

## **Mintier Harnish LP**

### **SECOND AMENDMENT TO AGREEMENT FOR SERVICES #5912**

**THIS SECOND AMENDMENT** to that Agreement for Services #5912 made and entered into by and between the County of El Dorado, a political subdivision of the State of California (hereinafter referred to as "County"), and Mintier Harnish LP, a limited partnership duly qualified to conduct business in the State of California, whose principal place of business is 1415 20<sup>th</sup> Street, Sacramento, California 95811 (hereinafter referred to as "Consultant").

### **RECITALS**

**WHEREAS**, Consultant has been engaged by County to assist its Planning and Building Department with land use planning services for community design standards and commercial and multi-family residential design standards, pursuant to Agreement for Services #5912, dated February 1, 2022, and First Amendment to Agreement for Services #5912, dated January 7, 2025, incorporated herein and made by reference a part hereof (hereinafter referred to as "Agreement");

**WHEREAS**, although work began on the design standards under this Agreement in February 2022, state legislation enacted in late 2022, including Assembly Bill 2011 and Senate Bill 6, required some work to be redone to address the changes in state law;

**WHEREAS**, as a result of the above changes to state law, qualifying multifamily housing projects are now allowed on all commercial-zoned parcels. Further, under the provisions of the new legislation, qualifying housing projects must be allowed as a ministerial ("by-right") use with no local design oversight unless a local agency has adopted objective design standards applying to such projects;

**WHEREAS**, on July 23, 2024, in response to the above changes to state law and the desire to increase County design oversight of new commercial, multifamily and mixed-use development projects while permanent standards are being developed for each Community Region and Rural Center, the County Board of Supervisors (Board) directed staff to develop Countywide interim objective design standards for new commercial, mixed use, and multifamily residential projects for adoption in December 2024;

**WHEREAS**, on July 23, 2024, in line with the Board's first directive, the Board also directed staff to process a contract revision for an amended scope of work that will, in phases, build on and customize the County's adopted Countywide interim design standards into new permanent design standards for the County's Community Regions and potentially Rural Centers upon adoption of the interim design standards;

**WHEREAS**, the Board adopted Countywide interim design standards on December 3, 2024, consisting of Interim Objective Design Standards (IODS) for state streamlined ministerial projects and Interim Design Standards and Guidelines (IDSG) for non-

streamlined ministerial projects, which will remain in effect until permanent design standards are developed for each Community Region and Rural Center;

**WHEREAS**, the County desires to develop permanent design standards for Community Regions and potentially Rural Centers in the manner directed by the Board, as described above, by this Amendment 2;

**WHEREAS**, based on Board direction and learnings from the process of developing the interim design standards, revisions to the previous scope of work and cost estimate (Exhibits A and C) are required to realign anticipated work with the direction given by the Board, including the addition of new or revised tasks and additional required processing time and costs associated with the new or revised tasks;

**WHEREAS**, the parties hereto desire to amend the Agreement to update the scope of work, amending **ARTICLE I, Scope of Work**, and adding **Exhibit A-1, Amended Scope of Work**;

**WHEREAS**, the parties hereto desire to amend the Agreement to extend the expiration date of August 1, 2025 for three (3) additional years, amending **ARTICLE II, Term**;

**WHEREAS**, the parties hereto desire to amend the Agreement to increase the not-to-exceed compensation amount of the Agreement by \$400,630.84, amending **ARTICLE III, Compensation for Services**, and replacing **Exhibit C, Cost Estimate** with **Exhibit C-1, Amended Cost Estimate**;

**NOW, THEREFORE**, in consideration of the foregoing and the mutual promises and covenants hereinafter contained, County and Consultant mutually agree to amend the terms of the Agreement in this Second Amendment to Agreement for Services #5912 on the following terms and conditions:

- I. **ARTICLE I, Scope of Work**, of the Agreement is amended in its entirety to read as follows:

**ARTICLE I**

**Scope of Work:** Consultant is engaged in the business of doing the services and tasks required under this Agreement, including those services and tasks that are identified in individual Work Orders issued pursuant to this Agreement, Exhibit A, marked "Scope of Work," and Exhibit A-1, marked "Amended Scope of Work," incorporated herein and made by reference a part hereof, and those services and tasks that are reasonably necessary for the completion of the work identified in the Scope of Work.

Consultant agrees to furnish, at Consultant's own cost and expense, all personnel, subconsultants, equipment, tools, materials, and services necessary to perform the services and tasks required under this Agreement, including those services and tasks that are identified in individual Work Orders issued pursuant to this

Agreement, Exhibit A, Exhibit A-1, and those services and tasks that are reasonably necessary for the completion of the work identified in the Scope of Work. Consultant shall complete those services and tasks in accordance with Exhibit C-1, marked "Amended Cost Estimate," incorporated herein and made by reference a part hereof.

The receipt of this fully executed Agreement is Consultant's Notice to Proceed with the work specified herein. No payment will be made for any work performed prior to the effective date of the Agreement.

In addition to the specific services identified in Exhibit A and Exhibit A-1, this Agreement may also include Project Contingency. Project Contingency services shall include work which is related to this project, and arising from the current scope of work, but which was not apparently needed at the execution of this agreement. Such Project Contingency may supplement, expand, or otherwise modify the Scope of Work or may include, but not be limited to, tasks that are deemed critical by County's Contract Administrator. Before proceeding with any work under Project Contingency, the parties will identify the specific services to be provided for each assignment in individual Work Orders as determined at a meeting, by email, or telephone conference between County and Consultant. Consultant shall provide a written quote to County's Contract Administrator. Upon receipt and approval of each quote, County's Contract Administrator will issue a separate written Work Order to Consultant with a description of the services to be performed, any required deliverables, including reports or other documents to be supplied in connection with the work assignment, a specific date by which the work shall be completed, and a not-to-exceed cost to complete the work. Consultant shall not commence work until receiving the written Work Order.

Deliverables shall be submitted via electronic file and Consultant shall produce the file using Microsoft (MS) Office 365 applications (specifically, MS Word, MS PowerPoint, and MS Excel). Signed reports shall be submitted in Adobe portable document format (PDF). All deliverables shall be submitted in the language, format and design that are compatible with and completely transferable to County's computer, and that are acceptable to County Contract Administrator. Newer versions of software may be used and other types of software used for analytical purposes may be authorized if approved in advance of the submittal by County's Contract Administrator. Consultant shall submit all deliverables to County's Contract Administrator in accordance with completion time schedules identified in the individual Work Orders issued pursuant to this Agreement.

Failure to submit the required deliverables in the format required shall be grounds for termination of the Agreement, as provided in ARTICLE XIV, Default, Termination, and Cancellation, herein.

No payment will be made for any work performed prior to approval and full execution of the Work Order or beyond the earlier of the expiration date of the

Work Order or expiration of the underlying Agreement, and no payment will be made for amounts in excess of the not-to-exceed amount of the Work Order.

The period of performance for Work Orders shall be in accordance with dates specified in each Work Order. No payment will be made for any work performed before or after the period of performance in the Work Order, unless County's Contract Administrator and Consultant amend the Work Order. No Work Order will be written which exceeds the cumulative total of the not-to-exceed dollar amount of this Agreement. No Work Order will be written which extends beyond the expiration date of this Agreement.

Consultant shall perform the services and tasks required under this Agreement in a safe, professional, skillful, and workmanlike manner. Consultant is responsible for ensuring that its employees, as well as any subconsultant if applicable, perform the services and tasks required under this Agreement accordingly.

All of the services included in the Scope of Work, or in the individual Work Orders issued pursuant to this Agreement, are the responsibility of Consultant unless specifically described as a task or item of work to be provided by County. Consultant shall be responsible for the supervision, administration, and work performed by any subconsultant for services rendered under this Agreement.

**II. ARTICLE II, Term, of the Agreement is amended in its entirety to read as follows:**

**ARTICLE II**

**Term:** This Agreement shall become effective when fully executed by the parties hereto and shall expire on August 1, 2028.

**III. ARTICLE III, Compensation for Services, of the Agreement is amended in its entirety to read as follows:**

**ARTICLE III**

**Compensation for Services:** For services provided herein, including any deliverables that may be identified in the individual Work Orders issued pursuant to this Agreement, County agrees to pay Consultant upon the satisfactory completion and County's acceptance of work, in arrears. Payment shall be made within forty-five (45) days following County's receipt and approval of itemized invoices identifying the services rendered. Any invoices that include subconsultant services shall be accompanied by backup documentation to substantiate Consultant's costs for the services being billed on those invoices.

For the purposes hereof, the billing rates shall be in accordance with Exhibit B, marked "Rate Schedule," incorporated herein and made by reference a part hereof.

The total amount of this Agreement shall not exceed \$707,245.84 as amended, inclusive of all Work Orders and amended Work Orders, all work of subconsultants, costs, taxes, and expenses. It is understood and agreed that there is no guarantee, either expressed or implied that this dollar amount will be authorized under this Agreement through Work Orders.

The hourly rates listed in Exhibit B may be adjusted on an annual basis upon completion of the first twelve (12) consecutive months with thirty (30) days prior written notice from Consultant and prior written approval by County's Contract Administrator. The rate increase shall not exceed three percent (3%) annually. Any rate increases authorized by County's Contract Administrator shall not increase the total not-to-exceed amount of the Agreement. In no event shall the total not-to-exceed amount of the Agreement be exceeded.

Other direct costs, materials, printing, and outside services, including rental of special equipment, special reproductions and blueprinting, overnight delivery, outside data processing, subconsultant services, and computer services, shall be invoiced at Consultant's cost, without markup, for the services rendered. All invoices that include other direct costs, materials, and/or outside services shall be accompanied by backup documentation to substantiate Consultant's costs for the services being billed on those invoices.

Notwithstanding any other provision of this Agreement to the contrary, payments to Consultant for travel, lodging, per diem, and mileage expenses, if applicable, for Consultant's claims for reimbursement shall not exceed the rates to be paid to County employees under the current Board's Travel Policy in effect at the time the expenses are incurred. Any individual travel expense exceeding one hundred dollars (\$100) and any work requiring overnight stay must be approved in advance by the Contract Administrator or designee. Consultant is responsible for canceling hotel rooms before the cancellation period ends and should record the cancellation number in case of disputes. Consultant shall not be reimbursed for "no-show" hotel charges unless there are unavoidable reasons for not cancelling the room and the Contract Administrator or designee has determined that the reasons are valid.

For the purposes of budgeting the Tasks in Exhibit A and Exhibit A-1, the billing amounts for each Task are identified in Exhibit C-1. In the performance of the services to be provided under this Agreement, Consultant may request to reallocate the expenses listed in Exhibit C-1 among the various Scope of Work tasks, Project Management Costs, Other Direct Costs, and Project Contingency Work Costs identified herein, including reallocating such expenses between Consultant and subconsultant(s) identified herein, subject to County's Contract Administrator's prior written approval.

Itemized invoices shall follow the format specified by County and shall reference this Agreement and the County-supplied Work Order number both on their faces and on any enclosures or backup documentation. Consultant shall attach copies

of any progress reports required under the provisions of ARTICLE V, Progress Reports, herein, that relate to the services being billed, as backup documentation to any invoices submitted for payment under the terms of this Agreement. Copies of documentation attached to invoices shall reflect Consultant's charges for the specific services billed on those invoices. Consultant shall bill County for only one (1) Work Order per invoice. Invoices shall be mailed to County at the following address:

County of El Dorado  
Planning and Building Department  
2850 Fairlane Court  
Placerville, California 95667

Attn.: Kevin Willard  
Administrative Technician

or to such other location as County directs.

In the event that Consultant fails to deliver, in the format specified, the deliverables and progress reports required by this Agreement or in the individual Work Orders issued pursuant to this Agreement, County at its sole option may delay the payment for the period of time of the delay, cease all payments until such time as the required deliverables or progress reports are received, or proceed as set forth below in ARTICLE XIV, Default, Termination, and Cancellation, herein.

Except as herein amended, all other parts and sections of Agreement for Services #5912 shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Second Amendment to Agreement for Services #5912 on the dates indicated below.

-- COUNTY OF EL DORADO --

By: 

Dated: 4/22/2025

Board of Supervisors  
"County"

Attest:  
Kim Dawson  
Clerk of the Board of Supervisors

By: Kaylee Runke

Deputy Clerk

Dated: 4/22/2025

-- MINTIER HARNISH LP --

By: *jim harnish*  
jim harnish (Mar 28, 2025 09:08 PDT)

Dated: 03/27/2025

James Harnish  
Principal/Owner  
"Consultant"

## **Mintier Harnish LP**

### **Exhibit A-1**

#### **Amended Scope of Work**

Consultant shall assist County with its El Dorado County West Slope Commercial, Multi-Family and Mixed-Use Design Standards Project (Project) to create custom design standards and guidelines for new commercial, multifamily, and mixed-use development for the Community Regions identified in County's General Plan Policy 2.1.1.1 (Shingle Springs, El Dorado/Diamond Springs, Cameron Park, and El Dorado Hills, excluding lands within the Lake Tahoe Basin). The Project shall be split into four (4) components, with design standards and guidelines for the Shingle Springs Community Region completed first under Component 1 and design standards and guidelines for the remaining Community Regions completed next under Component 2. For Component 2, design standards and guidelines for the remaining Community Regions will be completed in the following order 1) El Dorado/Diamond Springs, 2) Cameron Park and 3) El Dorado Hills. Component 3 consists of project management and coordination with the County. Component 4 is optional and consists of creating community design standards and guidelines for the county's Rural Centers identified in County's General Plan Policy 2.1.2.1.

\*\*\* All Components and Tasks in this Scope of Work replace Subtasks from original contract in their entirety. \*\*\*

#### **COMPONENT 1: COMMUNITY DESIGN STANDARDS AND GUIDELINES FOR THE SHINGLE SPRINGS COMMUNITY REGION**

##### **Task 1.1 – Administrative Draft Shingle Springs Community Design Standards and Guidelines**

County shall provide Consultant with adopted interim design standards documents including the Interim Objective Design Standards (IODS) and Interim Design Standards and Guidelines (IDSG). Consultant shall review and modify, as necessary, the County's adopted interim design standards documents, including the Interim Objective Design Standards (IODS) and Interim Design Standards and Guidelines (IDSG) to create a community-specific Administrative Draft Shingle Springs Community Design Standards and Guidelines (SS Administrative Draft). This document shall incorporate expressed design preferences of the Shingle Springs community and also include feedback from community design surveys conducted in 2012 and 2013 by the Shingle Springs Community Alliance (SSCA). County shall review and provide feedback on the SS Administrative Draft, and Consultant shall incorporate County feedback into the document prior to review by the Shingle Springs community under Task 1.2. The SS Administrative Draft shall include at minimum:

- 1) Community-based objective design standards for state-qualifying streamlined ministerial multifamily and mixed-use development projects; and
- 2) Community-based design standards and guidelines for commercial, mixed-use, and multifamily residential development.

Based on community preference, components of the SS Administrative Draft may include the following:

- Introduction
  - Purpose and Objectives
  - Project Team
  - Applicability
  - How to Use this Document
  - Upload and Codify the Design Standards
- County and Community Context
  - Applicable Project Area and Zones/Districts
  - Community Character
  - Commercial Context and Character
  - Multi-Family Residential Context and Character
  - Mixed Use Context and Character
  - Assumptions for Commercial, Multi-Family Residential and Mixed-Use Development
- Components of Commercial, Multifamily and Mixed-Use Design Standards and Guidelines
  - Site Planning and Amenities
  - Mobility and Access
  - Building Design and Form
  - Landscaping Parking
  - Utilities
  - Lighting
  - Noise and Odor
  - Historic Preservation
  - Hillsides
  - Scenic Corridor Preservation
  - Highway Overcrossings
  - Oak Preservation
- Architectural Themes
  - Industrial Farmhouse
  - Gold Rush
  - Railroad Craftsman
  - Mountain/Lodge
- Process and Performance Standards
- Recommendations

Consultant shall provide all deliverables in electronic Word format and the County, in turn, will provide any feedback and comments on the deliverables in electronic Word format using track changes when necessary.

**Deliverables:**

- One (1) SS Administrative Draft (electronic in MS Word format)

**Task 1.2 – Shingle Springs Community Alliance (SSCA) Workshops and Materials**

Consultant shall attend and participate in up to two (2) in-person community-based workshops hosted by the SSCA. At the first workshop, Consultant shall solicit community feedback on the SS Administrative Draft prepared under Task 1.1. The Consultant shall provide workshop materials, including full color display boards and a PowerPoint presentation, to summarize work completed for Tasks 1.1 and 1.3. Following each workshop, Consultant shall create meeting minutes and a summary of key discussion topics and submit them to County within three (3) business days.

**Deliverables:**

- Attendance at up to two (2) Shingle Springs community workshops
- Community Workshop materials (electronic in MS Word and MS PowerPoint format as appropriate)
- Community Workshop Minutes/Summary (electronic in MS Word format)

**Task 1.3 – Revised SS Administrative Draft**

After the first community workshop under Task 1.2, Consultant shall incorporate, as appropriate, community feedback on the SS Administrative Draft into a Revised Administrative Draft Shingle Springs Community Design Standards and Guidelines (SS Revised Administrative Draft). County shall review and provide feedback on the SS Revised Administrative Draft, and Consultant shall incorporate County feedback into the document, prior to review and feedback from the community at the second community workshop under Task 1.2. If the County desires additional architectural styles be incorporated into the Shingle Springs Community Design Standards and Guidelines beyond the four styles listed in the County's adopted IDSG, Consultant shall incorporate the same information/requirements, level of detail and formatting for the additional architectural style(s) as provided in the existing architectural styles in the County's adopted IDSG. The additional styles, if provided, shall be incorporated into the SS Revised Administrative Draft.

**Deliverables:**

- One (1) SS Revised Administrative Draft (electronic in MS Word format)

**Task 1.4 – Additional Architectural Styles (Optional)**

Based on community feedback from the Shingle Springs Community Alliance (SSCA) Workshops as described in Task 1.2 and at the sole discretion of the County, Consultant shall create up to two (2) additional architectural styles and corresponding design standards beyond the four architectural styles listed in the County's adopted IDSG, which could be applied to Shingle Springs. These additional architectural styles shall be

customized for Shingle Springs based on local design preferences and shall include the following:

- Design and development standards to be incorporated into the SS Administrative Draft prepared under Task 1.1; and
- Graphic illustrations and photo examples, as appropriate, to assist users in visualizing the meaning and applicability of the development standards.

County shall review additional architectural style(s) produced by Consultant and provide feedback. Consultant shall review County feedback and incorporate that feedback, where appropriate, into the additional architectural style(s) for the SS Administrative Draft prior to the second community workshop under Task 1.2.

Deliverables:

- Up to two (2) additional architectural styles and corresponding design and development standards (electronic in MS Word format).

#### **Task 1.5 – Preliminary, Screencheck and Final Public Review Draft Shingle Springs Community Design Standards and Guidelines**

Following the second community workshop under Task 1.2, Consultant shall incorporate, as appropriate, community feedback on the SS Revised Administrative Draft into a Preliminary Public Review Draft Shingle Springs Community Design Standards and Guidelines (SS Preliminary Public Review Draft) for review by the County. County will review the SS Preliminary Public Review Draft and provide one (1) set of comprehensive comments to Consultant. Consultant shall address County comments and prepare a Screencheck Public Review Draft Shingle Springs Community Design Standards and Guidelines (SS Screencheck Public Review Draft) for final review by County. County will review the SS Screencheck Public Review Draft and provide one (1) set of comprehensive comments to Consultant. Consultant shall incorporate all final County comments and recommended edits into a Final Public Review Draft Shingle Springs Community Design Standards and Guidelines (SS Final Public Review Draft). Consultant shall provide all deliverables in electronic Word format and the County, in turn, will provide any feedback and comments on the deliverables in electronic Word format using track changes.

If feedback is desired from the County Board prior to Planning Commission (PC) and Board hearings for possible adoption under Task 1.7, the County would have the option, under optional Task 1.6 to authorize one (1) Board workshop to solicit additional Board and public comments on the SS Preliminary Public Review Draft. If the County authorizes Task 1.6, Consultant shall attend and participate in the Board workshop, as needed, and incorporate feedback from that workshop into the SS Final Preliminary Public Review Draft as appropriate.

**Deliverables:**

- One (1) SS Preliminary Public Review Draft (electronic in MS Word format)
- One (1) SS Final Preliminary Public Review Draft (only if Board workshop is required)(electronic in MS Word format)
- One (1) SS Screencheck Public Review Draft(electronic in MS Word format)
- One (1) SS Final Public Review Draft (electronic in MS Word format)

**Task 1.6 – Board of Supervisors Public Workshop (Optional)**

Consultant shall attend and participate in one (1) public workshop with County's Board to solicit additional feedback on the SS Preliminary Public Review Draft. Consultant shall provide workshop materials, including the SS Preliminary Public Review Draft and a PowerPoint presentation summarizing work completed to date as well as a list of key questions or topics where additional feedback is requested from the Board. Following the workshop, Consultant shall provide meeting minutes and a summary of key discussion topics to the County within three (3) business days.

**Deliverables:**

- One (1) workshop with County's Board
- Board workshop materials (electronic in MS Word and MS PowerPoint format)
- Board workshop Minutes/Summaries (electronic in MS Word format)

**Task 1.7 – Public Hearings and Final Documents**

**Subtask 1.7.1 – Public Hearings**

Following completion of required California Environmental Quality Act (CEQA) environmental documentation by County staff, Consultant shall prepare for, attend, and participate in up to two (2) public hearings, one (1) PC hearing and one (1) Board hearing, to present the SS Final Public Review Draft and CEQA document for review and possible adoption. County staff will prepare public hearing materials, including but not limited to staff memos, resolutions, PowerPoint presentations, notices, and press releases. Consultant shall review two (2) draft PowerPoint presentations prepared by County (one PowerPoint presentation per hearing). County staff will take the lead and present at the hearings. Consultant shall be in attendance to support County in answering questions as needed. Consultant shall keep detailed meeting notes of each hearing and submit notes to County within three (3) business days following each hearing. Consultant meeting notes shall include specific document revisions requested by the PC and/or Board during their hearings. PC and/or Board-requested revisions shall be completed by staff and incorporated into the SS Final Public Review Draft, as appropriate.

Deliverables:

- One (1) PC hearing
- One (1) Board hearing
- Summary notes of all hearings (electronic in MS Word format)

**Subtask 1.7.2 – Final Adopted Shingle Springs Community Design Standards and Guidelines**

Upon County Board adoption of the SS Final Public Review Draft, Consultant shall prepare the Final Adopted Shingle Springs Community Design Standards and Guidelines, which shall incorporate any additional Board-requested revisions to the final document at the Board hearing under Subtask 1.7.1 above. The Final Adopted Shingle Springs Community Design Standards and Guidelines shall include the date of adoption on the front cover and on the footers of each page throughout the document to distinguish it as the official document from other draft versions.

Deliverables:

- Two (2) electronic copies of the Final Adopted Shingle Springs Community Design Standards and Guidelines (one [1] copy in MS Word format and one [1] copy in PDF format)

**COMPONENT 2: COMMUNITY DESIGN STANDARDS AND GUIDELINES FOR THE COMMUNITY REGIONS OF EL DORADO/DIAMOND SPRINGS, CAMERON PARK AND EL DORADO HILLS**

**Task 2.1 – Virtual Kick-off Meeting**

Consultant shall prepare for and lead one (1) virtual kickoff meeting with County prior to initiating work on Component 2. At the kickoff meeting, Consultant shall confirm communication protocols; review this Scope of Work; identify/confirm the purpose, need, and objectives for the Component; develop a project schedule; and address other topics for the Component as needed. Prior to the kickoff meeting(s), County will provide Consultant with relevant background materials, information and data needed to start work on the Component. Relevant documents may include past and related planning efforts, guiding documents, and community demographics. Consultant shall review these documents prior to the kickoff meeting and be prepared to request additional information following the meeting, if applicable. After the kickoff meeting, Consultant shall prepare meeting notes summarizing issues, decisions, and actions discussed.

Deliverables:

- Up to one (1) virtual kickoff meeting
- Up to one (1) kickoff meeting agenda and meeting notes
- Initial project schedule (considered a living document that shall be updated as needed as described in Task 3.1)
- Up to one (1) list of additional materials or information needed

- Project work plan (considered a living document that shall be updated as needed as described in Task 3.1)

## **Task 2.2 – Administrative Draft Community Design Standards and Guidelines for Each Component 2 Community Region**

County shall provide Consultant with adopted interim design standards documents including the IODS and IDSG. For each Community Region, County shall also provide Consultant with a summary of community design preferences and key issues/concerns based on stakeholder tours conducted by staff. Consultant shall review community design preferences and key issues/concerns and the interim design standards documents and modify, as needed, the County's adopted interim design standards documents, including the IODS and IDSG, to create community-specific Administrative Draft Community Design Standards and Guidelines (Administrative Draft) for each of the Community Regions in Component 2. Consultant shall incorporate previous community-based planning efforts and community feedback in each Administrative Draft to establish local design preferences where applicable. County shall review and provide feedback on the Administrative Draft, and Consultant shall incorporate County feedback into the document prior to review by members of each Community Region under Task 2.4. All Administrative Drafts shall include at minimum:

- 1) Community-based design standards for state-qualifying streamlined ministerial multifamily and mixed-use development projects; and
- 2) Community-based design standards and guidelines for commercial, mixed-use, and multifamily residential development.

Based on community preference, components of the Administrative Draft may include the following:

- Introduction
  - Purpose and Objectives
  - Project Team
  - Applicability
  - How to Use this Document
  - Upload and Codify the Design Standards
- County and Community Context
  - Applicable Project Area and Zones/Districts
  - Community Character
  - Commercial Context and Character
  - Multi-Family Residential Context and Character
  - Mixed Use Context and Character
  - Assumptions for Commercial and Multi-Family Residential
- Components of Commercial, Multifamily and Mixed-Use Design Standards and Guidelines
  - Site Planning and Amenities
  - Mobility and Access
  - Building Design and Form
  - Landscaping and Parking
  - Utilities

- Lighting
- Noise and Odor
- Historic Preservation
- Hillsides
- Scenic Corridor Preservation
- Highway Overcrossings
- Oak Preservation
- Architectural Themes
  - Industrial Farmhouse
  - Gold Rush
  - Railroad Craftsman
  - Mountain/Lodge
- Process and Performance Standards
- Recommendations

Consultant shall provide all deliverables in electronic Word format and the County, in turn, will provide any feedback and comments on the deliverables in electronic Word format using track changes when necessary.

**Deliverables:**

- Three (3) Administrative Drafts(one [1] draft for each Component 2 Community Region) (electronic in MS Word format)

**Task 2.3 – Additional Architectural Styles (Optional)**

Based on community feedback from stakeholder tours of each Community Region conducted by staff as described in Task 2.2 and at the sole discretion of the County, Consultant shall create up to two (2) additional architectural styles and corresponding design standards beyond the four architectural styles listed in the County's adopted IDSG, which could be applied to one (1) or more Community Regions if the County deems additional architectural styles are necessary for specific Community Region(s). These additional architectural styles shall be customized for the selected Community Region(s) based on local design preferences and shall include the following:

- Design and development standards to be incorporated into each Administrative Draft prepared under Task 2.2; and
- Graphic illustrations and photo examples, as appropriate, to assist users in visualizing the meaning and applicability of the development standards and guidelines.

County shall review additional architectural style(s) produced by Consultant and provide feedback. Consultant shall review County feedback and incorporate that feedback, where appropriate, into the additional architectural style(s) for each Administrative Draft prior to the first community workshop under Task 2.4.

**Deliverables:**

- Up to two (2) additional architectural styles and corresponding design and development standards and guidelines (electronic in MS Word format).

**Task 2.4 – Community Workshops and Materials**

Consultant shall attend and participate in up to six (6) in-person community workshops, including up to two (2) consecutive workshops held in each of the three Community Regions included in Component 2. For each Community Region, a first workshop shall be held to solicit community feedback on the Administrative Draft prepared under Task 2.2 and optional Task 2.3 for each Community Region. Following the first community workshop for each Community Region, Consultant shall incorporate, as appropriate, community feedback on the Administrative Draft into a Revised Administrative Draft Community Design Standards and Guidelines (Revised Administrative Draft) (Task 2.5) and present that document for additional community review and feedback at a second workshop. At each community workshop, Consultant shall provide a list of key questions for workshop participants in each Community Region to better refine and focus the Administrative Draft (Task 2.2) and Revised Administrative Draft (Task 2.5) to address concerns important to each community.

Consultant shall provide draft workshop materials, including draft PowerPoint presentations and draft full color display boards, to summarize work completed in Tasks 2.2, 2.3, and 2.5, for County review and comment in advance of all community workshops. Consultant shall incorporate County comments into final workshop materials, as applicable.

Each community workshop shall be hosted by County staff and appropriate community-based advisory groups including Board-appointed advisory committees-(e.g. the Diamond Springs/El Dorado Community Advisory Committee [CAC] and the Cameron Park Design Review Committee [DRC]). Following each workshop, Consultant shall create meeting minutes and a summary of key discussion topics and submit them to County within three (3) business days.

**Deliverables:**

- Up to six (6) Community Workshops (up to two [2] workshops held in each Community Region listed under Component 2)
- Up to six (6) lists of draft key questions for workshop participants in each Community Region (up to two (2) lists per Community Region) (electronic in MS Word Format)
- Up to six (6) lists of final key questions for workshop participants in each Community Region (up to two (2) lists per Community Region) (electronic in MS Word Format)
- Up to six (6) sets of draft Community Workshop Materials, including up to two (2) draft full color display boards and up to two (2) draft PowerPoint presentations, for each Community Region listed under Component 2 (electronic in MS Word and PowerPoint format and hard copies)
- Up to six (6) sets of final Community Workshop Materials, including up to two (2) final full color display boards and up to two (2) final PowerPoint presentations, for each

Community Region listed under Component 2 (electronic in MS Word and PowerPoint format and hard copies)

- Up to six (6) Community Workshop Minutes/Summaries, up to two (2) minutes/summaries for each Community Region listed under Component 2 (electronic in MS Word format)

#### **Task 2.5 – Revised Administrative Draft Community Design Standards and Guidelines**

After the first of two (2) consecutive community workshops is completed in Task 2.4, Consultant shall incorporate community feedback on the Administrative Draft into a Revised Administrative Draft for each Community Region. County shall review and provide feedback on the Revised Administrative Draft, and Consultant shall incorporate County feedback into the document, prior to review and feedback from the community at the second community workshop under Task 2.4.

Deliverables:

- Three (3) Revised Administrative Drafts (one [1] Revised Administrative Draft for each Community Region) (electronic in MS Word format)

#### **Task 2.6 – Preliminary, Screencheck and Final Public Review Drafts for Community Design Standards and Guidelines**

After the second consecutive community workshop under Task 2.4, Consultant shall incorporate, as appropriate, community feedback on the Revised Administrative Draft into a Preliminary Public Review Draft Community Design Standards and Guidelines (Preliminary Public Review Draft) for each Community Region. County will review each Preliminary Public Review Draft and provide one (1) set of comprehensive comments to the Consultant. Consultant shall address County comments and prepare a Screencheck Public Review Draft Community Design Standards and Guidelines (Screencheck Public Review Draft) for each Community Region for final review by County. Upon final County review of the Screencheck Public Review Draft, Consultant shall incorporate all final County comments and recommended edits into a Final Public Review Draft Community Design Standards and Guidelines (Final Public Review Draft). Consultant shall provide all deliverables in electronic Word format and the County, in turn, will provide any feedback and comments on the deliverables in electronic Word format using track changes.

If feedback is desired from the County Board, the County would also have the option, under Task 2.7, to authorize one (1) Board workshop for each Community Region to solicit additional comments on the Preliminary Public Review Draft prior to completing that document. If the County authorizes Task 2.7, Consultant shall attend and participate in the Board workshop, as needed, and incorporate feedback from that workshop in the Preliminary Public Review Draft as appropriate.

**Deliverables:**

- Three (3) Preliminary Public Review Drafts (one [1] Preliminary Public Review Draft for each Community Region) (electronic in MS Word format)
- Three (3) Final Preliminary Public Review Drafts (one [1] Preliminary Public Review Draft for each Community Region) (only if Board workshop is required) (electronic in MS Word format)
- Three (3) Screencheck Public Review Drafts (one [1] Screencheck Public Review Draft for each Community Region) (electronic in MS Word format)
- Three (3) Final Public Review Drafts (one [1] Final Public Review Draft for each Community Region) (electronic in MS Word format)

**Task 2.7 – Board of Supervisors Public Workshop (Optional)**

Consultant shall attend and participate in up to three (3) public workshops with the Board to solicit additional feedback on the Preliminary Public Review Drafts developed for each Community Region under Task 2.6. Consultant shall provide draft workshop materials to the County for review and comment and incorporate County comments into the draft workshop materials prior to producing final workshop materials. Workshop materials shall include the Preliminary Public Review Draft, a PowerPoint presentation summarizing work completed to date and list of key questions or topics where additional feedback is requested from the Board. Following the workshop, Consultant shall provide meeting minutes and a summary of key discussion topics to the County within three (3) business days.

**Deliverables:**

- Up to three (3) Board workshops (one [1] workshop for each Community Region)
- Up to three (3) sets of draft Board workshop materials (one [1] set of materials for each Community Region) including One (1) Preliminary Public Review Draft, one (1) draft PowerPoint presentation and one (1) draft list of key questions for community feedback (electronic in MS Word and PowerPoint format)
- Up to three (3) sets of final Board workshop materials (one [1] set of materials for each Community Region) including One (1) Preliminary Public Review Draft, one (1) PowerPoint presentation and one (1) list of key questions for community feedback (electronic in MS Word and PowerPoint format)
- Up to three (3) sets of Board workshop minutes/summaries (one [1] set of Board workshop minutes/summaries for each Community Region) (electronic in MS Word format)

**Task 2.8 – Public Hearings and Final Documents**

**Subtask 2.8.1 – Public Hearings**

Following completion of required CEQA documentation by County staff, Consultant shall prepare for, attend, and participate in up to six (6) public hearings (one [1] PC hearing and one [1] Board hearing for each Community Region listed in Component 2) to present the Final Public Review Draft and the

associated CEQA document for each Community Region. County staff will prepare public hearing materials, including but not limited to staff memos, resolutions, PowerPoint presentations, notices, and press releases. Consultant shall review up to six (6) draft PowerPoint presentations prepared by County (one PowerPoint presentation per hearing). County staff will take the lead and present at the hearings. Consultant shall be in attendance to support County in answering questions as needed. Consultant shall keep detailed meeting notes of each hearing and submit notes to County within three (3) business days following each hearing. Consultant meeting notes shall include specific document revisions requested by the PC and/or Board during their hearings. PC and/or Board-requested revisions to each set of Community Design Standards and Guidelines for each Community Region shall be completed by staff and incorporated into the Final Public Review Drafts prior to the final Board hearing, as appropriate.

**Deliverables:**

- Up to three (3) PC hearings
- Up to three (3) Board hearings
- Up to six (6) summary notes of all hearings (electronic in MS Word format)

**Subtask 2.8.2 – Final Adopted Community Design Standards and Guidelines**

Upon County Board adoption of the Final Public Review Drafts, Consultant shall prepare the Final Adopted Community Design Standards and Guidelines for each Community Region under Component 2, which shall incorporate any additional Board-requested revisions to the final document at the Board hearing under Subtask 2.8.1 above. The Final Adopted Community Design Standards and Guidelines shall include the date of adoption on the front cover and all page footers throughout the document to distinguish it as the official document from other draft versions.

**Deliverables:**

- Two (2) electronic copies of the Final Adopted El Dorado/Diamond Springs Community Design Standards and Guidelines (one [1] copy in MS Word format and one [1] copy in PDF format)
- Two (2) electronic copies of the Final Adopted Cameron Park Community Design Standards and Guidelines (one [1] copy in MS Word format and one [1] copy in PDF format)
- Two (2) electronic copies of the Final Adopted El Dorado Hills Community Design Standards and Guidelines (one [1] copy in MS Word format and one [1] copy in PDF format)

### **COMPONENT 3: ONGOING PROJECT MANAGEMENT AND COORDINATION**

Consultant shall review and monitor progress on all tasks/subtasks in Components 1, 2 and 4 and coordinate work with County staff throughout all project components to ensure that completed work meets County expectations, established timelines, and remains within budget.

#### **Task 3.1: Project Management and Meetings**

Consultant shall provide project management and coordination including regular communication with County; monthly invoicing; monthly progress reports; and continued management of the project schedule, budget, Agreement, and subcontracts (if relevant) throughout the term of the Agreement. Consultant shall manage a project work plan, which shall serve as the team roadmap and shall chart roles and responsibilities, a schedule of milestones and deliverables and tools. Consultant shall also submit monthly invoices and progress reports to County regarding schedule, information needs, and corresponding tasks/deliverables.

Consultant shall schedule and lead up to seventy-two (72) one-hour virtual coordination meetings with County (one meeting every two weeks). Consultant shall prepare agendas in advance of each coordination meeting and submit summary level notes for each meeting no more than two (2) business days after each meeting. In addition to regular meetings, Consultant shall attend up to ten (10) additional coordination meetings, as necessary.

#### **Deliverables:**

- Monthly invoices
- Monthly progress reports, including project schedule and status of tasks/deliverables
- Up to seventy-two (72) coordination meetings
- Up to seventy-two (72) agendas and meeting notes for scheduled coordination meetings with County
- Up to ten (10) additional coordination meetings with agendas and meeting notes

### **COMPONENT 4: COMMUNITY DESIGN STANDARDS AND GUIDELINES FOR THE COUNTY'S RURAL CENTERS (OPTIONAL)**

Consultant shall develop Community Design Standards and Guidelines for Commercial, Multifamily, and Mixed-Use Development projects in the County's twenty-nine (29) Rural Centers identified in County General Plan Policy 2.2.2.1. As a result of the County's diverse geography, the County's Rural Centers are located at elevations between approximately seven hundred (700') feet to seven thousand (7,000') feet above sea level, with each Rural Center maintaining a distinctive community character and local culture related to local geography. To best maintain local character and culture, community design standards and guidelines for the Rural Centers have been organized based on regions with similar geographic elevations, historical development patterns, and design trends. Using these criteria, Rural Centers with similar characteristics are organized as follows into three (3) distinct Rural Center Architectural Design Zones (ADZ) for purposes of Component 4:

Rural Center Mountain ADZ: Generally, buildings/structures located in communities with elevations above two thousand five hundred (2,500') feet above mean sea level. Associated Rural Centers: Camino, Cedar Grove, Pollock Pines, Grizzly Flat, Strawberry, Kyburz, Little Norway, Mt. Ralston, Phillips, and Quintette.

Rural Center Mid-Foothill ADZ: Generally, buildings/structures located in communities with elevations above one thousand four hundred feet (1,400') and below two thousand five hundred feet (2,500') feet above mean sea level. Associated Rural Centers: Georgetown, Mosquito, Greenwood, Cool, Fairplay, Garden Valley, Somerset, Grey's Corner, Kelsey, Oak Hill, Pleasant Valley, Chrome Ridge, and Mt. Aukum.

Rural Center Lower Foothill ADZ: Generally, buildings/structures located in communities with elevations between zero (0') feet and one thousand four hundred (1,400') feet above mean sea level. Associated Rural Centers: Coloma, Latrobe, Lotus, Nashville, Pilot Hill, and Rescue.

#### **Task 4.1 – Virtual Kick-off Meeting**

Consultant shall prepare for and lead one (1) virtual kickoff meeting with County prior to initiating work on Component 4. At the kickoff meeting, Consultant shall confirm communication protocols; review this Scope of Work; identify/confirm the purpose, need, and objectives for the Component; develop a project schedule; and address other topics for the Component as needed. Prior to the kickoff meeting(s), County will provide Consultant with relevant background materials, information and data needed to start work on the Component. Relevant documents may include past and related planning efforts, guiding documents, and community demographics. Consultant shall review these documents prior to the kickoff meeting and be prepared to request additional information following the meeting. Consultant shall prepare a meeting agenda in advance of the meeting. After the kickoff meeting, Consultant shall prepare meeting notes summarizing issues, decisions, and actions discussed. In addition to meeting notes, Consultant shall also prepare and submit to County a project schedule, list of additional materials/information needed and a project work plan no more than five (5) business days after the kickoff meeting.

#### **Deliverables:**

- Up to one (1) kickoff meeting
- Up to one (1) kickoff meeting agenda and meeting notes
- Project schedule (considered a living document that shall be updated as needed)
- Up to one (1) list of additional materials or information needed
- Project work plan (considered a living document that shall be updated as needed)

#### **Task 4.2 – Administrative Draft Community Design Standards and Guidelines for Rural Center Architectural Design Zones (ADZ)**

County shall provide Consultant with adopted interim design standards documents including the IODS and IDSG. Consultant shall review and modify the County's adopted interim design standards documents, including the IODS and IDSG to create

customized Administrative Drafts for Rural Centers listed within each designated Rural Center ADZ. Each Administrative Draft shall incorporate previous community-based planning efforts to establish local design preferences (where applicable) and feedback from communities represented within each Rural Center ADZ. Each Administrative Draft shall be reviewed by the community at the community workshops outlined in Task 4.3. County shall review and provide feedback on the Administrative Draft, and Consultant shall incorporate County feedback into this document prior to community workshops for each Rural Center ADZ under Task 4.3. Each of the three (3) Administrative Drafts shall include at minimum:

- 1) Community-based design standards for state-qualifying streamlined ministerial multifamily and mixed-use development projects; and
- 2) Community-based design standards and guidelines for commercial, mixed-use and multifamily residential development.

Based on community preference, components of the Administrative Draft may include the following:

- Introduction
  - Purpose and Objectives
  - Project Team
  - Applicability
  - How to Use this Document
  - Upload and Codify the Design Standards
- County and Community Context
  - Applicable Project Area and Zones/Districts
  - Community Character
  - Commercial Context and Character
  - Multi-Family Residential Context and Character
  - Mixed Use Context and Character
  - Assumptions for Commercial and Multi-Family Residential
- Components of Commercial, Multifamily and Mixed-Use Design Standards and Guidelines
  - Site Planning and Amenities
  - Mobility and Access
  - Building Design and Form
  - Landscaping and Parking
  - Utilities
  - Lighting
  - Noise and Odor
  - Historic Preservation
  - Hillsides
  - Scenic Corridor Preservation
  - Highway Overcrossings
  - Oak Preservation
- Architectural Themes
  - Industrial Farmhouse
  - Gold Rush

- Railroad Craftsman
- Mountain/Lodge
- Process and Performance Standards
- Recommendations

Consultant shall provide all deliverables in electronic Word format and the County, in turn, will provide any feedback and comments on the deliverables in electronic Word format using track changes when necessary.

**Deliverables:**

- Three (3) Administrative Drafts (one [1] draft for each ADZ) (electronic in MS Word format)

**Task 4.3 – Community Workshops and Materials**

Consultant shall attend and participate in up to six (6) in-person community workshops, consisting of up to two (2) consecutive workshops, held in a representative location, for each of the three Rural Center ADZs to solicit community feedback on the Administrative Drafts prepared for each Rural Center ADZ under Task 4.2. Following the first community workshop for each Rural Center ADZ, Consultant shall incorporate, as appropriate, community feedback on the Administrative Draft into a Revised Administrative Draft (Task 4.4) and present that document for additional community review and feedback at a second workshop. At each community workshop, Consultant shall provide a list of key questions for workshop participants in each Rural Center ADZ to better refine and focus the Administrative Draft (Task 4.2) and Revised Administrative Draft (Task 4.4) to address concerns important to each community. Consultant shall provide draft workshop materials, including full color display boards and PowerPoint presentations, to summarize work completed in Tasks 4.2 and 4.4, for County review and comment in advance of all community workshops. Consultant shall incorporate County comments into final workshop materials.

Each community workshop shall be hosted by County staff. Appropriate community-based advisory groups, including Board-appointed advisory committees, shall be invited to attend and participate in each community workshop as key stakeholders when feasible. Following each workshop, Consultant shall create meeting minutes and a summary of key discussion topics and submit them to County within three (3) business days.

**Deliverables:**

- Up to six (6) community workshops (up to two [2] consecutive workshops held in each ADZ)
- Up to six (6) sets of draft community workshop materials (up to two [2] draft color display boards and two [2] draft PowerPoint presentations for each Rural Center ADZ (electronic in MS Word and PowerPoint format and hard copies)
- Up to six (6) sets of final community workshop materials (up to two [2] final color display boards and two [2] final PowerPoint presentations for each Rural Center ADZ (electronic in MS Word and PowerPoint format and hard copies)

- Up to six (6) community workshop summary notes (up to two [2] summaries for each ADZ) (electronic in MS Word format)

#### **Task 4.4 – Revised Administrative Drafts Community Design Standards and Guidelines**

Consultant shall incorporate community feedback on the Administrative Draft from the first community workshop for each Rural Center ADZ under Task 4.3 into a Revised Administrative Draft for review and additional community feedback at a second community workshop for each Rural Center ADZ. County shall review and provide feedback on the Revised Administrative Draft, and Consultant shall incorporate County feedback into the document, prior to the second consecutive community workshop under Task 4.3.

Deliverables:

- Three (3) Revised Administrative Drafts (one [1] Revised Administrative Draft for each ADZ) (electronic in MS Word format)

#### **Task 4.5 – Preliminary, Screencheck and Final Public Review Draft Community Design Standards and Guidelines**

For each Rural Center ADZ, after the second consecutive community workshop under Task 4.3, Consultant shall incorporate, as appropriate, community feedback on the Revised Administrative Draft into a Preliminary Public Review Draft for review by the County. County will review the Preliminary Public Review Draft and provide one (1) set of comprehensive comments to Consultant. Consultant shall then address County comments and prepare a Screencheck Public Review Draft for final review by County. Upon final County review of the Screencheck Public Review Draft, Consultant shall incorporate all final County comments and recommended edits into a Final Public Review Draft. Consultant shall provide all deliverables in electronic Word format and the County will provide any feedback and comments on the deliverables in electronic Word format using track changes.

If feedback is desired from the Board, the County would have the option, under Task 4.4, to authorize one (1) additional Board workshop to solicit additional comments on the Preliminary Public Review Draft prior to completing that document. If the County authorizes Task 4.6, Consultant shall attend and participate in the Board workshop, as needed, and incorporate feedback from that workshop in the Preliminary Public Review Drafts for each Rural Center ADZ as appropriate.

Deliverables:

- Three (3) Preliminary Public Review Drafts (one [1] Preliminary Public Review Draft for each Rural Center ADZ) (electronic in MS Word format)

- Three (3) Final Preliminary Public Review Drafts (one [1] Preliminary Public Review Draft for each Rural Center ADZ) (only if Board of Supervisors public workshop is required) (electronic in MS Word format)
- Three (3) Screencheck Public Review Drafts (one [1] Screencheck Public Review Draft for each Rural Center ADZ) (electronic in MS Word format)
- Three (3) Final Public Review Drafts (one [1] Final Public Review Draft for each Rural Center ADZ) (electronic in MS Word format)

#### **Task 4.6 – Board of Supervisors Public Workshop (Optional)**

Consultant shall attend and participate in up to three (3) public workshops with the Board to solicit additional feedback on the Preliminary Public Review Draft developed for each Rural Center ADZ under Task 4.5. Consultant shall provide workshop materials, including the Preliminary Public Review Draft, a PowerPoint presentation summarizing work completed to date and a list of key questions or topics where additional feedback is requested from the Board. Consultant shall provide draft workshop materials to the County for review and comment and incorporate County comments into the draft workshop materials prior to producing final workshop materials. Following the workshop, Consultant shall provide meeting minutes and a summary of key discussion topics to the County within three (3) business days.

##### **Deliverables:**

- Up to three (3) Board workshops (one [1] workshop for each Rural Center ADZ)
- Up to three (3) sets of draft Board workshop materials (one [1] set of materials for each Rural Center ADZ) including one (1) Preliminary Public Review Draft, one (1) draft PowerPoint presentation and one (1) draft list of key questions for community feedback (electronic in MS Word and PowerPoint format)
- Up to three (3) sets of final Board workshop materials (one [1] set of materials for each Rural Center ADZ) including one (1) Preliminary Public Review Draft, one (1) PowerPoint presentation and one (1) list of key questions for community feedback (electronic in MS Word and PowerPoint format)
- Up to three (3) sets of Board workshop minutes/summaries (one [1] set of Board workshop minutes/summaries for each Rural Center ADZ (electronic in MS Word format)

#### **Task 4.7 – Public Hearings and Final Documents**

##### **Subtask 4.7.1 – Public Hearings**

Following completion of required CEQA documentation by County staff, Consultant shall prepare for, attend and participate at up to six (6) public hearings (one [1] PC hearing and one [1] Board hearing for each Rural Center ADZ listed in Component 4 to present the Final Public Review Draft and the associated CEQA document for review and possible adoption. County staff will prepare public hearing materials, including but not limited to staff memos,

resolutions, PowerPoint presentations, notices, and press releases. Consultant shall review up to six (6) draft PowerPoint presentations prepared by County (one PowerPoint presentation per hearing). County staff will take the lead and present at the hearings. Consultant shall be in attendance to support County in answering questions as needed. Consultant shall keep detailed meeting notes of each hearing and submit notes to County within three (3) business days following each hearing. Consultant meeting notes shall include specific document revisions requested by the PC and/or Board during their hearings. PC and/or Board-requested revisions to each set of Community Design Standards and Guidelines for each Rural Center ADZ shall be completed by staff and incorporated into the Final Public Review Draft prior to the final Board hearing, as appropriate.

**Deliverables:**

- Up to three (3) PC hearings
- Up to three (3) Board hearings
- Summary notes of all attended project hearings (electronic in MS Word format)

**Subtask 4.7.2 – Final Adopted Rural Center Community Design Standards and Guidelines**

For each Rural Center ADZ under Component 4, upon County Board adoption of the Final Public Review Draft, Consultant shall prepare the Final Adopted Community Design Standards and Guidelines, which shall incorporate any additional Board-requested revisions to the final document at the Board hearing under Subtask 4.7.1 above. The Final Adopted Community Design Standards and Guidelines shall include the date of adoption on the front cover and on all page footers throughout the document to distinguish it as the official document from other draft versions.

**Deliverables:**

- Two (2) electronic copies of the Final Adopted Rural Center Mountain ADZ Community Design Standards and Guidelines (one [1] in MS Word format and one [1] in PDF format)
- Two (2) electronic copies of the Final Adopted Rural Center Mid-Foothill ADZ Community Design Standards and Guidelines (one [1] in MS Word format and one [1] in PDF format)
- Two (2) electronic copies of the Final Adopted Lower Foothill ADZ Community Design Standards and Guidelines (one [1] in MS Word format and one [1] in PDF format)

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### Exhibit C-1

#### Amended Cost Estimate

#### **COMPONENT 1 – COMMUNITY DESIGN STANDARDS AND GUIDELINES FOR THE SHINGLE SPRINGS COMMUNITY REGION**

<b>Task</b>	<b>Description</b>	<b>Cost</b>
1.1F	Initiate Project and Collect Data	\$5,398.75
1.1F	Administrative Draft Shingle Springs Community Design Standards and Guidelines (SS Administrative Draft)	\$8,137.50
1.1A	SS Administrative Draft	\$7,570.00
1.2	Shingle Springs Community Alliance Workshops and Materials	\$23,360.00
1.3	Revised SS Administrative Draft	\$14,750.00
1.4	Additional Architectural Styles (Optional)	\$23,900.00
1.5	Preliminary, Screencheck and Final Public Review Draft Shingle Springs Community Design Standards and Guidelines	\$15,360.00
1.6	Board Workshop (Optional)	\$3,040
1.7	Public Hearings and Final Documents	\$11,180.00

**Component 1 Subtotal \$112,695.25**

#### **COMPONENT 2 – COMMUNITY DESIGN STANDARDS AND GUIDELINES FOR THE EL DORADO/DIAMOND SPRINGS, CAMERON PARK, AND EL DORADO HILLS COMMUNITY REGIONS**

<b>Task</b>	<b>Description</b>	<b>Cost</b>
2.1	Virtual Kick-off Meeting	\$2,380.00
2.2	Administrative Draft Community Design Standards and Guidelines for Each Component 2 Community Region	\$45,500.00
2.3	Additional Architectural Styles (Optional)	\$23,900.00
2.4	Community Workshops and Materials	\$69,050.00
2.5	Revised Administrative Review Draft Community Design Standards and Guidelines	\$18,690.00
2.6	Preliminary, Screencheck and Final Public Review Drafts Community Design Standards and Guidelines	\$15,360.00
2.7	Board of Supervisors Public Workshop (Optional)	\$9,120.00
2.8	Public Hearings and Final Documents	\$22,620.00

**Component 2 Subtotal \$206,620.00**

**COMPONENT 3: ONGOING PROJECT MANAGEMENT AND COORDINATION**

<b>Task</b>	<b>Description</b>	<b>Cost</b>
3.1	Project Management and Meetings	\$57,300.00
<b>Component 3 Subtotal</b>		<b>\$57,300.00</b>

**COMPONENT 4: COMMUNITY DESIGN STANDARDS AND GUIDELINES FOR THE COUNTY'S RURAL CENTERS (OPTIONAL)**

<b>Task</b>	<b>Description</b>	<b>Cost</b>
4.1	Virtual Kick-off Meeting	\$2,380.00
4.2	Administrative Draft Community Design Standards and Guidelines for Rural Center Architectural Design Zones (ADZ)	\$45,500.00
4.3	Community Workshops and Materials	\$69,050.00
4.4	Revised Administrative Draft Community Design Standards and Guidelines	\$18,690.00
4.5	Preliminary, Screencheck and Final Public Review Draft Community Design Standards and Guidelines	\$18,690.00
4.6	Board of Supervisors Public Workshop (Optional)	\$9,120.00
4.7	Public Hearings and Final Documents	\$22,620.00
<b>Component 4 Subtotal</b>		<b>\$186,050.00</b>
<b>Other Direct Costs</b>		<b>\$7,599.59</b>
<b>Project Contingency</b>		<b>\$48,108.00</b>

**Previously Billed Labor | Subconsultants and Project Management:**

Previously Billed ORR Design Office Labor

Labor Costs \$76,380.00

Previously Billed Project Management Related Labor

Labor Costs \$12,492.00

**Subconsultant and Project Management Total \$88,872.00****Total Project Cost \$707,245.84**

All expenses and their distribution among Tasks are estimates only. This Exhibit represents the composition of the total not-to-exceed budget for this Agreement. In the performance of the Scope of Work to be provided in accordance with this cost estimate, Consultant may request to reallocate the expenses listed herein amount the various Scope of Work tasks, Project Management Costs, Other Direct Costs, and Project Contingency Work Costs identified herein, including reallocating such expenses between Consultant and subconsultant(s) identified herein, subject to County's Contract Administrator's prior written approval. In no event shall the total not-to-exceed amount of this Agreement be exceeded.