

BASE SCOPE OF WORK FOR EL DORADO COUNTY TARGETED GENERAL PLAN AMENDMENT AND ZONING CODE UPDATE EIR  
Date 1:33 pm, Oct 24, 2011

The County of El Dorado is seeking proposals from qualified consulting firms to prepare an EIR for a Targeted General Plan Amendment and a comprehensive Zoning Ordinance Update. The County is seeking a multi-disciplinary project team of qualified firms and individuals ("Consultant Team") to work with the Contract Administrator, relevant County Staff and ~~at~~ the Board of Supervisors appointed Economic Development Advisory Committee ("County Team"). The County anticipates that the Consultant team will be composed of a Lead Consultant and one or more topic specific subconsultants.

The first General Plan 5-year review since its adoption in 2004 confirmed that the County's General Plan is still within its growth projections and that basic Plan Assumptions, Strategies, Concepts and Objectives are still valid, or have not changed so drastically to require a comprehensive update. However, constraints to achieving General Plan vision and goals related to providing affordable housing available to moderate-income families, the creation of jobs, and the retention of sales tax revenues were identified, and are anticipated to require a variety of policy refinements in the General Plan document.

A Targeted General Plan Amendment will address key issues (Attachment A) including preserving and promoting agriculture and rural commerce, housing for moderate-income families, preservation and development of traditional neighborhoods, employment, and local commercial opportunities while meeting new State requirements including Regional Housing Needs Allocation (RHNA) and climate change.

A comprehensive revision to the Zoning Ordinance, integral to the implementation of the General Plan, was anticipated to be completed and adopted prior to the first General Plan 5-year review. However, it is now anticipated that the Zoning Code Update will need to be coordinated with the Targeted General Plan Amendment. Staff has prepared a comprehensive update of the Zoning Code. The County anticipates both the Targeted General Plan Amendment and Zoning Code Update can be completed under the same environmental document

While the final scope of work will be crafted upon selection of the Consultant Team, the County anticipates a scope that will, at a minimum, include the following:

**Task 1, Project Start Up and Project Management Coordination**– Lead Consultant manage the preparation of the El Dorado County Targeted General Plan Amendment and EIR in coordination with the comprehensive Zoning Code Update.

Schedule: Project start-up to begin January 2012 and completed December 2012. Twelve month schedule assumed.

Deliverables: Attendance at project start-up meeting with the County Team.

**Task 2, Scoping Meeting and Preparation of Initial Study** – Lead consultant will draft a description of the project in coordination with the County Team. Lead consultant will

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participate in a scoping meeting and prepare an Initial Study and NOP for printing and circulation by staff. The scoping meeting and initial study will scope out all issue areas except those listed in Task 4 and will introduce and describe proposed project alternatives, for the purpose of encouraging early public and agency comment. Lead consultant will coordinate with the County Team regarding treatment of climate change and greenhouse gas emissions analysis and traffic analysis.

Schedule: Scoping meeting and draft Initial Study will be completed within approximately two weeks of completion of finalized project description.

Deliverables: Electronic copies of draft and final Initial Study/NOP

**Task 3, Project Alternatives** – Lead consultant will develop and describe three project alternatives. For the Zoning Ordinance, this assumes that County staff will provide any necessary mapping and spreadsheets documenting changing acreage by total and geographically, by parcel. Alternatives will include a “No Project” alternative, defined as no change to General Plan policies related to the Targeted General Plan Amendment, continuation under the existing zoning ordinance, and two variations of the draft Zoning ordinance, to be developed based on coordination with and direction from the County Team. This task assumes that the County provides a “track changes” version or some other similar side-by-side comparison of the existing and proposed General Plan amendments and Zoning ordinance that allows for easy identification of proposed changes for the purposes of summary and analysis.

Schedule: Draft project description, including description of alternatives, will be completed within approximately two weeks of receipt of described information from County staff.

Deliverables: Electronic copies of draft and final project description.

**Task 4, Preparation of the Administrative Draft EIR** – Lead consultant will prepare an administrative draft of the Draft EIR for review by the County Team. This document will be focused on the issue areas of aesthetics, agriculture, biological resources, cultural resources, air quality/greenhouse gases, transportation/traffic, noise and land use/planning. It is assumed that the proposed regulatory changes, policy changes and zoning designations as a part of the project are substantially consistent with the General Plan and fall within the scope of the 2004 General Plan EIR. The Consultant Team shall tier from the 2004 General Plan and General Plan EIR when applicable.

Schedule: Administrative Draft EIR (ADEIR) will be completed within approximately ten weeks of release of the Initial Study/NOP.

Deliverables: Electronic copies of the ADEIR. Attendance at meeting(s) with the County Team to review and discuss ADEIR.

**Task 5, Peer Review of Draft Zoning Ordinance** – In the course of completing Task 4, Lead consultant will peer review the Draft Zoning Code Update for the purpose of identifying internal inconsistencies, unintended land use consequences, General Plan

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inconsistencies, and/or other planning issues related to the update. The results of the peer review will be summarized in a technical memorandum to County staff.

Schedule: Peer review will be completed in conjunction with completion of Task 4, within approximately ten weeks of release of the Initial Study/NOP.

Deliverables: Electronic copy of peer review in the form of a technical memorandum to County staff. Attendance at recommended meeting with staff to review and discuss results.

**Task 6, Preparation of the Draft EIR** – Upon receipt of one set of resolved County comments (using the track changes function of Microsoft Word), Lead consultant will revise the ADEIR and provide a “screencheck” version electronically for final County review. Lead consultant will make final edits from the screencheck review and prepare the final print-ready Draft EIR. This scope and budget assume that the County does not raise significant new issues (editorial or substantive) as a part of the screencheck review.

Schedule: Screencheck Draft EIR (DEIR) will be completed within approximately three weeks of receipt of the County’s comments. The final camera-ready DEIR will be completed and delivered to the printer within approximately one week of sign-off on the screencheck DEIR.

Deliverables: Attendance at recommended meeting with County Team to review and discuss ADEIR comments. Electronic copy of screencheck DEIR. Electronic copy of final DEIR, including Notice of Availability and Notice of Hearing. Hard copies and CDs for distribution will be delivered from the printer as soon as they are available. CDs and a Notice of Completion will be delivered to the State Clearinghouse.

**Task 7, Scoping of Responses** – Upon receipt of an organized set of DEIR comments from the County, Lead consultant will coordinate with County Team to review response strategy and confirm assumed scope of work for preparation of responses.

Schedule: Within two weeks of close of public comment period

Deliverables: Attendance at public meeting to receive verbal comments on DEIR (Note: This would occur during the comment period). Attendance at recommended meeting with staff to review and discuss DEIR comments. Preparation of revised scope of work and cost estimate if necessary.

**Task 8, Preparation of Administrative Responses to Comments** – Lead consultant will draft response to comments.

Schedule: Administrative Responses to Comments will be completed within four weeks of internal meeting (Task 7) to scope the approach for responses.

Deliverables: Electronic copy of Administrative Responses to Comments document.

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**Task 9, Preparation of Draft Mitigation Monitoring Plan (MMP)** – Lead consultant will prepare an MMP. for the project based on the assumption all mitigations would be fulfilled via General plan policy modification or incorporation into the zoning code.

Schedule: Administrative MMP will be completed in conjunction with Task 8, within one month of internal meeting (Task 7) to scope the approach for responses.

Deliverables: Electronic copy of draft MMP.

**Task 10, Preparation of Final Responses to Comment Document** -- Upon receipt of one set of resolved County comments (using the track changes function of Microsoft Word), Lead consultant will revise the AFEIR and prepare the final print-ready Responses to Comment document.

Schedule: Final Responses to Comment document and MMP will be completed within two weeks of receipt of County's comments. The final camera-ready document will be completed and delivered to the printer within approximately one week of sign-off by the County.

Deliverables: Attendance at recommended meeting with staff to review and discuss County comments on document. Electronic copies of final draft Responses to Comment document and MMP. Hard copies and CDs for distribution will be delivered from the printer as soon as they are available.

**Task 11, Meetings and Hearings** – Lead consultant will attend as many meetings and hearings as can be accommodated within the identified budget for this task, on a time and materials basis. Fifteen meetings/hearings were assumed at approximately 8 hours each including preparation, travel time, and attendance.

Schedule: As directed by staff.

Deliverables: Attendance at scheduled meetings and hearings.

**Task 12, Preparation of Findings of Fact** – Lead consultant will prepare draft findings of fact to support certification of the Final EIR. Planning Services staff will finalize these findings with the assistance of the County Team. It is also assumed that staff will be responsible for preparing findings of fact to support adoption of the Targeted General Plan Amendment and code update, and preparation of required ordinances, resolutions, and staff reports.

Schedule: Draft Findings of Fact will be completed within two weeks after release of the Responses and Comments document.

Deliverables: Electronic copy of draft Findings of Fact.

**Proposal Content**

*Approach and Work Program:* The Lead Consultant shall describe an overall approach to the project work program for accomplishing the project scope, specific techniques to be used, and specific administrative and operational management expertise which would be employed.

*Assumptions:* Proposals should include a list of the consultant's assumptions made in preparation of the proposal on a separate page entitled, "Assumptions upon Which This Proposal is Based." This section should also specifically set forth those documents, maps, and studies which the consultant expects to be provided by the County.

*Schedule:* Proposals should provide a detailed schedule for the completion of services. Time frames should be stated in terms of the number of calendar days or weeks required to complete the specified tasks using the County's notice to proceed as the start date. The schedule should identify the periods as the total elapsed time from the start date. The schedule should include time for meetings with the Contract Administrator to discuss changes to draft documents.

*Costs:* Proposals should include costs for the completion of each major task in the work program. This section should include billing and expense reimbursement rates. Costs should be segregated into a time and materials rate schedule and a not-to-exceed maximum amount for all work.

*Staffing:* The project manager and key personnel, including those of any recommended subcontractors, shall be designated. The person(s) who will attend and facilitate public meetings and presentations should be identified. A list of subcontractors and their responsibilities should be included in the proposal, if necessary. There shall be no changes in the project manager or key staff without approval of the Contract Administrator.

*Qualifications:* Proposals should include the consultant's qualifications to perform work required, and should document previous, similar work by the consultant. Brief resumes of the project manager, key personnel, and subcontractors should be included.

*Proposal Terms and Condition:* The proposal shall include a statement to the effect that the proposal is a firm offer for a minimum 60-day period.