

EXHIBIT B SCOPE OF WORK

Task 1 – Site Assessment

Task 1.1: Topographic and Boundary Survey

As part of the HELIX team, subconsultant Giuliani and Kull Engineers will complete a topographic and boundary survey of the ~6.5-acres extending from the water tank north of Chili Bar Court to the river's edge. The survey will note elevations of existing landforms, improvements (e.g. buildings, paving and roadways, fencing, and utilities), locations of significant trees and vegetation, and other site features. Additionally, flood elevations, rights-of-way, easements, and setbacks will be located, based on the title report, FEMA floodmaps, and utility information. The topographic survey will be provided in PDF and DWG (AutoCAD) formats.

Task 1.2: Site Assessment

A HELIX ISA-Certified Arborist will conduct a site inventory, which will include identification of protected and Heritage trees under the El Dorado County Oak Resource Management Plan. The site will be photo-documented with geo-referenced photograph locations. Key features with recreational value will be noted, as well as off-site resources, such as viewsheds and proximity to nearby residences.

Task 1.3: Architectural Assessment

As part of the HELIX team, subconsultant Lionakis will conduct a site reconnaissance visit to assess the condition of the existing improvements and buildings at the Chili Bar Parksites for suitability and viability for reuse and repurposing. They will document their findings in a written report that will be integrated into the opportunities and constraints analysis report (see Task 1.6).

Task 1.4: Utility Assessment

As part of the HELIX team, subconsultant RFE Engineering will conduct a site visit and inventory of the existing water, septic, drainage, electrical, and gas facilities. The existing conditions of all utilities and recommendations for future use and necessary upgrades will be documented in a report that will be integrated into the opportunities and constraints analysis report (see Task 1.6).

Task 1.5: Coordination with American River Conservancy

HELIX will meet with representatives from the American River Conservancy to discuss their goals and objectives for the river access portion of the site, which is held under a conservation easement. The purpose of this meeting is to identify ways in which uses on the northern portion of the site can complement and enhance the river access uses on the southern portion.

Task 1.6: Opportunities and Constraints Analysis

HELIX will summarize the results of Tasks 1.1 through 1.5 in a summary report, which will include graphics showing opportunities and constraints on the site, including but not limited to, views into and out of the site, adjacent land uses, important screening areas, protected trees, ordinary high-water mark, and floodplain boundaries. The report will clearly document the existing site conditions and the implications these have for re-use or development of the site. An assessment of the level of effort and

cost required to bring existing site features into compliance with applicable current codes will be included in the report.

The draft report will be provided in PDF format for County review. The HELIX team will then meet with County staff to review the report and discuss staff questions or concerns. Following this review meeting, the final report will be prepared and provided in PDF format. The public outreach schedule and approach will also be reviewed and finalized at this meeting.

Task 2 – Public Outreach

The key to successful public outreach is listening to the concerns and desires of the public and assuring people that they have been heard. The second critical goal is to educate the public about the site and the feasibility study process.

For each of the three public meetings described below, HELIX will provide all meeting materials and facilitate the meetings. HELIX will provide the meeting announcement flyer for County approval and text and graphics use on the County website or in e-mail notifications a minimum of five weeks prior to each public meeting. A minimum of one week prior to each meeting, HELIX will provide the draft presentation, display boards, and activities for review by County staff. Following each meeting, the results will be documented in a meeting summary memo. This, and the sign-in sheet, will be provided to the County.

Task 2.1: Public Meeting #1

HELIX will facilitate a public meeting to present the results of the opportunities and constraints analysis and gather input from the public on desired public uses of the site. The goal of the first public meeting is to inform the public about the process and existing site features, provide examples of potential recreation uses for inspiration and discussion, and listen to the public's ideas of how the site should and should not be used.

Task 2.2: Public Meeting #2

HELIX will hold an open house on site to provide a site tour, gather feedback on the site uses recommended by attendees at the first public meeting, and allow the public to provide ideas and recommendations on conceptual site design. This meeting is anticipated to be held over a 3-hour span on a weekend and offer a drop-in format so that people can come at their convenience.

Task 2.3: Public Meeting #3

HELIX will facilitate a third public meeting to gather feedback on up to four conceptual alternate site plans and proposed site uses, developed as part of the draft Feasibility Study (see Task 3.1, below).

Task 2.4: Park and Recreation Commission Meeting

HELIX will present the results of the opportunities and constraints analysis, preliminary financial analyses, and four conceptual alternate site plans and to the Park and Recreation Commission for review.

Task 2.5: Board of Supervisors Meeting

HELIX will present the Feasibility Study (see Task 3.1, below) to the County Board of Supervisors. The presentation will summarize the site assessment, coordination with the American River Conservancy, and public outreach process, and illustrate how the results of that process led to the conceptual options outlined in the Feasibility Study. HELIX will also present the conceptual options identified in the Feasibility Study and the financial implications of each option in terms of comparative costs of implementation and return on investment.

Task 3 – Feasibility Study

Task 3.1: Feasibility Study

The HELIX team will prepare a Feasibility Study that will present up to four conceptual site design alternatives including consideration of environmental factors. The document will summarize the results of the opportunities and constraints analysis and the public outreach process and describe how those results are reflected in the conceptual site development alternatives. For each alternative, an estimate of improvement/implementation costs, and long-term operation costs and revenues, based on the Financial Feasibility Study described in Task 3.2, will be provided.

Preliminary conceptual site design alternatives will be provided for review and approval by County staff prior to the third public outreach meeting. Following that meeting and feedback from County staff, the conceptual site design alternatives will be finalized and color-rendered for inclusion in the draft Feasibility Study, which will be presented to the Board of Supervisors. Following the Board of Supervisors' meeting, HELIX will incorporate changes as directed by County staff to produce the final Feasibility Study.

Task 3.2: Financial Feasibility Study

As part of the HELIX team, subconsultant Chuck Nozicka Consulting (CNC) will prepare analyses of the fiscal sustainability of the alternative uses identified in the Feasibility Study. This study will address feasibility issues for the range of proposed day use and camping facilities, including related market demand and supply dynamics and implications for economic sustainability. In addition to reviewing background documents and public outreach results, CNC's work will include the following tasks:

Supply/ Demand Assessment: Develop a regional supply/demand profile for proposed range of uses and types of facilities that could be developed at the Chili Bar site, which may include day use, picnic areas, camping, and museum/ meeting spaces. Available data, including but not limited to seasonality, average annual occupancy, fees, and to the extent the data is available, operations costs and revenues, will be gathered from El Dorado County, ARC, and public and private sector operations.

Implementation Cost Estimates: Gather standard applicable construction costs and apply these to identified development alternatives. This will specifically look at potential revenue producing units and associated support facilities.

Operations Cost and Revenue Profile: Apply gathered data pertaining to average annual and/or daily/weekly occupancies, per unit and overall operations costs, and develop revenue estimates that may be applicable to facility options, including but not limited to day use and camping facilities. Clear and easily understood economic models showing revenues at varying levels of

annual occupancy and fee rates will be prepared for each of the four identified development alternatives.

Potential Return on Investment and Feasibility Recommendations: A return on investment model (ROI) at various occupancy rates will be developed using per-unit implementation costs for proposed facilities and revenue projection scenarios. A final financial feasibility report summarizing the results of the financial analyses and a series of recommendations describing potential project feasibility with specific attention to economic sustainability will be prepared.

Task 3.3: Administrative Tasks

HELIX will provide regular updates to County staff on progress, budget, and schedule. This task also includes a kick-off meeting at the beginning of the project to review the County's goals, concerns, and priorities, schedule, and budget; conference calls to review the results of each public outreach meeting or presentation; and other communication as needed.

SCHEDULE

See Exhibit C for the proposed schedule.

COST ESTIMATE AND PAYMENT PROCEDURES

HELIX submits this cost estimate not to exceed \$126,818, which is provided below broken down by Task and in Exhibit D in a breakdown by sub-task. All work shall be invoiced on a time-and-materials basis pursuant to Exhibit A, Schedule of Fees. Payment terms are net 45 days. All expenses and their distribution are estimates only. In the performance of the Scope of Work in accordance with the cost estimate below, HELIX may request to reallocate the expenses listed herein among the various tasks, direct costs, and subconsultants identified herein, subject to the County's Contract Administrator prior written approval. In no event shall the total not-to-exceed amount of the Agreement be exceeded.

<u>Task</u>	<u>Task Name</u>	<u>Cost Estimate</u>
1	Site Assessment	\$38,306
2	Public Outreach	\$17,668
3	Feasibility Study	<u>\$70,844</u>
	TOTAL	\$126,818

ASSUMPTIONS AND LIMITATIONS

The following assumptions and limitations are a material component of this Agreement.

- County will provide current Title Report prior to initiation of topographic survey.
- County will provide existing building floorplans.
- Floodplain will reflect available information from FEMA data. This scope does not include preparation of site-specific FEMA cross-sections.

- Changes to the final Feasibility Study as a result of comments from the Park and Recreation Commission and Board of Supervisors shall be minor (e.g., additional labeling/ text, small design modifications). If major changes to the conceptual design are required at this point, they shall be implemented on a time and materials basis or at an agreed upon additional fixed-price amount.
- HELIX shall provide all displays and outreach materials (e.g. meeting announcement flyer, handouts, sign-in sheets, activities) necessary for the public meetings.
- The County shall provide meeting space, publicize meeting notices/minutes, and provide meeting refreshments, if desired.
- Drawings of existing or proposed buildings or elevations are not included in the scope of work.
- The County shall provide electronic files with the parcel boundary and development footprint to HELIX prior to the start of site surveys.
- Market analysis will in part rely on data available from El Dorado County including detailed operations information. Data gathered from any area private operations may be limited to estimates and provided to the extent these businesses are willing share their information.
- Conceptual economic models will allow El Dorado County to understand what might happen at the site under existing market conditions – these projections are not a guarantee of revenues. Economic models show possible outcomes based on annual use and occupancy rates. Actual outcomes will depend on regional economic conditions and management activities including but not limited to customer service, marketing and other market-competitive strategies.
- Financial analyses are a planning and decision-making tool, not a formal financial Profit and Loss Statement. This Feasibility Study will not address depreciation or cost of money over project lifetime.
- Any services additional to those specifically included herein (such as the services to prepare a CEQA document; services of a geotechnical engineer, environmental scientists, electrical engineer, and/or others not specifically described herein) shall be provided as extra service on the basis of time and expenses or at an agreed upon additional fixed-fee amount.
- If changes to the site boundary occur after field surveys are initiated, the effort required to incorporate these changes shall be performed as additional services on a time and materials basis.
- All documents shall be provided electronically in PDF format unless otherwise specified.