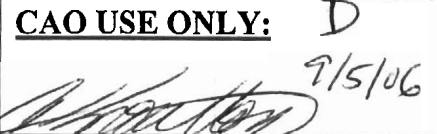


**EL DORADO COUNTY BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL
Meeting of September 12, 2006**

AGENDA TITLE: Agreement with RRM Design Group to Prepare Design Guidelines for the Missouri Flat Corridor.

DEPARTMENT: Development Services
CONTACT: Greg Fuz/Shawna Purvines
DATE: 08/30/2006 **PHONE:** 5445/5362

DEPT SIGNOFF:


CAO USE ONLY: D
 9/15/06


DEPARTMENT SUMMARY AND REQUESTED BOARD ACTION: Development Services recommends the Board of Supervisors: 1. Review and provide direction on the scope of work (Exhibit A of the attached draft contract) for the development of design guidelines for the Missouri Flat area; 2. Provide direction on the geographic areas or types of development projects where these guidelines would apply; and 3. Authorize Development Services to proceed with finalizing the contract with RRM Design for an amount not to exceed \$97,204 for a term of one year; and 4. Authorize the Chair to sign the final contract that includes the attached scope of work and timeline, upon County Counsel and Risk Management approval of the final contract.

CAO RECOMMENDATIONS: *Recommend approval. Laura A. Geli*
 9/15/06

Financial impact? Yes No

BUDGET SUMMARY:

Total Est. Cost	\$97,204
Funding	
Budgeted	\$97,204
New Funding	_____
Savings	_____
Other	_____
Total Funding	\$97,204
Change in Net County Cost	

Funding Source: Gen Fund Other
 Other: _____

CAO Office Use Only:

4/5's Vote Required Yes No
 Change in Policy Yes No
 New Personnel Yes No

CONCURRENCES:

Risk Management pending
 County Counsel pending
 Other _____

***Explain**

BOARD ACTIONS:

Vote: Unanimous _____ Or _____
Ayes: _____
Noes: _____
Abstentions: _____
Absent: _____

I hereby certify that this is a true and correct copy of an action taken and entered into the minutes of the Board of Supervisors

Date: _____

Attest: Cindy Keck, Board of Supervisors Clerk

By: _____

DEVELOPMENT SERVICES DEPARTMENT

County of
EL DORADO

<http://www.co.el-dorado.ca.us/devservices>

PLANNING
SERVICES



PLACERVILLE OFFICE:

2850 FAIRLANE COURT
PLACERVILLE, CA. 95667
(530) 621-5355
(530) 642-0508 Fax
Counter Hours: 7:30 AM to 4:30 PM
planning@co.el-dorado.ca.us

LAKE TAHOE OFFICE:

3368 LAKE TAHOE BLVD. SUITE 302
SOUTH LAKE TAHOE, CA 96150
(530) 573-3330
(530) 542-9082 Fax
Counter Hours: 8-12 PM and 1-4 PM
tahoebuild@co.el-dorado.ca.us

EL DORADO HILLS OFFICE:

4950 HILLSDALE CIRCLE, SUITE 100
EL DORADO HILLS, CA 95762
(916) 941-4967 and (530) 621-5582
(916) 941-0269 Fax
Counter Hours: 7:30 AM to 4:30 PM
planning@co.el-dorado.ca.us

August 30, 2006

Board of Supervisors
330 Fair Lane
Placerville, CA 95667

Subject: Missouri Flat Design Guidelines Award of Contract

Dear Board Members,

Recommendation:

1. Review and provide direction on the scope of work (Exhibit A of the attached draft contract) for the development of design guidelines for the Missouri Flat area;
2. Provide direction on the geographic areas or types of development projects where these guidelines would apply; and
3. Authorize Development Services to proceed with finalizing the contract with RRM Design for an amount not to exceed \$97,204 for a term of one year; and
4. Authorize the Chair to sign the final contract that includes the attached scope of work and timeline, upon County Counsel and Risk Management approval of the final contract.

Reason for Recommendation:

Scope of Work

The County has an opportunity to coordinate future development in the Missouri Flat corridor so that the area becomes a retail and commercial destination point. In November of 2005, a multi-departmental team was developed and charged with reducing traffic congestion to meet level of service standards, fostering economic development by encouraging retail development and job growth, and creating a "sense of place" through the development of design standards.

Guidelines would establish a base-line set of design criteria for development in the Missouri Flat area. Currently, there are three adopted design guidelines for the County; they are Historic Design Guide El Dorado County, Sierra Design, and Community Design Guide. There are also standards adopted for the Meyers Community Plan. After review of each of these guidelines for suitability in the Missouri Flat corridor area, staff determined that the development of new design guidelines for the corridor would better reflect the County's desire to encourage high quality development within the area.

Guidelines would provide direction for future development in the areas of architectural and landscaping criteria. Any guidelines developed are intended to work in-concert with existing and future policy and regulatory documents. In June, the Board approved the Development Services FY 2006-07 budget that included funding for these types of consultant services.

The County team held a planning meeting on July 6, 2006, whereby five design firms were invited to present their ideas for the Missouri Flat area. Additionally, businesses, staff and council members from the City of Placerville working on a similar project for the Placerville Drive area were invited to listen to the presentation. At the end of the meeting county staff heard from three firms who presented concepts, standards and tools that new project proponents, County staff and decision makers could use to improve the quality of investment now and in the future for the Missouri Flat area. After further deliberation, County staff felt one of the firms, RRM Design, possessed all the qualifications necessary to fulfill the objective of developing design guidelines for the Missouri Flat corridor.

RRM Design is a multi-discipline firm that includes architects, planners, urban designers, landscape architects, and civil engineers. RRM has produced design guidelines, master plans, parks, plaza and trail design plans for many communities throughout California. Staff is recommending the Board enter into an agreement with RRM Design Group to complete the task for developing design guidelines for the Missouri Flat area.

Design Guideline Boundary

Staff envisions the guidelines to include all properties abutting Missouri Flat Road from El Dorado Road to Pleasant Valley Road, the extension of Heading Road to the El Dorado Road interchange and the proposed Missouri Flat – Pleasant Valley interchange (Exhibit C of the attached draft contract). This boundary may be modified by Board direction or by interviews with stakeholders and community members and participation in the community workshops.

Community Design Guidelines for Other Community Regions

The County's General Plan, policy 2.4.1.2, provides the opportunity to develop design guidelines for all community regions as well as rural centers. Planning Services, as part of the zoning ordinance update, is working on a process for the development of regional guidelines. The Missouri Flat area is located within the El Dorado Diamond Springs community region. The design guidelines established for the Missouri Flat area may be an initial step in the development of design guidelines for the entire community region.

Community and business leaders in Cameron Park, after learning about Missouri Flat's project, have expressed an interest in developing community design guidelines of their own. Staff believes that as part of this contract, RRM should conduct one community workshop and hold one additional meeting with planning staff and local decision makers to develop a future scope of work for the development of design guidelines for the Cameron Park community region.

Fiscal Impact:

Funding for this contract is included in the fiscal year 06-07 Development Services Department budget.

Net County Cost:

There is no change to net county cost.

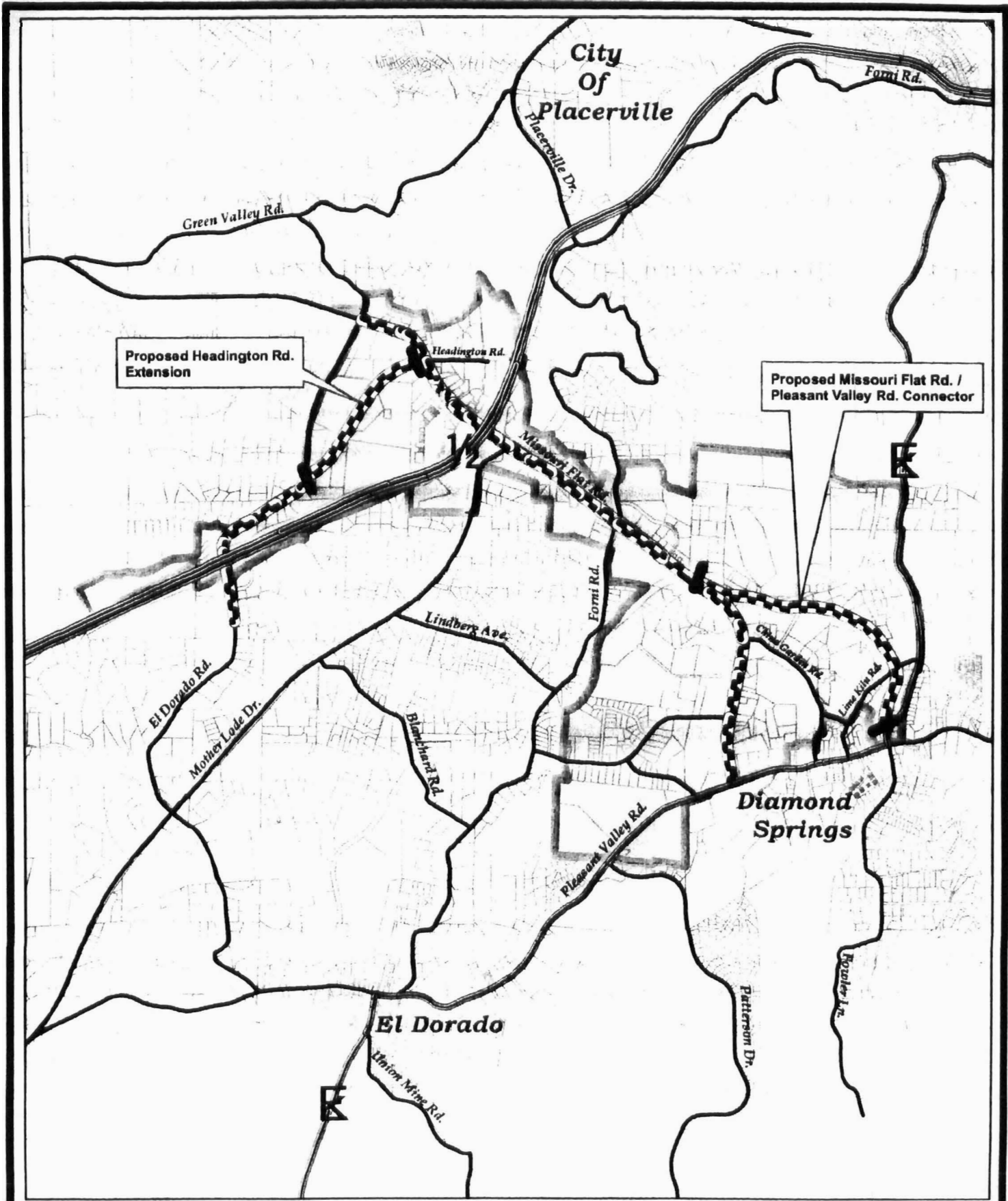
Action to be Taken Following Approval:



Development Services will finalize the contract with RRM Design and submit to the Board Clerk's Office for signature by the Chairman once County Counsel and Risk Management approve the contract.

Sincerely,



Greg Fuz
Development Services Director



-  Missouri Flat Corridor and Abutting Arterials
-  Missouri Flat Development Area

MISSOURI FLAT DESIGN GUIDLINES

±
Not To Scale

This document was prepared from unverified public and private sources and is illustrative only. No representation is made as to the accuracy of the information. Special circumstances are particularly sensitive. Users should use all the necessary precautions.

DRAFT

AGREEMENT FOR SERVICES

THIS AGREEMENT made and entered by and between the County of El Dorado, a political subdivision of the State of California (hereinafter referred to as “County”) and RRM Design, a Corporation duly qualified to conduct business in the State of California, whose principal place of business is 190 Foss Creek Circle, Suite G, Healdsburg, California, 95778, (hereinafter referred to as “Consultant”);

WITNESSETH

WHEREAS, County has determined that it is necessary to obtain a Consultant to develop design guidelines for specific geographic areas within El Dorado County, and

WHEREAS, Consultant has represented to County that it is specially trained, experienced, expert and competent to perform the special services required hereunder and County has determined to rely upon such representations; and

WHEREAS, it is the intent of the parties hereto that such services be in conformity with all applicable federal, state and local laws; and

WHEREAS, County has determined that the provisions of these services provided by Consultant are in the public’s best interest and that these services, are more economically and feasibly performed by outside independent Consultants as well as authorized by El Dorado County Charter, Section 210 (b) (6) and/or Government Code 31000;

NOW, THEREFORE, County and Consultant mutually agree as follows:

ARTICLE I

Scope of Services: Consultant agrees to provide services necessary to develop design guidelines for specific geographic areas of El Dorado County. Services shall include, but not be limited to, those described in Exhibit “A”, marked “Scope of Services”, incorporated herein and made by reference a part hereof.

ARTICLE II

Term: This Agreement shall become effective when fully executed by both parties hereto and shall expire one year from the date of execution by the County.

ARTICLE III

Compensation for Services: For services provided herein, County agrees to pay Consultant monthly in arrears. Payment shall be made within thirty (30) days following County receipt and approval of itemized invoice(s) detailing services rendered. For the purposes hereof, the billing rate shall be in accordance with Exhibit "B", marked "Fee Schedule", incorporated herein and made by reference a part hereof. The total amount of this Agreement shall not exceed \$97,204.00.

ARTICLE IV

Changes to Agreement: This Agreement may be amended by mutual consent of the parties hereto. Said amendments shall become effective only when in writing and fully executed by duly authorized officers of the parties hereto.

ARTICLE V

Consultant to County: It is understood that the services provided under this Agreement shall be prepared in and with cooperation from County and its staff. It is further agreed that in all matters pertaining to this Agreement, Consultant shall act as Consultant only to County and shall not act as Consultant to any other individual or entity affected by this Agreement nor provide information in any manner to any party outside of this Agreement that would conflict with Consultant's responsibilities to County during term hereof.

ARTICLE VI

Assignment and Delegation: Consultant is engaged by County for its unique qualifications and skills as well as those of its personnel. Consultant shall not subcontract, delegate or assign services to be provided, in whole or in part, to any other person or entity without prior written consent of County.

ARTICLE VII

Independent Consultant/Liability: Consultant is, and shall be at all times, deemed independent and shall be wholly responsible for the manner in which it performs services required by terms of this Agreement. Consultant exclusively assumes responsibility for acts of its employees, associates and subconsultants, if any are authorized herein, as they relate to services to be provided under this Agreement during the course and scope of their employment.

Consultant shall be responsible for performing the work under this Agreement in a safe, professional, skillful and workmanlike manner and shall be liable for its own negligence and negligent acts of its employees. County shall have no right of control over the manner in which work is to be done and shall, therefore, not be charged with responsibility of preventing risk to Consultant or its employees.

ARTICLE VIII

Fiscal Considerations: The parties to this Agreement recognize and acknowledge that County is a political subdivision of the State of California. As such, El Dorado County is subject to the provisions of Article XVI, Section 18 of the California Constitution and other similar fiscal and procurement laws and regulations and may not expend funds for products, equipment or services not budgeted in a given fiscal year. It is further understood that in the normal course of County business, County will adopt a proposed budget prior to a given fiscal year, but that the final adoption of a budget does not occur until after the beginning of the fiscal year.

Notwithstanding any other provision of this Agreement to the contrary, County shall give notice of cancellation of this Agreement in the event of adoption of a proposed budget that does not provide for funds for the services, products or equipment subject herein. Such notice shall become effective upon the adoption of a final budget, which does not provide funding for this Agreement. Upon the effective date of such notice, this Agreement shall be automatically terminated and County released from any further liability hereunder.

In addition to the above, should the Board of Supervisors during the course of a given year for financial reasons reduce, or order a reduction, in the budget for any County department for which services were contracted to be performed, pursuant to this paragraph in the sole discretion of the County, this Agreement may be deemed to be canceled in its entirety subject to payment for services performed prior to cancellation.

ARTICLE IX

Default, Termination and Cancellation:

- A. Default: Upon the occurrence of any default of the provisions of this Agreement, a party shall give written notice of said default to the party in default (notice). If the party in default does not cure the default within ten (10) days of the date of notice (time to cure), then such party shall be in default. The time to cure may be extended at the discretion of the party giving notice. Any extension of time to cure must be in writing, prepared by the party in default for signature by the party giving notice and must specify the reason(s) for the extension and the date on which the extension of time to cure expires.

Notice given under this section shall specify the alleged default and the applicable Agreement provision and shall demand that the party in default perform the provisions of this Agreement within the applicable period of time. No such notice shall be deemed a termination of this Agreement unless the party giving notice so elects in this notice, or the party giving notice so elects in a subsequent written notice after the time to cure has expired.

- B. Bankruptcy: This Agreement, at the option of the County, shall be terminable in the case of bankruptcy, voluntary or involuntary, or insolvency of Consultant.

- C. **Ceasing Performance:** County may terminate this Agreement in the event Consultant ceases to operate as a business, or otherwise becomes unable to substantially perform any term or condition of this Agreement.

- D. **Termination or Cancellation without Cause:** County may terminate this Agreement in whole or in part seven (7) calendar days upon written notice by County for any reason. If such prior termination is effected, County will pay for satisfactory services rendered prior to the effective dates as set forth in the Notice of Termination provided to Consultant, and for such other services, which County may agree to in writing as necessary for contract resolution. In no event, however, shall County be obligated to pay more than the total amount of the contract. Upon receipt of a Notice of Termination, Consultant shall promptly discontinue all services affected, as of the effective date of termination set forth in such Notice of Termination, unless the notice directs otherwise. In the event of termination for default, County reserves the right to take over and complete the work by contract or by any other means.

ARTICLE X

Notice to Parties: All notices to be given by the parties hereto shall be in writing and served by depositing same in the United States Post Office, postage prepaid and return receipt requested. Notices to County shall be in duplicate and addressed as follows:

COUNTY OF EL DORADO
Development Services Department
2850 Fairlane Court
PLACERVILLE, CA 95667
ATTN: Greg Fuz, Development Services Director

or to such other location as the County directs.

Notices to Consultant shall be addressed as follows:

RRM Design
190 Foss Creek Circle, Suite G,
Healdsburg, California, 95778
ATTN: Keith Gurnee

or to such other location as the Consultant directs.

ARTICLE XI

Indemnity: The Consultant shall defend, indemnify and hold the County harmless against and from any and all claims, suits, losses, damages and liability for damages of every name, kind and description, including attorneys fees and costs incurred, brought for, or on account of, injuries to or death of any person, including but not limited to workers, County employees and the public, or damage to property or any economic or consequential losses, which are claimed to or in any way arise out of or are connected with the Consultant's services, operations or performance hereunder, regardless of the

existence or degree of fault or negligence on the part of the County, the Consultant, subconsultant(s) and employee(s) or any of these, except for the sole or active negligence of the County, its officers and employees, or as expressly prescribed by statute. This duty of Consultant to indemnify and save County harmless includes the duties to defend set forth in California Civil Code Section 2778.

ARTICLE XII

Insurance: Consultant shall provide proof of a policy of insurance satisfactory to the El Dorado County Risk Manager and documentation evidencing that Consultant maintains insurance that meets the following requirements:

- A. Full Worker's Compensation and Employer's Liability Insurance covering all employees of Consultant as required by law in the State of California.
- B. Commercial General Liability Insurance of not less than \$1,000,000.00 combined single limit per occurrence for bodily injury and property damage.
- C. Automobile Liability Insurance of not less than \$500,000.00 is required in the event motor vehicles are used by the Consultant in the performance of the Agreement.
- D. In the event Consultant is a licensed professional, and is performing professional services under this Agreement, professional liability is required with a limit of liability of not less than \$1,000,000.00 per occurrence. For the purposes of this Agreement, professional liability is required.
- E. Consultant shall furnish a certificate of insurance satisfactory to the El Dorado County Risk Manager as evidence that the insurance required above is being maintained.
- F. The insurance will be issued by an insurance company acceptable to Risk Management, or be provided through partial or total self-insurance likewise acceptable to Risk Management.
- G. Consultant agrees that the insurance required above shall be in effect at all times during the term of this Agreement. In the event said insurance coverage expires at any time or times during the term of this Agreement, Consultant agrees to provide at least thirty (30) days prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of term of the Agreement, or for a period of not less than one (1) year. New certificates of insurance are subject to the approval of Risk Management and Consultant agrees that no work or services shall be performed prior to the giving of such approval. In the event the Consultant fails to keep in effect at all times insurance coverage as herein provided, County may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event.
- H. The certificate of insurance must include the following provisions stating that:

1. The insurer will not cancel the insured's coverage without thirty (30) days prior written notice to County, and;
 2. The County of El Dorado, its officers, officials, employees and volunteers are included as additional insured, but only insofar as the operations under this Agreement are concerned. This provision shall apply to all liability policies except worker's compensation and professional liability insurance policies.
- I. The Consultant's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees or volunteers shall be in excess of the Consultant's insurance and shall not contribute with it.
 - J. Any deductibles or self-insured retentions must be declared to and approved by the County, either; the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
 - K. Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the County, its officers, officials, employees or volunteers.
 - L. The insurance companies shall have no recourse against the County of El Dorado, its officers and employees or any of them for payment of any premiums or assessments under any policy issued by any insurance company.
 - M. Consultant's obligations shall not be limited by the foregoing insurance requirements and shall survive expiration of this Agreement.
 - N. In the event Consultant cannot provide an occurrence policy, Consultant shall provide insurance covering claims made as a result of performance of this Agreement for not less than three (3) years following completion of performance of this Agreement.
 - O. Certificate of insurance shall meet such additional standards as may be determined by the contracting County Department either independently or in consultation with Risk Management, as essential for protection of the County.

ARTICLE XIII

Interest of Public Official: No official or employee of County who exercises any functions or responsibilities in review or approval of services to be provided by Consultant under this Agreement shall participate in or attempt to influence any decision relating to this Agreement which affects personal interest or interest of any corporation, partnership or association in which he/she is directly or indirectly interested; nor shall any such official or employee of County have any interest, direct or indirect, in this Agreement or the proceeds thereof.

ARTICLE XIV

Interest of Consultant: Consultant covenants that Consultant presently has no personal interest or financial interest, and shall not acquire same in any manner or degree in either: 1) any other contract connected with or directly affected by the services to be performed by this Agreement; or, 2) any other entities connected with or directly affected by the services to be performed by this Agreement. Consultant further covenants that in the performance of this Agreement no person having any such interest shall be employed by Consultant.

ARTICLE XV

California Residency (Form 590): All independent Consultants providing services to the County must file a State of California Form 590, certifying their California residency or, in the case of a corporation, certify that they have a permanent place of business in California. The Consultant will be required to submit a Form 590 prior to execution of an Agreement or County shall withhold seven (7%) percent of each payment made to the Consultant during term of the Agreement. This requirement applies to any agreement/contract exceeding \$1,500.00.

ARTICLE XVI

Taxpayer Identification Number (Form W-9): All independent Consultants or Corporations providing services to the County must file a Department of the Treasury Internal Revenue Service Form W-9, certifying their Taxpayer Identification Number.

ARTICLE XVII

Administrator: The County Officer or employee with responsibility for administering this Agreement is Greg Fuz, Development Services Director, Development Services Department, or successor.

ARTICLE XVIII

Authorized Signatures: The parties to this Agreement represent that the undersigned individuals executing this Agreement on their respective behalf are fully authorized to do so by law or other appropriate instrument and to bind upon said parties to the obligations set forth herein.

ARTICLE XIX

Partial Invalidity: If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will continue in full force and effect without being impaired or invalidated in any way.

ARTICLE XX

Venue: Any dispute resolution action arising out of this Agreement, including, but not limited to, litigation, mediation or arbitration, shall be brought in El Dorado County, California, and shall be resolved in accordance with the laws of the State of California. Consultant waives any removal rights it might have under Code of Civil Procedure Section 394.

ARTICLE XXI

Entire Agreement: This document and the documents referred to herein or exhibits hereto are the entire Agreement between the parties and they incorporate or supersede all prior written or oral Agreements or understandings.

Requesting Department Concurrence:

By: _____ Dated: _____
Greg Fuz, Development Services Director
Development Services Department

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first below written.

-- COUNTY OF EL DORADO --

Dated: _____

By: _____
Chairman,
Board of Supervisors
"County"

ATTEST:
Cindy Keck
Clerk of the Board of Supervisors

By: _____ Dated: _____
Deputy Clerk

-- CONSULTANT --

Dated: _____

RRM Design
A California CORPORATION

By: _____
Keith Gurnee, Principal
"Consultant"

PROJECT TIMELINE

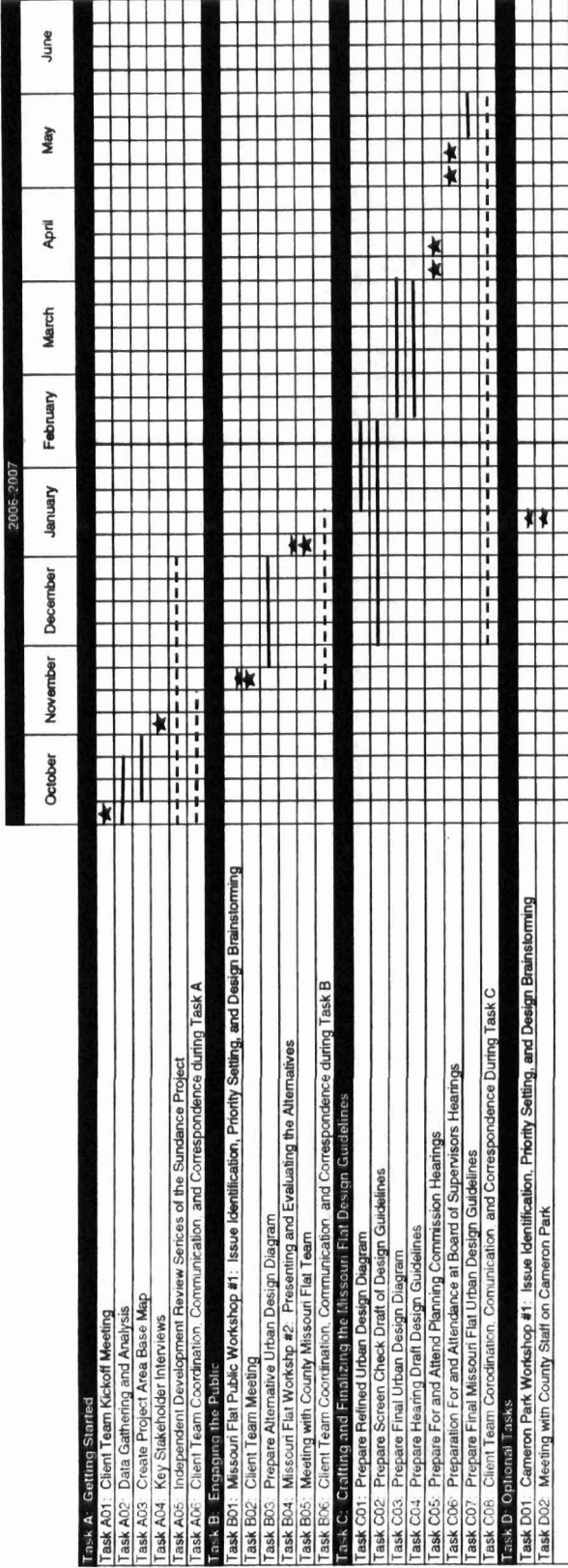


EXHIBIT 'A'

Missouri Flat Design Guidelines

Preliminary Scope of Services

August 14, 2006

Revised August 29, 2006

I. Understanding of Project

RRM Design Group has been selected by El Dorado County staff to develop a set of design guidelines for an approximate two-mile length of the Missouri Flat area located just west of the City of Placerville and to conduct public workshops in the Cameron Park area as a precursor to development of future design guidelines for that area. El Dorado County has asked that there be three components to this work effort.

- a. The provision of development review services of a pending development application for the Sundance project located in the northwest portion of the Missouri Flat Road corridor.
- b. The development of a definitive yet flexible set of user friendly design guidelines to help guide the design of future development within the corridor.
- c. To conduct public workshops in the Cameron Park area to investigate, identify, and prioritize planning issues, and to facilitate a design brainstorming session as a precursor to a subsequent Phase II project to develop design guidelines for the Cameron Park area.

In crafting a set of design guidelines for the Missouri Flat area, the county wants to hold a set of two public workshops: (1) to be devoted to identifying and investigating issues, setting priorities on those issues, and facilitating some design brainstorming, and (2) to present alternatives, options, and ideas for addressing the design guidelines to be developed for the Missouri Flat area. Concurrent with the drafting of these guidelines, the county wants to influence the design of the pending Sundance project so that it has greater curb appeal, a strong relationship to the street, and embody principles of pedestrian friendliness. The design guidelines need to be developed within an approximate six-month timeframe.

Missouri Flat Design Guidelines

August 14, 2006

Revised August 29, 2006

Page 2

The county's General Plan mandates that the county develop design guidelines for all of its "Community Centers" as well as its rural centers. Therefore, the development of these design guidelines is the first attempt to implement that policy. As such, the county is looking toward the creation of a process that can be repeated in its other community and rural centers in crafting sets of design guidelines that will fit the unique attributes of each of them. With these understandings, we have developed a Scope of Work as outlined below.

II. Preliminary Scope of Services

Task A: Getting Started

Task A01: Client/Missouri Flat Team Kickoff Meeting

To resolve the final scope of work, schedule, the design of the public outreach process, to obtain client supplied information, and to conduct a tour of the Missouri Flat and Cameron Park areas with county staff.

Deliverables: RRM will prepare for and attend a kick-off meeting and field reconnaissance to establish project milestones and confirm project schedule and will prepare minutes of kickoff meeting.

Task A02: Data Gathering and Analysis

RRM will obtain information from the client and evaluate it as to its applicability to the development of design guidelines for the Missouri Flat area. County provided data should include topographic and aerial photographic information of the planning area in digital form, the General Plan and zoning documents that apply to the planning area, the county's road standards for the Missouri Flat area, copies of pending applications along the Missouri Flat corridor, development guidelines for slope, AG and timberland setback standards, wetland and riparian area setback standards, the Oak Woodlands Management Plan, contact information for key stakeholders in the planning area, and other information the county feels would be useful for our purposes.

Deliverables: Collection and review of relevant data as described above.

Task A03: Create Project Area Base Map

Missouri Flat Design Guidelines

August 14, 2006

Revised August 29, 2006

Page 3

Utilizing the mapping information provided by the county, RRM will prepare a base map for the entire Missouri Flat planning area depicting parcelization, existing building coverage, and topography. This base map will serve as the basis of all future graphic presentations.

Deliverables: Base map in both print and digital form.

Task A04: Key Stakeholder Interviews

Over a period of one (1) full day, RRM will conduct a set of candid one-on-one interviews with key stakeholders in the planning area including elected and appointed county decision makers, county staff, key landowners and business owners, the Chamber of Commerce, and other individuals and organizations with an interest in the Missouri Flat Road corridor.

Deliverables: Prepare for and attend one (1) day of interviews; meeting notes; RRM will prepare all meeting information and materials. County staff will arrange meeting locations and contact key stakeholders

Task A05: Independent Development Review Services of the Placerville Market Place Project

At such time as the Sundance project files its applications with El Dorado County, RRM Design Group will review and comment upon the plans and suggest ways they could be improved to make for a more pleasant streetscape along the Missouri Flat Road. We anticipate that this could involve up to two (2) meetings with county staff and two (2) meetings with the landowner/developer, as well as the development of some alternative concepts to those presented in the application. This task will be billed on a time and materials budget and it is anticipated that the County will recover the cost from the applicant. (See the note at the bottom of Schedule 1: Fee Schedule for the personnel to be involved in providing these services.)

Deliverables: Notes on directions received at meetings, sketches of proposed suggested changes to the site plan and building elevations, and a memorandum outlining RRM Design Group's findings, conclusions, and recommendations.

Task A06: Client Team Coordination, Communication, and Correspondence during Task A

Throughout the process RRM team members will need to prepare correspondence, status reports, record keeping, project coordination, electronic file management, and all other coordination. This task is intended to allow for necessary coordination between the consultant team, County, and the community throughout the planning process including coordination with County staff, various County departments, and interest groups.

Deliverable: Ongoing project coordination and management throughout the planning process as described above.

Task B: Engaging the Public

Task B01: Missouri Flat Public Workshop #1: Issue Identification, Priority Setting, and Design Brainstorming

The Missouri Flat Team will host and RRM will facilitate a first public workshop at an appropriate time and place that would involve the following components:

- a. Issue identification exercise wherein workshop participants would state their issues or ideas associated with a variety of topics, i.e. land use, circulation and parking, streetscape design, architectural character, etc.
- b. A priority setting exercise where participants indicate their preferences for the statements made during the issue identification exercise.
- c. A design charette wherein participants would be asked to develop some design brainstorm ideas consistent with what comes out of the issue identification and priority setting exercise.

Deliverables: RRM will prepare an agenda, flyer, all workshop materials, sign-in sheets, and facilitate the workshop. County staff will be responsible for meeting notification, logistics and refreshments.

Task B02: Client Team Meeting

Missouri Flat Design Guidelines

August 14, 2006

Revised August 29, 2006

Page 5

To review the results of Missouri Flat workshop #1 and to obtain further direction on the recommended programming for the design guidelines.

Deliverables: RRM will prepare notes on direction received at the meeting and a list of goals for the design guidelines process.

Task B03: Prepare Alternative Urban Design Diagrams

RRM will develop two (2) alternative urban design concepts for the Missouri Flat corridor depicting contrasting methodologies for the siting of future uses and parking areas, and tentative treatments of the pedestrian and streetscape environments.

Deliverables: Two (2) full color alternative urban design diagrams in both print and digital form with a PowerPoint presentation of the urban design diagrams.

Task B04: Missouri Flat Workshop #2: Presenting and Evaluating the Alternatives

RRM would facilitate a second public workshop wherein the alternative urban design diagrams would be presented by a PowerPoint along with their features, themes, and implications. Utilizing a report card exercise, workshop participants would provide quantified and qualified feedback to the alternative urban design diagrams that would be used in developing the draft design guidelines for the Missouri Flat corridor. The second half of this workshop will be devoted to a visual preference survey wherein RRM Design Group would display contrasting images of similar features while allowing workshop participants to use our interactive computer software to state their preferences for the images presented.

Deliverables: RRM will prepare an agenda, flyer, all workshop materials, sign-in sheets, and facilitate the workshop. County staff will be responsible for meeting notification, logistics and refreshments.

Task B05: Meeting with the Missouri Flat Team

To review the results of Missouri Flat workshop #2 and the recommended work program for the design guidelines, and obtain direction to proceed.

Missouri Flat Design Guidelines

August 14, 2006

Revised August 29, 2006

Page 6

Deliverables: RRM will prepare an agenda and all meeting materials, sign-in sheets, facilitate the meeting, and a summary of meeting minutes. County will be responsible for meeting notification, logistics and refreshments.

Task B06: Client Team Coordination, Communication, and Correspondence during Task B

Throughout the process RRM team members will need to prepare correspondence, status reports, record keeping, project coordination, electronic file management, and all other coordination. This task is intended to allow for necessary coordination between the consultant team, County, and the community throughout the planning process including coordination with County staff, various County departments, and interest groups.

Deliverables: Ongoing project coordination and management throughout the planning process as described above.

Task C: Crafting and Finalizing the Missouri Flat Design Guidelines

Task C01: Prepare Refined Urban Design Diagram

Based on the feedback received from the Missouri Flat public workshop #2 and the Missouri Flat Team, RRM will prepare a refined urban design concept that will be used to develop the urban design guidelines for Missouri Flat.

Deliverables: A more detailed full color urban design concept plan in both print and digital form including possible sections of Missouri Flat Road showing the desired streetscape treatments in the corridor.

Task C02: Prepare Screen Check Draft of Design Guidelines

RRM will prepare an initial screen check draft of the Missouri Flat design guidelines that will convey in both text and graphics the provisions of the design guidelines along with sections on their administration implementation. The design guidelines would address such issues as height, bulk, massing and scale of buildings, relationship of buildings to the Missouri Flat Road, adjusted guidelines for pedestrian and landscape improvements, and recommended treatments for the streetscape pedestrian environment, and street furniture.

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Deliverables: The RRM team will assemble all consultant and County data into a comprehensive design guideline draft, format the document, and produce the Screen Check Draft. This draft is for in-house staff review only and will include delivery of one (1) black and white hard copy and a digital PDF format. County staff will provide one (1) consolidated marked up redline version of all comments within two (2) weeks of its receipt of the Screencheck Draft.

Task C03: Prepare Final Urban Design Diagram

Based on feedback from the staff, a final urban design diagram will be prepared to be incorporated into the Missouri Flat design guidelines.

Deliverables: Presentation quality color urban design diagram with road sections in both print and digital form.

Task C04: Prepare Hearing Draft Design Guidelines

The Plan will incorporate comments and input from staff and from additional public or decision maker comments.

Deliverables: The RRM team will review and revise document based on staff comments and produce a hearing draft document. RRM will provide one (1) electronic version (PDF) on CD, one (1) camera ready colored version. County staff will be expected to print out an appropriate number of copies or CDs of the Hearing Draft document for public review.

Task C05: Prepare For and Attend Planning Commission Hearings

RRM will prepare for and attend up to two (2) Planning Commission hearings to present the Missouri Flat design guidelines to obtain recommendations for approval of the Missouri Flat urban design guidelines with recommended amendments. RRM will prepare a PowerPoint or other suitable presentation and assist staff in preparation of the staff report. Errata sheets may be used to discuss preferred changes prior to Board of Supervisors hearings.

Deliverables: Prepare for and attend up to two (2) hearings. RRM will prepare notes of directions given at hearings and an errata sheet confirming the amendments the Planning Commission is recommending be made to the design guidelines as a condition of their approval.

Task C06: Preparation For and Attendance at Board of Supervisors Hearings

RRM Design Group will attend up to two (2) hearings at the Board of Supervisors to obtain feedback and approval of the Missouri Flat urban design guidelines subject to the amendments desired by both the Board of Supervisors and the Planning Commission.

Deliverables: Prepare for and attend up to two (2) hearings. RRM will prepare notes of directions given at hearings and an errata sheet confirming the amendments the Planning Commission is recommending be made to the design guidelines as a condition of their approval.

Task C07: Prepare Final Missouri Flat Urban Design Guidelines

Based on the feedback received from the staff, the Planning Commission, and the Board of Supervisors, RRM will prepare a final approved version of the urban design guidelines. Include the final urban design diagram, a one-page user friendly synopsis of the design guidelines incorporating all of the amendments as acted upon by the Board of Supervisors in their adoption hearing. Following the action taken by the County, the consultant team will make the final edits and modifications to the document. Staff will provide one consolidated marked up redline version of all comments prior to this task and RRM will make such revisions. It is assumed that one (1) set of revisions will be made to the document, incorporating the final Board of Supervisor action.

Deliverables: Make final edits and produce one (1) digital version (PDF) and one (1) camera ready colored version.

Task C08: Client Team Coordination, Communication, and Correspondence during Task C

Throughout the process RRM team members will need to prepare correspondence, status reports, record keeping, project coordination, electronic file management, and all other coordination. This task is intended to allow for necessary coordination between the consultant team, County, and the community throughout the planning process

including coordination with County staff, various County departments, and interest groups.

Deliverables: Ongoing project coordination and management throughout the planning process as described above.

Task D: Optional Tasks

Task D01: Cameron Park Workshop #1: Optional Task

Issue Identification, Priority Setting, and Design Brainstorming

RRM will facilitate an initial public workshop for the Cameron Park area to engage the citizens, landowners, and business owners of Cameron Park in identifying and prioritizing issues associated with developing a similar set of design guidelines in Cameron Park. Utilizing aerial photographic maps to be provided by the county of the planning area, the second half of the session will be devoted to design brainstorming wherein workshop participants are given pens and a map key to develop their own design ideas for Cameron Park.

Deliverables: RRM will prepare an agenda, flyer, all workshop materials, sign-in sheets, and facilitate the workshop. RRM will provide a memorandum summarizing the results of Cameron Park workshop #1 with recommended approach and scope of work for developing the Cameron Park design guidelines as a subsequent phase to this initial contract. County staff will be responsible for meeting notification, logistics and refreshments.

Task D02: Meeting with County Staff on Cameron Park: Optional Task

RRM will meet with county staff to go over the results of public workshop #1 and the recommended approach and scope of work in developing the Cameron Park design guidelines as a subsequent phase of work to that of Missouri Flat.

Deliverables: RRM will prepare an agenda and all meeting materials, sign-in sheets, facilitate the meeting, and a summary of meeting minutes. County will be responsible for meeting notification, logistics and refreshments.

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III. Limitation on Scope of Services

Please note that the tasks to be performed by RRM Design Group are limited purely to those outlined above. Please note that it does not include any CEQA compliance services, and special technical studies, graphic engineering, or environmental analysis.

Should the client wish RRM Design Group to provide services beyond those outlined above, including additional meetings beyond those scoped, RRM would be pleased to perform those services on a time-and-materials basis as additional services with the client's prior authorization to proceed.

Reimbursable expenses such as travel, lodging, report reproduction, photography, computer plots, overnight mail, etc. would be billed on a time-and-materials basis against the budget indicated.

IV. Budget

Schedule I enclosed reflects the budget we anticipate meeting in order to complete the scope of services outlined in this proposal. Please note that the schedule includes individuals who will be working on your project, their billable rate, and the number of hours allocated to complete each task.

V. Schedule

Spreadsheet II indicates the schedule we anticipate following in completing all of the tasks contained in this proposal for services.

