

Pacific Beach Community Engagement

Proposed Scope of Work | Prepared for the Office of Congressman Scott Peters | October 2026

Dan Burden proposes to support the Pacific Beach community in exploring a path forward on housing needs through walkability-focused public engagement.

1. Community Leader Coordination Call

Attend a Zoom/Teams call with community leaders to confirm the approach is a good fit and confirm event details.

2. Background and Planning

Attend Zoom/Teams coordination meetings with the community leadership group and review relevant background information, provided by the Client.

3. Site Visit

Participate in a one-day on-site visit which will include:

- A walking audit of Pacific Beach with the community leadership group
- A presentation on housing choices for livable neighborhoods
- A facilitated, informed consent style community meeting

4. Visual Report

A 10- to 20 page illustrated presentation summarizing observations from the walking audit, community input, and recommended next steps.

5. Fees

Fees include all travel, professional services, coordination meetings, the site visit, and the visual report.

- **Professional fee:** \$2,800
- **Travel and direct costs:** billed at actual cost, not to exceed \$1,200
- **Total:** not to exceed \$4,000

6. Proposed Dates

Dan is available Wednesday, October 28, or Friday, October 30, 2026. Weekend dates are also possible if they suit the community better.

7. Client Responsibilities

- Designate a single point of contact to coordinate with Dan.
- Identify and invite community leaders for the pre-event call and schedule the Zoom/Teams meeting.
- Schedule event coordination meetings via Zoom/Teams.
- Share background materials (maps, development proposals, local plans) before the site visit.
- Organize site visit logistics, including the venue, AV equipment, and any room bookings or permits.
- Promote the community meeting and communicate with residents and stakeholders beforehand.
- Ensure the leadership group attends the walking audit and community meeting.