

Goodwin Consulting Group, Inc.
Peer Review and Guideline Preparation Services Agreement

AGREEMENT FOR SERVICES #410-S1411

THIS AGREEMENT, 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 Goodwin Consulting Group, Inc., a corporation duly qualified to conduct business in the State of California, whose principal place of business is 555 University Avenue, Suite 280, Sacramento, California 95825 (hereinafter referred to as "Consultant");

RECITALS

WHEREAS, County has determined that it is necessary to obtain a consultant to assist its Community Development Agency to conduct a peer review of the Fiscal Impact Analysis (FIA) and Public Facilities Financing Plan (PFFP) for three (3) major development proposals (Projects) and to develop a standard set of guidelines to assist developers as they create FIAs and PFFPs;

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;

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

WHEREAS, County has determined that the provision of such services provided by Consultant are in the public's best interest, and authorized by El Dorado County Charter, Section 210(b)(6) and/or Government Code Section 31000;

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

ARTICLE I

Scope of Services: Consultant agrees to furnish personnel and services necessary to develop a standard set of guidelines to assist developers as they create FIAs and PFFPs and to conduct a peer review of the FIA and PFFP for three (3) proposed Projects: the Central El Dorado Hills Specific Plan, the Lime Rock Valley Specific Plan, and the Village of Marble Valley Specific Plan. Services shall include, but not be limited to, those tasks as identified in Exhibit A, marked "Scope of Work," incorporated herein and made by reference a part hereof.

County's Contract Administrator will issue a written Notice to Proceed following the execution of this Agreement. Consultant shall not commence work until receiving the

Notice to Proceed. No payment will be made for any work performed prior to the date specified in the Notice to Proceed.

ARTICLE II

Term: This Agreement shall become effective when fully executed by both parties hereto and shall expire three (3) years thereafter.

ARTICLE III

Compensation for Services: For services provided herein, including all of the deliverables described in Exhibit A, County agrees to pay Consultant monthly in arrears. Payment shall be made within thirty (30) days following County's receipt and approval of itemized invoices detailing the services rendered.

For the purposes hereof, the billing rates shall be in accordance with Exhibit B, marked "Fee Schedule," incorporated herein and made by reference a part hereof. The hourly rates listed on the Fee Schedule are effective through December 31, 2014, may be adjusted annually every December and are subject to a maximum of three percent (3%) increase upon written request of Consultant and upon prior written approval by County's Contract Administrator. Any rate increases authorized by County's Contract Administrator shall not increase the total not-to-exceed budget for each project and shall not increase the not-to-exceed amount of the Agreement.

Reimbursement for mileage expenses for Consultant, if applicable, shall not exceed the rates to be paid to County employees under the current Board of Supervisors Travel Policy at the time the mileage expenses are incurred. There shall be no markups allowed on mileage rates for Consultant. Travel costs (i.e., overnight lodging, meals, parking, airfare, bridge tolls, and other per diem expenses) will not be reimbursed as a direct cost for any services performed under this Agreement by Consultant.

Other direct costs, including overnight delivery charges and costs associated with the purchase of data from outside data sources, shall be invoiced at Consultant's cost, without markup, for the services rendered. Any invoices that include direct costs shall be accompanied by documentation to substantiate Consultant's costs for the services being billed on those invoices.

For the purposes of budgeting the Items of Work in Exhibit A, the billing amounts for the Projects, distributed by Items of Work, are identified in Exhibit C, marked "Cost Estimate," incorporated herein and made by reference a part hereof. In the performance of the scope of services to be provided in accordance with each Project's budget, Consultant may request to reallocate the expenses among the various Items of Work, subject to County's Contract Administrator's written approval. In no event shall the total not-to-exceed budget of each Project be exceeded.

The total amount of this Agreement shall not exceed \$199,980, inclusive of all costs and expenses.

Consultant shall submit separate invoices each month for each of the three (3) Projects. Itemized invoices shall follow the format specified by County and shall reference this Agreement number and the name of the Project (Lime Rock Valley Specific Plan, Central El Dorado Hills Specific Plan, or Village of Marble Valley Specific Plan) on their faces. Copies of documentation attached to invoices shall reflect Consultant's charges for the specific services billed on those invoices. Invoices shall be mailed to County at the following address:

County of El Dorado
Community Development Agency
Long Range Planning-Division
2850 Fairlane Court
Placerville, California 95667
Attn.: David Defanti
Assistant Director

or to such other location as County directs.

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

ARTICLE IV

Taxes: Consultant certifies that as of today's date, it is not in default on any unsecured property taxes or other taxes or fees owed by Consultant to County. Consultant agrees that it shall not default on any obligations to County during the term of this Agreement.

ARTICLE V

Ownership of Data: Upon completion or earlier termination of all services under this Agreement, ownership and title to all reports, documents, plans, maps, specifications, estimates, compilations, and any and all other materials or data produced as part of this Agreement will automatically be vested in County and no further agreement will be necessary to transfer ownership to County. Consultant shall furnish County all necessary copies of data, including data stored in electronic format, needed to complete the review and approval process of the project.

ARTICLE VI

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 VII

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 the term hereof.

ARTICLE VIII

Confidentiality: Consultant shall maintain the confidentiality and privileged nature of all records, including billing records, together with any knowledge therein acquired, in accordance with all applicable state and federal laws and regulations, as they may now exist or may hereafter be amended or changed. Consultant, and all Consultant's staff, employees, and representatives, shall not use or disclose, directly or indirectly at any time, any said confidential information, other than to County's Community Development Agency for the purpose of, and in the performance of, this Agreement. This confidentiality provision shall survive after the expiration or earlier termination of this Agreement.

ARTICLE IX

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 X

Independent Contractor/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 the terms of this Agreement. Consultant exclusively assumes responsibility for acts of its employees, associates, and subcontractors, 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 XI

Fiscal Considerations: The parties to this Agreement recognize and acknowledge that County is a political subdivision of the State of California. As such, 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 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 County, this Agreement may be deemed to be canceled in its entirety subject to payment for services performed prior to cancellation.

ARTICLE XII

Audit by California State Auditor: Consultant acknowledges that if total compensation under this Agreement is greater than \$10,000.00, this Agreement is subject to examination and audit by the California State Auditor for a period of three (3) years, or for any longer period required by law, after final payment under this Agreement, pursuant to California Government Code §8546.7. In order to facilitate these potential examinations and audits, Consultant shall maintain, for a period of at least three (3) years, or for any longer period required by law, after final payment under the Agreement, all books, records and documentation necessary to demonstrate performance under the Agreement.

ARTICLE XIII

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 in 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 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 upon seven (7) calendar days' 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 Agreement. 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 XIV

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:

To County:

County of El Dorado
Community Development Agency
Long Range Planning Division
2850 Fairlane Court
Placerville, California 95667

Attn.: David Defanti
Assistant Director

With a copy to:

County of El Dorado
Community Development Agency
Administration and Finance Division
2850 Fairlane Court
Placerville, California 95667

Attn.: Sherrie Busby
Administrative Services Officer
Contract Services Unit

or to such other location as County directs.

Notices to Consultant shall be addressed as follows:

Goodwin Consulting Group, Inc.
555 University Avenue, Suite 280
Sacramento, California 95825
Attn.: Susan Goodwin, President

or to such other location as Consultant directs.

ARTICLE XV

Change of Address: In the event of a change in address for Consultant's principal place of business, Consultant's Agent for Service of Process, or Notices to Consultant, Consultant shall notify County in writing as provided in ARTICLE XIV, Notice to Parties. Said notice shall become part of this Agreement upon acknowledgment in writing by County's Contract Administrator, and no further amendment of the Agreement shall be necessary provided that such change of address does not conflict with any other provisions of this Agreement.

ARTICLE XVI

Indemnity: Consultant shall defend, indemnify, and hold County and its officers, agents, employees and representatives 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 Consultant's services, operations or performance hereunder, regardless of the existence or degree of fault or negligence on the part of County, Consultant, subcontractor(s) and employee(s) of any of these, except for the sole, or active negligence of County, its officers, agents, employees and representatives, or as expressly provided 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 XVII

Insurance: Consultant shall provide proof of a policy of insurance satisfactory to County's Risk Management Division and documentation evidencing that Consultant maintains insurance that meets the following requirements:

- A. Full Workers' Compensation and Employers' 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 combined single limit per occurrence for bodily injury and property damage and a \$2,000,000 aggregate limit.
- C. Automobile Liability Insurance of not less than \$1,000,000 is required in the event motor vehicles are used by Consultant in performance of the Agreement.
- D. In the event Consultant is a licensed professional and is performing professional services under this Agreement, Professional Liability Insurance is required with a limit of liability of not less than \$1,000,000.
- E. Consultant shall furnish a certificate of insurance satisfactory to County's Risk Management Division as evidence that the insurance required above is being maintained.
- F. The insurance will be issued by an insurance company acceptable to County's

Risk Management Division, or be provided through partial or total self-insurance likewise acceptable to the Risk Management Division.

- G. Consultant agrees that the insurance required herein 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 shall immediately provide a new certificate of insurance as evidence of the required insurance coverage. In the event 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. New certificates of insurance are subject to the approval of County's Risk Management Division, and Consultant agrees that no work or services shall be performed prior to the giving of such approval.
- H. The certificate of insurance must include the following provisions stating that:
1. The insurer will not cancel the insured's coverage without prior written notice to County; and
 2. The County of El Dorado, its officers, officials, employees, and volunteers are included as additional insured, on an additional insured endorsement, but only insofar as the operations under this Agreement are concerned. This provision shall apply to the general liability policy.
- I. Consultant's insurance coverage shall be primary insurance as respects County, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by County, its officers, officials, employees, or volunteers shall be in excess of Consultant's insurance and shall not contribute with it.
- J. Any deductibles or self-insured retentions must be declared to, and approved, by County. At the option of County, either: The insurer shall reduce or eliminate such deductibles or self-insured retentions as respects County, its officers, officials, employees, and volunteers; or 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 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 the 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. The certificate of insurance shall meet such additional standards as may be determined by the contracting County department, either independently or in consultation with County's Risk Management Division as essential for protection of County.

ARTICLE XVIII

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 the 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 XIX

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 XX

California Residency (Form 590): All independent consultants providing services to County must file a State of California Form 590, certifying their California residency or, in the case of a limited liability company or corporation, certifying that they have a permanent place of business in California. Consultant will be required to submit a Form 590 prior to execution of this Agreement, or County shall withhold seven (7) percent of each payment made to Consultant during the term of this Agreement. This requirement applies to any agreement/contract exceeding \$1,500.

ARTICLE XXI

County Payee Data Record Form: All independent contractors or corporations providing services to County who do not have a Department of the Treasury Internal Revenue Service Form W-9 (Form W-9) on file with County must file a County Payee Data Record Form with County.

ARTICLE XXII

Business License: County's Business License Ordinance provides that it is unlawful for any person to furnish supplies or services, or transact any kind of business in the unincorporated territory of El Dorado County without possessing a County business license unless exempt under County Ordinance Code Section 5.08.070. Consultant warrants and represents that it shall comply with all of the requirements of County's

Business License Ordinance, where applicable, prior to beginning work under this Agreement and at all times during the term of this Agreement.

ARTICLE XXIII

California Forum and Law: 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.

ARTICLE XXIV

Contract Administrator: The County Officer or employee with responsibility for administering this Agreement is David Defanti, Assistant Director, Community Development Agency, Long Range Planning Division, or successor.

ARTICLE XXV

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 the obligations set forth herein.

ARTICLE XXVI

Partial Invalidity: If any provision of the 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 XXVII

No Third Party Beneficiaries: Nothing in this Agreement is intended, nor will be deemed, to confer rights or remedies upon any person or legal entity not a party to this Agreement.

ARTICLE XXVIII

Counterparts: This Agreement may be executed in one or more counterparts, each of which shall be an original and all of which together shall constitute one and the same instrument.

ARTICLE XXIX

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 Contract Administrator and Division Concurrence:

By: _____
David Defanti, Assistant Director
Long Range Planning Division
Community Development Agency

Dated: _____

Requesting Department Concurrence:

By: _____
Kimberly A. Kerr, Acting Director
Community Development Agency

Dated: _____

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates indicated below.

-- COUNTY OF EL DORADO --

By: _____

Dated: _____


Board of Supervisors
"County"

Attest:
James S. Mitrison
Clerk of the Board of Supervisors

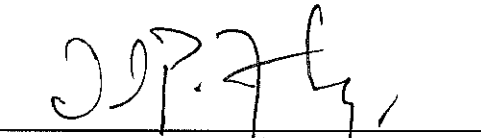
By: _____
Deputy Clerk

Dated: _____

-- GOODWIN CONSULTING GROUP, INC. --

By: 
Susan Goodwin
President
"Consultant"

Dated: 2/20/14

By: 
David Freudenberger
Corporate Secretary

Dated: 2/20/14

Goodwin Consulting Group, Inc.

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Exhibit A

Scope of Work

Background

County has three (3) proposed development projects moving forward: Lime Rock Valley Specific Plan, Central El Dorado Hills Specific Plan, and Village of Marble Valley Specific Plan (hereinafter collectively referred to as "Projects"). The Projects are required to provide an FIA and PFFP as part of the entitlement processing. The FIA for each project will estimate the ongoing revenues that will be generated by, and the ongoing costs that will be incurred due to, the project in order to determine the project's fiscal impact. The FIAs will include a projection of property tax and sales tax revenues, transient occupancy taxes, property tax in-lieu of vehicle license fees, gas taxes, and other revenues that will result from new development within the Projects. These revenues will be compared to the total cost of providing police, fire, street maintenance, park maintenance, County administration, and other services that may be funded by County's General Fund. To the extent service costs exceed estimated revenues, a mechanism will be proposed in the FIAs to mitigate the projected deficit.

The PFFP for each project will set forth a proposed funding strategy for public infrastructure and community facilities that are needed to serve the Projects. Funding capacity from land-secured financing, such as Mello-Roos or assessment districts, will be estimated and applied to assist in funding facilities in a timely manner. The PFFP will also provide an estimate of the total infrastructure burden for each land use, and determine whether these burdens are viable based on the competitive marketplace and industry-standard tests of feasibility. Following the review of the FIAs and PFFPs, each project's applicant may enter in to a Development Agreement (DA) with County, at County's discretion.

Deliverables

Unless otherwise indicated below, and notwithstanding any other provision of this Agreement to the contrary, Consultant shall submit hard copy deliverables via US Mail or in-person delivery and electronic copy deliverables via email to County's Contract Administrator (CA). Electronic copy deliverables shall be produced using Microsoft (MS) Office 2010 applications (specifically, MS Word) and shall be submitted in both MS Word and Adobe portable document format (PDF). County's CA's current address is 2850 Fairlane Court, Placerville, CA 95667 and the current email address is david.defanti@edcgov.us.

Scope of Work

Consultant shall work with County staff to develop a standard set of guidelines that will provide developers and their consultants with guidance as to the required format, methodology, and assumptions that should be used in the FIAs and PFFPs (Reports). If directed by County's CA, Consultant shall also prepare templates that set forth required sections for each Report.

It is anticipated that Projects' applicants will submit a first draft of the Reports. Once these documents are submitted to County, Consultant shall conduct a peer review of the Reports in order to provide County with an independent and impartial analysis as to (i) whether the assumptions in, and conclusions of, each Report are accurate and appropriate given the size, demographics, and service demands of the Projects based on both industry standards and experience with similar projects, (ii) risks to County if there is a substantial deviation from the findings presented in the Reports, (iii) assumptions or methodologies in the Reports that should be revised in subsequent drafts, and (iv) mechanisms that could be built into the Reports and any subsequent DAs to protect County in the event that revenues are lower, costs are higher, or the timing of development results in temporary impacts that were not projected.

Some or all of the specific items of work set forth below shall be conducted for each project:

Item of Work A - Development of Guidelines and Templates

Based on experience preparing and reviewing FIAs and PFFPs in other jurisdictions, Consultant shall assist County with development of a standard set of guidelines to be provided to developers required to submit FIAs and PFFPs for their Project. The guidelines shall provide direction as to the required components in each Report, the preferred presentation method for costs and findings, assumptions to be used in the fiscal and public financing analysis, how fiscal impacts should be evaluated, and the tests of feasibility that shall be required in the PFFP. If County wants to further standardize the documents that will be submitted for review, at County's CA's request, Consultant shall develop FIA and PFFP templates, which shall serve as the table of contents pursuant to which Reports should be prepared.

Deliverables: Consultant shall submit one (1) standard set of guidelines for FIAs and PFFPs within four (4) weeks after the effective date of this Agreement. If requested by County's CA, Consultant shall submit one (1) FIA and one (1) PFFP template within four (4) weeks of the effective date of this agreement.

Item of Work B - Review of Project Reports

Separately for each project, Consultant shall review Reports submitted by the applicant and conduct technical and comparative analyses to identify potential areas of concern associated with the methodology, assumptions, and conclusions reflected in the

Reports. Recognizing that the timing of development, service standards, market values, and revenue generators will change over time, Consultant shall focus on the components of the Reports that may have a significant impact on the findings in the Reports or create risks to County. Consultant shall meet with County staff to discuss policy issues and proposed approaches that may affect the viability or administrative requirements associated with implementation of the strategies proposed in the Reports. Based on Consultant's experience, items to be discussed further may include, but shall not be limited to, the following:

- Risks of calculating one-time fee burdens, financing district capacity, and fee revenues based on the number of approved units and non-residential acres in each project, instead of a reduced number of units and acres that may better reflect actual land uses at build-out.
- Feasibility of one-time burdens in general, with specific attention paid to high-density and affordable units.
- Advantages and disadvantages of requiring developers to build public facilities and be reimbursed instead of having County and/or other agencies collect fees and construct facilities.
- Phasing of backbone infrastructure and community facilities, and establishing a priorities list to avoid pushing all community facilities until later phases of development.
- Annual and one-time burdens that are considered feasible in the competitive marketplace and how to maximize the funding capacity from both.
- The portion of the annual burden that will be reserved to fund public services before infrastructure financing will be considered.
- Sufficiency of costs included in the program for fee and financing district administration and updates.
- The impact of unique land uses that may be proposed in a particular project, including added services costs and/or reduced revenues that will result because of the land uses.

Deliverables: Deliverables for Item of Work B shall be incorporated into the memorandum for Item of Work D.

Item of Work C - Review of, and Contributions to, Development Agreement

At County's CA's discretion, Consultant shall review the DA for each project to evaluate whether the document protects County from funding shortfalls, infrastructure delays, and fiscal deficits. Recognizing that some Projects may have future entitlements and approvals to secure, the DAs shall ensure that a reliable mechanism is put into place while County still has the authority to condition development within the Projects. Consultant shall provide comments on the draft DA, and if requested by County's CA, draft language for particular sections of the DAs to ensure that commitments made in the FIA or PFFP are included as enforceable obligations.

Deliverables: Consultant shall provide comments regarding the draft DA within one (1) week of receiving the document. If requested by County's CA, Consultant shall provide language for particular sections of the DAs on a schedule to be determined by County's CA at the time of the request.

Item of Work D - Summary of Findings

Consultant shall prepare a memorandum that summarizes the findings of the peer reviews. For each item presented, Consultant shall (i) identify the concern or issue with the assumption or conclusion in the original Reports, (ii) explain whether a specific alternative approach or assumption is being suggested, (iii) suggest direction that could be provided to the applicant to mitigate the concern, and (iv) provide reasoning and, if applicable, data to back up Consultant's comments and concerns. After the initial memorandum has been submitted to County, Consultant shall meet with County staff to discuss the peer review findings and how findings shall be communicated to the applicants.

Deliverables: Consultant shall provide a memorandum with comments related to the peer review of the Reports within ten (10) days of receiving the documents.

Item of Work E - Subsequent Reviews of Revised Documents

Consultant shall review and comment on updated drafts of the Reports to ensure that County and other affected agencies are comfortable that risks have been mitigated to the maximum extent possible, and financing burdens are viable and competitive in the marketplace. For purposes of estimating the budget in Exhibit C, it is assumed that the original and one (1) revised draft of each report shall be reviewed for each project.

Deliverables: Consultant shall provide comments on the updated drafts of the Reports within one (1) week of receiving subsequent drafts of the Reports.

Item of Work F - Meetings

Consultant shall attend meetings with County staff, developers, and developers' consultants to reach resolution on items that were the subject of discussion after review of the initial draft. Consultant shall record minutes and attendees for each meeting. It is anticipated that three (3) to five (5) meetings shall be needed for each project, not to exceed fifteen (15) total meetings.

Deliverables: Consultant shall submit the minutes and the list of attendees from the meeting via email within two (2) days after each meeting.

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Exhibit B
Fee Schedule

Hourly Rates

Consultant's hourly rates* are as follows:

Title	Hourly Rate
Managing Principal	\$250/Hour
Principal	\$240/Hour
Vice President	\$200/Hour
Senior Associate	\$195/Hour
Associate	\$180/Hour
Analyst	\$170/Hour
Research Assistant	\$90/Hour

*The hourly rates are effective through December 31, 2014, may be adjusted annually every December and are subject to a maximum of three percent (3%) increase upon written request of Consultant and by prior written approval of County's Contract Administrator. Any rate increases shall not increase the total not-to-exceed budget for each project and shall not increase the not-to-exceed amount of the Agreement.

Mileage Reimbursement

Reimbursement for mileage expenses for Consultant, if applicable, shall not exceed the rates to be paid to County employees under the current Board of Supervisors Travel Policy at the time the mileage expenses are incurred. There shall be no markups allowed on mileage rates for Consultant.

Other Direct Costs

Consultant shall bill for the following expenses that may be incurred in association with the services provided pursuant to the scope of work:

- Overnight delivery charges
- Costs associated with the purchase of data from outside data sources

Other direct costs shall be invoiced at Consultant's cost, without markup, for the services rendered. Any invoices that include direct costs shall be accompanied by documentation to substantiate Consultant's costs for the services being billed on those invoices.

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Exhibit C

Cost Estimate

The following are the not-to-exceed budgets for services and expenses for each project:

Project	Budget
Lime Rock Valley Specific Plan	\$66,600
Central El Dorado Hills Specific Plan	\$66,600
Village of Marble Valley Specific Plan	\$66,600
Total Not-To-Exceed Budget: \$199,980	

The following is a cost estimate for services and expenses for each project, distributed by Item of Work. In the performance of the scope of services to be provided in accordance with each project's budget, Consultant may request to reallocate the expenses listed herein among the various Items of Work identified herein, subject to the Contract Administrator's written approval. In no event shall the total not-to-exceed budget of each project identified above be exceeded, nor shall the total not-to-exceed amount of the Agreement (\$199,980) be exceeded.

Central El Dorado Hills Specific Plan		
Item of Work A	Development of Guidelines and Templates	\$8,960
Item of Work B	Review of Project Reports	\$15,520
Item of Work C	Review of, and Contributions to, Development Agreement	\$6,880
Item of Work D	Summary of Findings	\$11,770
Item of Work E	Subsequent Reviews of Revised Documents	\$11,200
Item of Work F	Meetings	\$12,330
Total Not-To-Exceed Budget: \$66,660		

Lime Rock Valley Specific Plan		
Item of Work A	Development of Guidelines and Templates	\$8,840
Item of Work B	Review of Project Reports	\$15,980
Item of Work C	Review of, and Contributions to, Development Agreement	\$6,880
Item of Work D	Summary of Findings	\$11,760
Item of Work E	Subsequent Reviews of Revised Documents	\$11,260
Item of Work F	Meetings	\$11,940
Total Not-To-Exceed Budget: \$66,660		

Village of Marble Valley Specific Plan		
Item of Work A	Development of Guidelines and Templates	\$7,480
Item of Work B	Review of Project Reports	\$12,500
Item of Work C	Review of, and Contributions to, Development Agreement	\$7,180
Item of Work D	Summary of Findings	\$12,760
Item of Work E	Subsequent Reviews of Revised Documents	\$14,740
Item of Work F	Meetings	\$12,000
Total Not-To-Exceed Budget:		\$66,660