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July 19, 2019

Vickie Sanders  
 Chief Administrator's Office  
 County of El Dorado  
 3000 Fair Lane Court, Suite 1  
 Placerville, CA 95667

**Subject: Chili Bar Park Master Plan Scope of Work**

Dear Ms. Sanders:

Foothill Associates (now HELIX Environmental Planning, Inc.) prepared a Preliminary Master Plan for Chili Bar Park for the County of El Dorado (County) in August 2009. This plan was developed with input from County staff and the River Management Team to examine options for redevelopment of the upper terrace of the park for expanded recreational uses. The Preliminary Master Plan was referenced in the 2012 Parks and Trails Master Plan. HELIX understands that the Board of Supervisors now wishes to continue with the next step of the planning process.

**SCOPE OF WORK**

DESCRIPTION	COST
<p><b>Phase One: Updated Master Plan</b></p> <p>The project will begin with a kick-off meeting with County staff to discuss the goals and vision for the Chili Bar site, review the existing Preliminary Master Plan (PMP), and confirm the project schedule. Immediately following the kick-off meeting, we will visit the site with County staff to assess current conditions.</p> <p>The 2009 PMP graphic will be updated based on feedback from the kick-off meeting. The updated PMP will be presented at the first public outreach meeting (Phase 2).</p> <p>Following the first public outreach event, HELIX Environmental Planning, Inc. (HELIX) will meet with County staff to review comments and identify changes to be made to the master plan. Up to two alternative draft master plans will be prepared based on public feedback and direction from County staff. The alternative draft master plans will be provided in PDF format for review by County staff prior to the second public outreach event.</p> <p>Following the second public outreach event, HELIX will meet with County staff to review comments and identify changes to be made to the master plan. A final master plan,</p>	<p><b>\$18,350</b></p>

DESCRIPTION	COST
<p>including cost estimate and phasing plan, will be prepared incorporating public comments and staff direction. The final black and white master plan will be provided for in PDF format for review by County staff. Upon approval, it will be color-rendered for approval by the Park and Recreation Committee and Board of Supervisors.</p> <p>If necessary, changes requested by the Park and Recreation Committee or Board of Supervisors will be implemented at the direction of County staff, to produce the approved Master Plan. A black and white version will be provided for staff approval and then a color-rendered version will be prepared.</p> <p>This task also includes project management time for coordinating with County staff, preparing work summaries, tracking budget status, and other tasks necessary to facilitate the project.</p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• <i>Kickoff Meeting Agenda and Summary</i></li> <li>• <i>Updated Preliminary Master Plan in black and white</i></li> <li>• <i>Alternative Draft Master Plans in black and white</i></li> <li>• <i>Final Master Plan in black and white and color</i></li> <li>• <i>Approved Master Plan in black and white and color</i></li> <li>• <i>Monthly work summaries</i></li> </ul>	
<p><b>Phase Two: Public Outreach and Presentations</b></p> <p>HELIX will conduct a public outreach process to develop a Final Master Plan for Chili Bar Park. The process will include two community workshops and two public presentations, one at a Park and Recreation Commission and one at a Board of Supervisors meeting.</p> <p>HELIX will facilitate the first community outreach event to present the history of the project and the updated PMP, and gather attendees' feedback and suggestions regarding site use and development. The second community outreach event will include review of input gathered at the first meeting and presentation of the two alternative draft master plans. Meeting attendees will be invited to indicate their design preferences and express concerns. Comments and concerns generated at each event will be documented in a memorandum that will be provided to County staff for review.</p> <p>HELIX will prepare meeting announcements, provide text and graphics for posting to the County website or e-mail notifications, prepare meeting materials (e.g., handouts, presentation, sign-in sheets), as needed, and facilitate the meetings.</p> <p>HELIX will present the Final Master Plan at a regularly schedule Parks and Recreation Commission meeting and to the Board of Supervisors for approval.</p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• <i>Meeting materials and summaries as required.</i></li> </ul>	<p><b>\$11,555</b></p>

DESCRIPTION	COST
<p><b>Phase Three: Financial Feasibility Study</b></p> <p>As a subconsultant to HELIX, Chuck Nozicka Consulting (CNC) will prepare a financial feasibility study for the proposed Chili Bar Park improvements. 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:</p> <ul style="list-style-type: none"> <li>• <i>Evaluate existing camping supply.</i> CNC will develop a comparable site supply profile for uses at the selected site including a review of existing river access day use and camping inventory in the local area, seasonality for use at these sites, average annual occupancy, and describe the range of day use activity and camping types currently available.</li> <li>• <i>Market demand.</i> CNC will profile camping demand in the region based including annual and season attendance, camping participation rates, demographics, day use and camping facility preferences, and trends observed by existing operators.</li> <li>• <i>Operations cost and revenue profile.</i> Average annual and/or daily/weekly occupancies, per unit operations cost, and revenue estimates will be used to develop several financial models showing revenues at varying levels of annual occupancy and fees rates. These models will forecast potential future economic scenarios at the site under current economic conditions – the projections are not a guarantee of revenues but will show a range of revenues that could be achieved with operational improvements and marketing expertise.</li> <li>• <i>Feasibility Recommendations.</i> CNC will provide a summary of findings and outline a series of recommendations describing either a “not-feasible” conclusion or a positive conclusion, including the range of assumptions that would lead to a successful and economically viable facility operation.</li> </ul> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• <i>Financial Feasibility Study and Recommendations</i></li> </ul>	<p><b>\$18,790</b></p>
<b>TOTAL (PHASES ONE – THREE)</b>	<b>\$48,695</b>

**ASSUMPTIONS**

This scope was prepared based on the following assumptions:

- Changes to the final master plan 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 design are required at this point, they shall be implemented on a time and materials basis or at an agreed upon additional fixed-fee amount.
- The County shall provide meeting space, publicize meetings notices/minutes, and/or provide meeting refreshments, if desired.

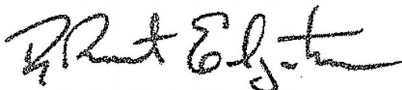
- The County shall provide electronic files with the parcel boundary and development footprint to HELIX prior to the start of site surveys.
- Any services additional to those specifically included herein (such as the services to complete, revise, and/or gather baseline data and prepare a CEQA document; 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.
- Should HELIX be required to cease work on this project at the request of the County for more than 45 days, we reserve the right to re-negotiate our fees for the remaining work.
- The fee estimate is based on the best information currently available to us regarding this design project. Should the scope of work significantly differ from what our understanding is and described herein, we reserve the right to re-negotiate the fee for our services based on a revised scope of work. Likewise, if the County wishes HELIX to provide consulting services beyond those described herein, we shall modify our proposal or provide those additional services on a time and materials basis or for an additional fixed-fee amount.
- If changes to the project 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.

## CLOSING

This Agreement will become a contract upon HELIX's receipt of this original, including any Exhibits, signed by an authorized representative of County.

We look forward to working with you on this project. If you have any questions concerning this Agreement, please call Meredith Branstad at (916) 435-1202.

Sincerely,



Robert Edgerton, AICP CEP  
Principal

Enclosures: Exhibit A, Terms and Conditions  
Exhibit B, Schedule of Fees