:								\$36,955