

YUCCA VALLEY REDEVELOPMENT AGENCY STAFF REPORT

To: Honorable Chair & Agency Members
From: Curtis Yakimow, Treasurer
Date: June 15, 2011
For Council Meeting: June 21, 2011

Subject: FY 2010-11 Budget Amendments

Recommendation: It is recommended that the Agency adopt a Resolution amending the fiscal year 2010-11 Adopted Budget by;

- Transferring \$400,000 from the Sr. Housing Project general account to the Sr. Housing Project – CORE account;
- Appropriating \$450,000 of Undesignated Reserves of the Debt Service Fund to assist in the funding of the General Plan Update;
- Appropriating \$100,000 of Undesignated Reserves of the Housing Fund to assist in the funding of the General Plan Update.

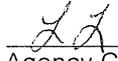
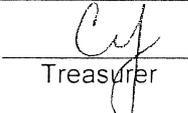
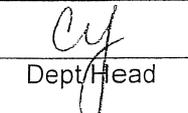
Order of Procedure:

Staff Report
Open Public Hearing
Public Comment
Close Public Hearing
Questions of Staff
Agency Discussion
Agency Action

Discussion: The proposed budget amendments encompass three existing initiatives of the Agency and are further summarized as follows:

Sr. Housing Initiative

At the Agency's meeting on December 21, 2010, action was taken approving an Exclusive Negotiating Agreement (ENA) between National Community Renaissance of California (CORE) for the purpose of assisting the Agency in meeting its state mandated affordable housing goals by developing alternatives for an affordable senior housing project.

Reviewed By:  Exec. Director  Agency Counsel  Treasurer  Dept. Head

Department Report ___ Ordinance Action Resolution Action ___ Public Hearing
___ Consent ___ Minute Action ___ Receive and File ___ Study Item

Key to the joint effort was the development of a competitive application to the Department of Housing and Urban Development (HUD) for consideration of a federal funding grant of up to \$12.2 million for such projects.

Due to the competitive nature of these awards, and the limited availability of funding, the Agency and CORE proceeded to develop the most competitive application possible. According to HUD grant guidelines, such applications must contain a significant amount of project entitlement, including a property title, project entitlement in the form of a specific plan and the requisite appropriate environmental review.

These activities go much beyond a normal grant application and as such incur significant up front expense. Fortunately however, the entitlement expense is independent of the HUD grant application and will be valid if other funding sources are ultimately utilized in the completion of the project.

The initial budget for the grant application activities was identified at \$100,000 and did not include the level of entitlement activities ultimately required. Accordingly, the proposed action would transfer an additional \$400,000 from the existing senior housing project to the senior housing CORE project to accommodate the additional scope of work. All funding committed towards this entitlement process is included in the Agency gap funding commitment made to HUD as part of the application.

General Plan Update

The Town's General Plan was adopted in 1995. There have been no updates or major amendments to the General Plan since its adoption, less the State mandated housing element updates and adoption of the Old Town Specific Plan.

A general plan update is commonly a 24 to 30 month process, and costs to complete general plan updates are estimated at approximately \$1.0 million. The project includes broad based public participation throughout the process. The first activity associated with the project is a comprehensive Visioning process that will include considerable outreach, a statistically valid survey, and consensus building. The primary focus of the update is the Land Use Plan and Element, which are the basis for update. The focus areas of Old Town, East End, and Mid-Town are identified for specific evaluations and recommendations in this process. Additionally, the Town's industrial land use designations are identified for analysis and recommendations for potential land use changes.

Financing of the General Plan Update project's \$1.0 million budget will be provided primarily by the General Fund and the Yucca Valley Redevelopment Agency, in approximately equal amounts. Additionally funding in lesser amounts may be provided by other special revenue funds as appropriate. The proposed action will establish the necessary contribution from the Redevelopment Agency to the General Plan Update as the project will directly benefit the project area and will assist the Agency in meeting its low/moderate housing objectives. The action will allocate \$450,000 from the Agency's Debt Service Fund (general tax increment fund) and \$100,000 from the Agency's Low/Moderate Housing Fund.

Alternatives: None recommended.

Fiscal impact: General Plan updates and accompanying environmental documentation are estimated at approximately \$1.0 million. Proposal cost as submitted by the three firms selected for interviews, including optional tasks, range from \$949,855 to \$1,082,620. The recommended action will allocate \$450,000 from the Agency's Debt Service Fund (general tax increment fund) and \$100,000 from the Agency's Low/Moderate Housing Fund and establish the General Plan Update project 931 00 00 8xxx and 932 00 00 8xxx within the Debt Service and Housing Funds respectively. The remaining funding for the General Plan Update will come from the Town of Yucca Valley's General Fund other special revenue funds as appropriate.

Attachments:

CORE Revised Pre-Development Budget

RESOLUTION NO. RDA-11-

A RESOLUTION OF THE REDEVELOPMENT AGENCY, OF
THE TOWN OF YUCCA VALLEY, CALIFORNIA,
AMENDING THE 2010-11 REDEVELOPMENT AGENCY
BUDGET

WHEREAS, the Yucca Valley Redevelopment Agency receives restricted fund revenues which are applied to Redevelopment programs, and

WHEREAS, the Redevelopment Agency anticipates and plans for the physical development of the community and appropriates funds for capital expenditures to accommodate physical growth and development, and the elimination of blight, and

WHEREAS, the Redevelopment Agency has adopted a 5-Year Implementation Plan, and the 2011-12 fiscal year budget provides for implementation of the Agency's 5-Year Implementation Plan, and

WHEREAS, the proposed projects, including the General Plan Update, will directly benefit the project area through the planned physical development of the community and the elimination of blight, and

WHEREAS, the proposed projects, including the General Plan Update, will directly assist the Agency in meeting its state mandated low and moderate income housing objectives, and

WHEREAS, there are sufficient restricted fund revenues to implement the 2011-12 Redevelopment Agency Budget as recommended.

NOW, THEREFORE, THE REDEVELOPMENT AGENCY OF THE TOWN OF YUCCA VALLEY DOES RESOLVE AS FOLLOWS.

Section 1. The Redevelopment Agency amends the 2010-11 Agency budget as follows:

- Amends the fiscal year 2010-11 Adopted Budget by transferring \$400,000 from the Sr. Housing Project general account to the Sr. Housing Project – CORE account.
- Amends the fiscal year 2010-11 Adopted Budget by appropriating \$450,000 of Undesignated Reserves of the Debt Service Fund to assist in the funding of the General Plan Update.
- Amends the fiscal year 2010-11 Adopted Budget by appropriating \$100,000 of Undesignated Reserves of the Housing Fund to assist in the funding of the General Plan Update.

PASSED, APPROVED AND ADOPTED THIS 21st day of June, 2011.

CHAIR

ATTEST:

SECRETARY

Town of Yucca Valley Senior Project
 Revised Pre-Development Budget
 4/15/2011

Description	Previously Approved Amount to get to HUD 202 Application	Revisions April 15 2011	Revised Total Budget	Actual costs	Notes	Amount to get to full entitlement for HOME and Tax Credit Application
Appraisal	6,500	-1,750	4,750	4,750	Actual lower than budgeted	4,750
Consultant HUD Section 202 Application	25,000	-8,000	17,000		Actual lower than budgeted need to confirm with Architect and Engineer	75,000
Architecture and Engineering - conceptual design	50,000	100,000	150,000	65,100		250,000
Preliminary Landscape Plans		8,500	8,500			8,500
Geotechnical Engineer (Soils report) & infiltration report		10,000	10,000			10,000
Entitlement fees/Design review fees		50,000	50,000			50,000
Phase I/Phase II Environmental	6,500	-3,250	3,250	3,250	Actual lower than budgeted	3,250
Archeological/Biological reports		10,000	10,000			10,000
Acoustical and Traffic Reports		15,000	15,000			15,000
Hydrology Report		8,500	8,500			8,500
Specific Plan - RRM design		80,000	80,000			80,000
Alta Survey		10,000	10,000			10,000
Market Study		8,500	8,500			8,500
Legal Fees	8,500	15,000	23,500			30,000
TCAC Deposit fees (9% TCAC application - upon award)			0			55,000
Contingency	3,500	22,500	26,000			50,000
TOTAL	100,000	325,000	425,000	73,100		668,500

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor & Town Council
From: Shane R. Stueckle, Deputy Town Manager
Date: June 15, 2011
For **Council** June 21, 2011
Meeting:

Subject: General Plan Update
Preliminary Staff Report
Award of Contract Services Agreement
Budget Amendment

Note: Interviews are scheduled for Thursday, June 16, 2011. A revised Staff Report will be prepared following the interview process and distributed to the Town Council on Monday, June 20, 2011.

Prior Council Review: The Town Council authorized release of the General Plan Update Request for Proposals (RFP) at its meeting of February 15, 2011. The Town Council discussed the need for the General Plan update during the January 2011 Strategic Planning session. The General Plan update is a key element of the Strategic Plan.

Recommendation: That the Town Council

- Awards the General Plan Update Contract Services Agreement to _____ in an amount not to exceed \$ _____, authorizing the Town Manager to negotiate the final contract sum and scope of services within the not to exceed amount, and authorizing the Mayor, Town Manager, and Town Attorney to sign the Agreement.
- Amend the Fiscal Year 2010-11 Adopted Budget by appropriating \$450,000 of General Fund Reserves to assist in the funding of the General Plan Update.

Executive Summary: The Town's General Plan was adopted in 1995. There have been no updates or major amendments to the General Plan since its adoption, less the State mandated housing element updates and adoption of the Old Town Specific Plan.

A general plan update is commonly a 24 to 30 month process, and costs to complete general plan updates are estimated at approximately \$1.0 million.

Order of Procedure:

Request Staff Report
Request Public Comment

Reviewed By:  Town Manager  Town Attorney _____ Mgmt Services SRS Dept Head

Department Report _____ Ordinance Action Resolution Action _____ Public Hearing
 Consent _____ Minute Action _____ Receive and File _____ Study Session

Council Discussion/Questions of Staff
Motion/Second
Discussion on Motion
Call the Question (Roll Call Vote)

Discussion: The Town Council authorized the released of the General Plan Update RFP at its meeting of February 7, 2011. A mandatory pre-proposal meeting was held on March 11, 2011.

A total of six proposals were submitted by the April 7, 2011 deadline established in the RFP. The submitting firms include the following.

- Terra Nova Planning and Research, Palm Desert, CA
- The Planning Center, Costa Mesa, CA
- Hogle-Ireland, Inc., Riverside, CA
- RBF Inc., Irvine, CA
- Golder Associates, Irvine, CA
- The Altum Group, Palm Desert CA

The proposals have been reviewed internally by the General Plan Proposal Review Committee, consisting of the following:

- Deputy Town Manager
- Administrative Services Director
- Town Manager
- Community Services Director
- Associate Planner
- Town Engineer

The General Plan Proposal Review Committee was unanimous in their selection of three firms to be interviewed prior to the final recommendation being brought forward for Town Council consideration. The finalists included: The Planning Center, Hogle-Ireland, and RBF, Inc. Copies of their proposals are on file with the Town Clerk.

Interviews are scheduled for Thursday, June 16, 2011. A revised Staff Report will be prepared following the interview process and distributed to the Town Council on Monday, June 20, 2011.

Attached to this Staff Report is the Request for Qualifications/Proposals for the Yucca Valley General Plan update. The RFQ/RFP establishes the scope, content, and timeline for completion of the update.

The project includes broad based public participation throughout the process. The first activity associated with the project is a comprehensive Visioning process that will include considerable outreach, a statistically valid survey, and consensus building. The

primary focus of the update is the Land Use Plan and Element, which are the basis for update. The focus areas of Old Town, East End, and Mid-Town are identified for specific evaluations and recommendations in this process. Additionally, the Town's industrial land use designations are identified for analysis and recommendations for potential land use changes.

A general plan advisory committee is recommended to be formed following identification of the preferred land use plan (year 2 of the project). The general plan advisory committee will review the draft plan and its elements and forward recommendations to the Planning Commission for consideration.

Financing of the General Plan Update project's \$1.0 million budget will be provided primarily by the General Fund and the Yucca Valley Redevelopment Agency, in approximately equal amounts. Additionally funding in lesser amounts may be provided by other special revenue funds as appropriate.

Alternatives: Staff recommends no alternative actions.

Fiscal impact: General Plan updates and accompanying environmental documentation are estimated at approximately \$1.0 million. Proposal cost as submitted by the three firms selected for interviews, including optional tasks, range from \$949,855 to \$1,082,620. The recommended action will allocate \$450,000 from General Fund Undesignated Reserves and establish the General Plan Update project 001 50 50 8xxx within the General Fund. The remaining funding for the General Plan Update will come from the Yucca Valley Redevelopment Agency and potentially other special revenue funds.

Attachments: RFQ/RFP

RESOLUTION NO. 11-

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA, AMENDING THE FY 2010-11 BUDGET

WHEREAS, the Town adopts an annual operating and special revenue budget; and

WHEREAS, from time to time it is necessary to amend the budget based upon changing circumstances which materially affect the projected revenues, expenditures or transfers of the Town; and

WHEREAS, programs and projects are expanded or contracted as funding become available or as the needs of such programs or projects differ materially from that originally encompassed by the adopted budget plan.

NOW THEREFORE THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY RESOLVES AS FOLLOWS.

Section 1. Amend the Fiscal Year 2010-11 General Fund budget by appropriating \$450,000 of General Fund – Undesignated Reserves to the General Fund Planning Budget line item 001 50 50 8xxx – General Plan Update.

APPROVED AND ADOPTED THIS 21st day of June, 2011.

MAYOR

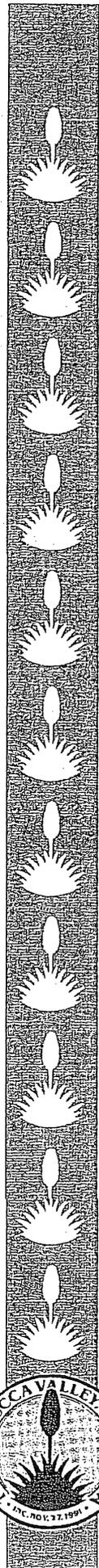
ATTEST:

TOWN CLERK

TOWN OF YUCCA VALLEY
REQUEST FOR QUALIFICATIONS/PROPOSALS

PLANNING SERVICES
FOR
YUCCA VALLEY GENERAL PLAN UPDATE

COMMUNITY DEVELOPMENT DEPARTMENT
58928 BUSINESS CENTER DRIVE
YUCCA VALLEY, CA 92284



The Town of
Yucca Valley

COMMUNITY DEVELOPMENT/PUBLIC WORKS DEPARTMENT

58928 Business Center Dr.
Yucca Valley General Plan Update RFP
Yucca Valley, California 92284

P.271

Planning
(760) 369-6575
Public Works
(760) 369-6579
Building and Safety
(760) 365-0099
Code Compliance
(760) 369-6575
Engineering
(760) 369-6575
Animal Control
(760) 369-7207

TOWN OF YUCCA VALLEY· REQUEST FOR QUALIFICATIONS/PROPOSALS
PLANNING SERVICES
YUCCA VALLEY GENERAL PLAN UPDATE

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PROPOSALS DUE BY 4:00 PM, April 7, 2011.

Deliver to: Jamie Anderson, Town Clerk
Town of Yucca Valley
57090 29 Palms Highway
Yucca Valley, CA 92284

MANDATORY PRE-PROPOSAL CONFERENCE:

A **mandatory** pre-proposal conference will be held on March 11, 2011, at: 10:00 AM.

Town of Yucca Valley
Community Center, Yucca Room
57090 29 Palms Highway
Yucca Valley, California
92284

QUESTIONS:

All questions should be directed to Mr. Shane Stueckle, Deputy Town Manager at [sstueckle@yucca-valley.org](mailto:ssstueckle@yucca-valley.org) . All questions will be due by 5:00 PM Monday, March 21th, 2011. Answers to all questions will be electronically delivered to all pre-proposal conference attendees by Monday, March 28th, 2011.

I. INTRODUCTION AND BACKGROUND

The Town of Yucca Valley is requesting proposals from experienced planning firms for the preparation of a comprehensive General Plan update and associated environmental documentation. The General Plan was last updated in 1995, with the exception of the Housing Element, which was updated in 2009. The requested General Plan update will provide long term development policy that is internally consistent, ensures maximum defensibility and is responsive to community concerns. The process and final document will be clear, concise, and will also provide the Town with the most current technology that will make the General Plan accessible to the general public. The project shall be completed within two calendar years.

The Town of Yucca Valley is located in San Bernardino County, approximately 20 miles north of Interstate 10 on State Route 62. The intersection of State Route 62 and State Route 247 is identified as approximately the center of the Town of Yucca Valley.

The Town of Yucca Valley encompasses approximately 39 square miles. The Town is predominately a low density residential rural community, with approximately 86 percent of the Town designated and zoned for single family residential development. Commercial zoning and land use abuts State Route 62, and several industrial zoning districts are scattered throughout the Town. Joshua Tree National Park abuts the Town's southern boundary. The two closest incorporated communities are the City of Twentynine Palms and the City of Desert Hot Springs.

The Town adopted its General Plan in 1995. The Town adopted the San Bernardino County Development Code at the time of incorporation (November 27, 1991), and has amended the County Development Code numerous times since incorporation. A comprehensive update to the Town's Development Code is currently underway.

The Town of Yucca Valley, with a population of approximately 22,000, is a General Law town, incorporated on November 27, 1991, and operates under the Council/Manager form of government. Yucca Valley is a contract Town providing Administration, Community Development, Community Services, including Animal Care and Control, and Public Works with a staff of approximately 43 FTE's. Fire and water/sewer services are provided by special districts. Police services are provided through contract with the San Bernardino County Sheriff's Department. Public transit is provided by the Morongo Basin Transit Authority. Library and Senior Services are provided by San Bernardino County.

II. STATUS OF THE CURRENT GENERAL PLAN

The Town of Yucca Valley's General Plan is in need of a comprehensive update. The General Plan was last updated in 1995. The Housing Element was updated outside of this process in 2009. The General Plan is not currently organized around the seven mandatory General Plan Elements. The General Plan is currently organized into the following chapters:

- 1.0 Introduction
- 2.0 Administration & Implementation
- 3.0 Community Development
- 4.0 Environmental Resources
- 5.0 Environmental Hazards
- 6.0 Public Services & Facilities
- 7.0 Glossary
- 8.0 Appendices
- 9.0 Implementation Strategies

While the General Plan is functional in its current format, one of the primary goals of the consultant's work on this project will be to reorganize the General Plan based on the seven mandatory General Plan Elements: Land Use, Housing, Circulation, Open Space, Conservation, Noise and Safety. In addition, the 2009 Housing Element must be incorporated into the overall document.

Despite the recent approval of various planning documents over the past several years, the General Plan must be updated to meet the changing needs of the community and address shifts in development patterns throughout the Town and region. The General Plan must establish the blueprint for development in the Town by refocusing overall goals and policies to meet changing trends. The General Plan must comply with Sustainable Communities Strategies, as mandated by SB 375 and Regional Planning activities endorsed by the Southern California Association of Governments (SCAG).

III. SCOPE OF SERVICES

The Town of Yucca Valley is requesting proposals for professional planning services to provide a comprehensive update to the General Plan, heavily focused on the Land Use Element. In addition, an Environmental Impact Report or other environmental documentation is required to evaluate the changes recommended through the General Plan process.

The following is a general description of the anticipated project components. The project components should be viewed as somewhat flexible in terms of their scope and order of completion.

A. DEVELOP A COMMUNITY PARTICIPATION PROGRAM

The Town of Yucca Valley intends to provide many opportunities for community involvement. The consultant will be expected to develop a community outreach and participation program for Town review and approval that will facilitate public involvement throughout the entire process, from the initial review of the General Plan to public hearings. The Town anticipates engaging stakeholders throughout the duration of the project.

In addition, the Town of Yucca Valley is seeking ways to solicit input from a broad segment of the community in the process. The Town is interested in creative approaches the consultant can offer to meet the goal of Town-wide participation. This may include community workshops, "town hall" style meetings, tele-Town Hall meetings, design charrettes, mailed information, surveys, focused topical meetings, and events with stakeholders. In this process, the Town desires to obtain results from a statistically valid survey instrument. The consultants shall identify and specify the methods by which this shall be accomplished. The Town and the selected consultant will coordinate the preparation of the issues, concerns and questions to be included in the survey instrument.

While consultants are encouraged to identify and propose methods of facilitating high levels of public participation throughout this process, including the Visioning process identified below and the number of public meetings conducted to complete these tasks, the following identifies a general outline of minimum anticipated outreach meetings, public workshops, and Planning Commission and Town Council meetings and hearings. The Town anticipates the formation of a General Plan Advisory Committee following completion of the Visioning process, the Community Participation process, and following the identification of the preferred land use plan alternative. The Town anticipates the General Plan Advisory Committee to participate in the review and recommendations of Draft General Plan elements and associated information to the Planning Commission and Town Council.

Public Participation and Visioning:

Between 4 and 8 Community Outreach meetings.

Identification of Preferred Land Use Plan

- Public Workshops:** 2
- Planning Commission Meetings:** 2
- Town Council Meetings:** 1

General Plan Advisory Committee Meetings:

Between 3 and 5 Workshop Meetings for review and Recommendation of Draft General Plan Elements:

General Plan Adoption Hearings:

- Planning Commission: 3 Adoption Hearings
- Town Council: 2 Adoption Hearings

The proposal shall identify the specific number and category or purpose of meetings based upon the above guidance.

Community Vision:

The Town desires to complete a community-wide visioning process within an anticipated timeline of approximately 6 months. The process must include extensive, diverse and effective engagement of the public and other key stakeholders within the community. The intended outcomes include identifying and analyzing demographics, emerging development trends and community issues, articulating core community values, developing general community vision based on the community's core values, establishing a vision action plan to implement the vision and defining a method to revisit and update the vision and vision action plan.

The Town is seeking a consultant team with sufficient experience to work quickly in a collaborative framework with other team members, the public, citizen ad-hoc committees, business and industry representatives, service clubs, non-profit organization and school and Town elected officials and staff. The visioning process must include extensive and sustained public involvement activities, including innovative outreach efforts through various approaches toward the goal of engaging a broad and deep cross section of the community.

The Town is looking for a blend of involvement and collaborative approaches that will engage those community members that typically are not engaged in civic or community dialogue. Such approaches could include, for example, workshops, citizen polling, consensus building, participatory decision-making, focus groups, small "coffee-klatch" gatherings in citizen's homes, personal interviews, engagement at community events, youth, church group or other target group outreach activities, opinion surveys, mailings, media coverage, Town-wide newsletter, interactive use of a project web site, town hall meetings, vision fairs and other techniques.

It is the Town's expectation that the Vision document that results from this process will be a marriage between what is wanted by the community and what is likely supported by the development community / economic trends.

B. REVIEW EXISTING CONDITIONS AND DATA

The consultant will be expected to research all pertinent resources and plans available at the Town and available for the region, and interface on a regular basis with Town staff in compiling an initial inventory and database of existing conditions and significant trends. The Town has undertaken master planning processes and has concluded some significant planning efforts over the past several years. The Town expects the selected consultant to include the data from these reports as appropriate in the inventory of conditions and trends.

The consultant shall conduct a thorough review and analysis of land use, environmental, fiscal, social, educational, cultural, political, and economic factors so as to gain an understanding of the important trends and issues that have a bearing on the Town's future. In addition to reviewing existing data, the consultant will be expected to compile additional data as necessary based on field research or other required research. The work plan shall identify the types of data and technical studies to be prepared, which shall include but not be limited to maps, illustrations, photos, or other supporting visuals and a summary of the following:

- General land use and growth patterns
- Open space, recreation, schools, libraries, and cultural, civic, and park facilities
- Housing, population, demographic and socio-economic characteristics
- Economic conditions and factors
- Local business conditions, including recent commercial and industrial development trends
- Any other data deemed relevant to complete the project

In terms of existing information, the Town will provide a number of background documents and resources for use of the Consultant. The following documents will be available for review and use:

- Yucca Valley General Plan (1995)
- General Plan Housing Element (2009)
- Yucca Valley General Plan Environmental Impact Report (1995)
- Yucca Valley Municipal Code
- Parks and Recreation Master Plan (2008)
- Public Facilities Master Plan (2008)
- Master Plan of Drainage (1999)
- Yucca Valley Airport Comprehensive Land Use Plan (1992)
- Old Town Specific Plan and Environmental Impact Report (2007)
- Home Depot Specific Plan and Environmental Impact Report (2006)
- Super Wal-Mart Specific Plan and Environmental Impact Report (2009)

The following link provides information regarding the efforts of the Morongo Basin Open Space Group. The Morongo Basin Open Space Group is a collaborative effort of agencies, non-profits, and private individuals in the Morongo Basin working towards the development of open space plans and related planning efforts Basin-wide. <http://morongobasinopenspacegroup.camp7.org/>

C. PREPARATION OF DRAFT GENERAL PLAN ELEMENTS:

A key overall component of the project is the reorganization and reformatting of the existing General Plan into a cohesive, user-friendly document that is organized around the seven mandatory Elements. Much of the information in the existing General Plan can be reorganized to achieve this goal. Using public input and background research, the consultant shall develop a series of policy recommendations for each element to be considered for incorporation into the updated General Plan.

Elements shall conform to all legal requirements and to the most current General Plan Guidelines prepared by the State Office of Planning and Research. Each draft Element shall be internally consistent with the balance of the General Plan. Goals, objectives, policies, and implementation measures shall be stated clearly and in a manner easily understood by the general public.

Proposals should discuss the recommended format of the General Plan in depth, including the types of exhibits, maps, and other graphics envisioned. One of the key components of the final product will be to make it available on compact disc, via the Internet for ease of access and search, and shall be available on the Town's Web Page.

The expected work program for each of the mandatory Elements is described below.

Land Use Element

This is the General Plan Element that requires the most attention. In addition to updating this Element in terms of goals, objectives, and format, the Land Use Element needs to be carefully integrated with both the Housing and Circulation Elements. Some of the key issues that need to be addressed are land use designations, intensities of residential development in multi-family areas and/or commercial areas, floor area ratios for commercial and industrial development, and additional detail on "opportunity sites or areas" for mixed use commercial and residential development.

Land Use Element Focus Areas: There are three focus areas that the Town desires to evaluate and incorporate into the updated General Plan. These include the following.

Old Town: The Town adopted the Old Town Specific Plan and Environmental Impact Report in December 2007. This area is located on both sides of SR 62, between approximately Kickapoo Trail and Church Street. The Town desires to continue into the future with the general vision established in the Old Town Specific Plan, while evaluating opportunities to expand its boundaries further north and south, including the Blue Skies Golf Course and surrounding Country Club neighborhood. This effort should also include assessment of potential land use changes that may result from circulation alternatives around the Old Town planning area.

Mid-Town: The Mid-Town area includes development patterns spanning from the 1970s to today. This area is generally located both north and south of SR 62, between Warren Vista Avenue and Palm Avenue. The Town desires this project to evaluate the potential for mixed use development, while implementing sustainable community's strategies. Additionally, this area includes a number of public and quasi-public facilities including the Town Hall/Community Center, including the Senior Center, Library, and the Hi Desert Nature Museum; Yucca Valley High School; the Yucca Valley Airport; California Welcome Center/Chamber of Commerce; and County Government offices. The Town has submitted this planning activity for consideration by the SCAG COMPASS Blueprint program. If awarded, this General Plan effort would need to integrate with that effort.

East Side: New commercial development continues to move east along SR 62. The East Side area is located between approximately Warren Vista Avenue and the eastern Town boundary of La Contenta/Yucca Mesa Road. This area contains the Town's larger commercial development including the Home Depot and the upcoming Super-Wal-Mart Center, and also includes the proposed Hi Desert Water District wastewater treatment facility site. This area also contains a significant amount of land designated and zoned for Industrial use. This project shall address land use designations and compatibility while evaluating

opportunities for expanded commercial and mixed use development within this area.

Low Density, Rural Character: Moving north and south from SR 62, the Town has several neighborhoods characterized by low density and "rural" characteristics and lifestyles, including neighborhoods which abut Joshua Tree National Park. While this project will address mixed use development and increased densities in the three primary focus areas identified in this RFQ/RFP, this project will also address the preservation of low density "rural" neighborhoods. The Town of Yucca Valley is interested in preserving these single-family neighborhoods and the Land Use Element must include policies that achieve this goal. There are also several areas of conflict between rural neighborhoods and properties that have historically been zoned industrial. This project should develop transition strategies to ensure adequate buffers between these types of use.

The Land Use Element is the most important component of the GP because this Element designates the type, intensity, and general distribution of uses of the land for housing, business, industry, open-space, public facilities, and other categories of public and private uses.

The consultant will also be required to integrate specific plan areas into the element. Specific issues/work products to be updated and revised in this element include but are not limited to:

- An inventory of undeveloped and under-developed parcels by zone with accompanying maps.
- A complete description of GP land use designations and zoning designations including acreages, number of parcels and comparison to acreages in previous years
- An estimate of population and housing based on land use/ zoning designations, using SCAG forecasts and other reliable sources
- A description of community facilities including schools, hospitals, public works facilities and transit facilities.
- A description of the implementation of the Land Use Element through the zoning regulations, specific plan areas, and redevelopment project areas.
- Diagrams and descriptions to specific sites which may be designated for a course of action through redevelopment, changes in land use designations or a course of action to be undertaken on a macro level.
- A description of goals, objectives and programs.
- A list of parcels which may require either a general plan amendment or zone change as a result of changes made within the Land Use Element
- An analysis of floor area ratio's for each of the Land Use classifications
- Analyze and identify areas for mixed land use developments (commercial/residential)

- Implementation of the Global Warming Solution Act of 2006 (AB 32) Climate Action Plan
- Implementation of Sustainable Communities Strategy (SB 375)

It is anticipated that a preferred land use alternatives will be developed within 6 months following the Visioning process.

Housing Element

The Housing Element was last updated in 2009 and this project shall incorporate the 2009 Housing Element into the pertinent Elements of the General Plan Update.

- **Optional Task: Housing Element Update for 2014 Cycle:** The Town is requesting an Optional Task for the Housing Element update that will be necessary for the next required Housing Element Update Cycle in 2014. All efforts and costs related to this Optional Task shall clearly be identified within the proposed work program and cost proposal as Optional Task 1.

Optional Housing Element, 2014

The purpose of the Housing element is to facilitate the improvement and development of housing in order to make adequate provision for the housing needs of all economic segments of the community. The Housing element shall include a Town profile and assessment of the Town's population, housing characteristics, employment trend and special housing needs. The Needs Assessment also includes the Town's share of the Regional Housing Needs. The element shall also discuss availability of suitable sites for residential construction, opportunities for recycling/rezoning, redevelopment, as well as financial resources for the development of housing. Government and non-government constraints upon the development, improvement or maintenance of housing, including construction costs, government regulations, financial costs, permit fees, regional constraints, etc. Review of existing housing program including a progress report and discussion of the overall effectiveness of the housing element, and the established goals and programs. The establishment or modification of goals and policies relative to the development, improvement and preservation of housing shall be included. The element shall also include the Five Year Housing Program listing the programs that will be undertaken during the 5 years of the Housing element to address housing needs in the community. Citizen Participation shall be identified including any oral or written comments received during the review period and at the Planning Commission and Town Council public hearings.

Circulation Element

The Circulation Element will be updated in association with the Land Use Element. The Circulation Element needs to include new and updated level of

service (LOS) policies, and other long-range transportation, transit, and pedestrian policies. The update to the Circulation element must be coordinated with San Bernardino Associated Governments' preparation, development, and update to the County-wide transportation model, specifically for the Morongo Basin. The update to the Circulation element must also be coordinated with Riverside County transportation planning due to SR 62 connecting Yucca Valley to Interstate 10, passing through a portion of Riverside County.

Recent traffic and circulation information from the Old Town Specific Plan/EIR, Home Depot Specific Plan/EIR, and Super Wal-Mart Specific Plan/EIR are available to assist in this process.

Traffic circulation is a very important issue to be considered for this project. The update will require comprehensive analysis that accurately predicts future traffic volumes on all the major Town roadways. This analysis will review the existing traffic volumes and patterns, and will consider the necessary infrastructure to accommodate the projected new and cumulative vehicles trips.

The traffic analysis needs to be broad in scope to address the Town's traffic issues at a regional level as well as detailed to identify site specific traffic flow and circulation projected conditions. A traffic model that can accurately make traffic projections should assist in the design of intersection geometrics and other critical turning movements. The traffic model must be coordinated and incorporated with San Bernardino Associated Governments transportation model and/or modeling system.

Old Town Specific Plan: SR 62 Realignment Alternatives:

The update to the Circulation Element will include the reevaluation of the Old Town Specific Plan, preferred alternative for the realignment of SR 62 around Old Town. Four alternatives were evaluated at various levels during the Old Town planning process. The Town desires to reevaluate several of those alternatives as a part of this project.

Since the circulation element is one of the most complex planning components of the update, there are a number of relevant issues that must to be considered. These issues included: major thoroughfares, transportation routes, and other local public facilities. Other transportation topics that should be considered during the update process include but are not limited to the following:

- Roadway Classification System including digital illustrations of right-of-way requirements and cross section of each type of street
- Service Level Objectives for each roadway classification and how they relate to the Floor Area Ratios (FAR) in the Land Use element
- Description of Circulation System deficiencies

- Existing and projected roadway conditions including regional growth as projected by SCAG's 2012 Regional Transportation Plan and Growth Forecast
- Identification and discussion of other regional transportation issues, studies and programs.
- Discussion of Public Transit Service (e.g. bus routes, stops and terminals, etc.) and future needs.
- Discussion of bicycle, trails, and pedestrian routes and facilities including future demands.
- Discussion of truck routes and future demands
- Discussion of Transportation Demand Management (e.g. car pooling, van pooling, bus service, transit terminal) systems
- Discussion of emergency evacuation routes
- Discussion of other Infrastructure issues including Energy and Communications
- Implementation of the Global Warming Solution Act of 2006 (AB 32) Climate Action Plan
- Implementation of Sustainable Communities Strategy (SB 375)
- Implementation of Complete Street Act of 2008

The update will need to ensure that the circulation element corresponds directly with the Land Use Element. The circulation element also has direct relationships with the housing, open-space, noise and safety elements which will need to be compatible and consistent as a result of the update process.

Open Space Element:

The Open Space Element should be developed using existing goals, policies, and objectives from the General Plan in addition to new goals and objectives developed through community input and research. In addition, the Town recently completed an update to its Parks and Recreation Master Plan. The open space component details plans and measures for preserving and managing natural resources, as well as outdoor recreation.

Specific issues that should be considered with the update and revised in this Element include but are not limited to:

- The preservation of natural resource areas that require the preservation of sensitive or endangered ecological areas; and watersheds.
- The managed production of resources such as areas for recharge of ground water basins.
- The review of outdoor recreation consisting of areas that provide: outstanding scenic, historic and cultural value; that are suited for park and recreation purposes; and that serve as links between major recreation and open-space reservations, including utility easements, trails, and scenic highway corridors.

- The production of digital maps depicting the Town's planned trail system and current open space resources.

This element will need to be revised to ensure that the Goals and Policies are consistent with current State Guidelines and ensure that this element reflects the Town's vision. The update will ensure that this element is consistent with the other elements such as Land Use.

Options for incorporating open spaces into new developments should also be explored.

Conservation Element

The Conservation Element should be developed using existing goals, policies, and objectives from the General Plan in addition to new goals and objectives developed through community input and research.

The Town is interested in incorporating goals into the Conservation Element on Green Building programs and/or incentives as well as general environmental stewardship. Goals related to energy and water provision and conservation are important as are policies related to storm water. Air quality policies both locally and regionally are important to the Town as is coordination with the Mojave Desert Air Quality Management District (MDAQMD). Air quality policies could be included in the Conservation Element or throughout the document as they relate to other Elements. In addition, the urban forest is very important to the Town of Yucca Valley and goals related to street trees and tree preservation in general should be considered.

The element should be updated to reflect changes affecting significant or noteworthy resources within the planning area including water and watersheds, wildlife habitat, soils, and minerals. The element is to include a discussion of climate change and the utilization of "green" technology within the community to reduce the "carbon footprint" on the environment taking into consideration a cost benefit approach.

Specific issues that may need to be updated and revised in this element include but are not limited to:

- Soil conditions
- Substructure and drainage
- Geotechnical effects
- Wastewater and Treatment Facilities
- Implementation of the Global Warming Solution Act of 2006 (AB 32)
- Implementation of Sustainable Communities Strategy (SB 375)
- Minimize changes in hydrology and pollutant loading; require incorporation of control, including structural and non-structural BMPs, to mitigate the

projected increases in pollutant loads and flows; ensure that post development runoff rates and velocities from a site have no significant adverse impact on downstream erosion and stream habitat; minimize the quality of storm water directed to impermeable surfaces (municipal storm drain); and maximize the percentage of permeable surfaces to allow more percolation of storm water into the ground.

- Provide for appropriate permanent measures to reduce storm water pollutant loads in storm water from the development site.
- Establish development guidelines for areas particularly susceptible to erosion and sediment loss

Noise Element

The Noise Element should be developed using existing goals, policies, and objectives from the General Plan in addition to new goals and objectives developed through community input and research. The purpose of the Noise Element is to limit the exposure of the community to excessive noise levels. The Noise Element is to be used to guide decisions concerning land use and the location of new roads and other new noise generating sources that are commonly sources of excessive noise levels

- Highways
- Primary arterials and major local streets
- Local industrial operations
- Other ground stationary noise sources
- Residential areas for single family and multi-family
- Sensitive receptors including hospitals, convalescent homes, schools, churches, as well as wildlife habitat

Noise contours should be shown for all of these sources and stated in terms of community noise equivalent level (CNEL) or day-night average level (Ldn). The noise contours should be prepared on the basis of noise monitoring or following generally accepted noise modeling techniques for the various sources identified above. The noise contours should be used as a guide for establishing a pattern of land uses in the Land Use Element that minimizes the exposure of community residents to excessive noise.

The noise element shall include implementation measures and possible solutions that address existing and future noise problems. In addition, the policies and standards must be sufficient to serve as a guideline for compliance with sound transmission control requirements. An adopted noise element should act as a guideline for compliance with the State's noise insulation standards.

Safety Element

The Safety Element should be developed using existing goals, policies, and objectives from the General Plan in addition to new goals and objectives developed through community input and research. The Element should include information from the Town's Emergency Operations Plan and Draft Hazard Mitigation Plan.

The safety element should address the following issues related to protecting the community from any unreasonable risks associated with:

- Seismically induced surface rupture, ground shaking, and ground failure
- Slope instability
- Subsidence, liquefaction, and other seismic hazards identified on seismic hazard maps
- Other known geologic hazards
- Flooding
- Wild land and urban fires
- Fire and geologic hazards
- Evacuation routes and signage
- Evacuation of individuals with disabilities
- Evacuation of pets
- Peak load water supply requirements
- Minimum road widths and turnouts
- Clearance around structures
- Police protection
- Fire protection

The safety element should include a map(s) that identify known seismic and other geologic hazards.

The update of the Safety Element will ensure that the element's goals and policies are consistent with current State General Plan Guidelines and that this element reflects the safe development of the Town in the future.

The update of this element should consider: policies to minimize the loss of property and life as result of earthquakes, identifying flood hazard areas and establish policies that will avoid unreasonable flood risks, identifying residential areas that are prone to wild land fire hazards, the identification of hazards and hazard abatement measures, general hazard and risk reduction strategies and policies supporting hazard mitigation measures, policies that address the identification of hazards, policies for emergency response, as well as mitigation through avoidance of hazards in new projects and reduction of risk in developed areas. The update should consider and be compatible with the Town's adopted Emergency Management Plan.

The safety element overlaps topics also mandated in the land use, conservation, and open space elements. The State General Plan Guidelines suggest

addressing these common topics in a single place rather than in different elements of the General Plan. The update should provide that this element is consistent with the other elements such as Land Use.

D. FINAL GENERAL PLAN

A Final General Plan incorporating all changes adopted by the Planning Commission and Town Council shall be provided to the Town.

E. CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

The scope of services includes the preparation, completion and submittal of all required CEQA documents. It is anticipated that this project will require an Environmental Impact Report (EIR) due to projected modifications to the Town's build-out potential and other alterations. However, it is possible another form of CEQA compliance may be acceptable. The consultant shall prepare all notices, consult with affected agencies, prepare technical studies as necessary, and prepare the Administrative Draft, Draft, and Final EIR (or other CEQA documentation) along with any associated Mitigation Monitoring and Reporting Program, and Statement of Overriding Considerations, if necessary.

IV. PROPOSAL CONTENT/FORMAT

The Consultant shall submit a Proposal that addresses the Scope of Services outlined in Section III. The proposal shall include a separate cost estimate. Proposals shall be sealed and marked on the outside of the envelope: "TOWN OF YUCCA VALLEY GENERAL PLAN UPDATE PROPOSAL" with the name of the firm. A cost proposal shall be submitted in a separate envelope marked "YUCCA VALLEY GENERAL PLAN UPDATE-COST PROPOSAL". Consultants shall submit six (6) copies of the Proposal and one copy of the Cost Proposal. Proposals shall also be submitted in Word 1997-2003 on CD.

Proposals shall include the information identified below. The following describes specific components that should be included in the scope of work. The Town is open to suggestions and recommendations other than those listed here which would be of value to producing a General Plan that reflects Yucca Valley's characteristics.

- Name and address of firm (Please include address of local office if applicable.)
- Resumes and experience of Principal(s) of firm and identified project manager; total number of staff in firm (indicate number in local office if more than one office).
- Proposals shall be prepared in Word 1997-2003, and the proposal submitted will include the proposal on CD. The technical proposal shall be limited to a maximum of 30 printed pages (30 single side printed, 15 double sided printed). Minimum font size of 12 shall be used. Resumes and reference materials will not be counted in the 30 page material limit.
- Prepare a detailed work program for the General Plan update, including detailed schedules of dates and activities. The General Plan update should take into consideration upcoming deadlines for the adoption of the Sustainable Communities Strategies currently being led and coordinated by San Bernardino Associated Governments, the 2012 Regional Transportation Plan and Growth Forecast, the Regional Housing Need Assessment, and the 2010 United States Census.
- Experience of firm in providing requested scope of services, specifically referencing experience in completion of General Plans and Environmental Impact Reports for similar cities or jurisdictions. Provide contact person/representative for each project listed who can provide information regarding the firm's work. This is especially important of projects completed by the identified project manager, even if they were completed with a different firm.
- A list of current projects the firm is involved with and other projects and references that the firm believes would address qualifications for this assignment.
- A list of all subcontractors the Consultant proposes to utilize on this project. Identify the roles and responsibilities each team member will have.

Identify the key personnel who will be assigned to this project and a description of their responsibilities. Also, list recent projects on which principal staff have worked and describe their responsibilities. Town reserves the right to approve or reject any subcontractor proposed by the Consultant for this project. After the proposal deadline, substitution of consultants may only be made with permission of the Town. Identify experience of consultant and provide a list of relevant projects/references demonstrating their qualifications for this work.

- General Proposal Terms and Conditions are attached to this RFP; submittal of a proposal by Consultant signifies Consultant understands, and will abide by, these Terms and Conditions.
- Exceptions - The Town reserves the right to grant exceptions to the RFP. However, Consultant must note any exceptions, and the reasons, in his/her proposal.
- Methodology Proposed - The proposal shall include a narrative describing the procedure and methodology recommended to meet the stated objectives of the Town and the identified scope of services. Key portions of the methodology must include the recommended citizen participation process, timing of how the optional Housing Element (with a State mandated completion date) is integrated into the overall General Plan update, and how the EIR and the specific CEQA requirements will be integrated with the project timeline.
- Optional Task: Housing Element Update for 2014 Cycle: The Town is requesting an Optional Task for the Housing Element update that will be necessary for the next required Housing Element Update Cycle in 2014. All efforts and costs related to this Optional Task shall clearly be identified within the proposed work program and cost proposal as Optional Task 1.

Optional Housing Element, 2014

The purpose of the Housing element is to facilitate the improvement and development of housing in order to make adequate provision for the housing needs of all economic segments of the community. The Housing element shall include a Town profile and assessment of the Town's population, housing characteristics, employment trend and special housing needs. The Needs Assessment also includes the Town's share of the Regional Housing Needs. The element shall also discuss availability of suitable sites for residential construction, opportunities for recycling/rezoning, redevelopment, as well as financial resources for the development of housing. Government and non-government constraints upon the development, improvement or maintenance of housing, including construction costs, government regulations, financial costs, permit fees, regional constraints, etc. Review of existing housing program including a progress report and discussion of the overall effectiveness of the housing element, and the established goals and programs. The establishment or modification of goals and policies relative to the development, improvement and preservation of housing shall be included. The element shall also include the Five Year Housing Program listing the

programs that will be undertaken during the 5 years of the Housing element to address housing needs in the community. Citizen Participation shall be identified including any oral or written comments received during the review period and at the Planning Commission and Town Council public hearings.

- Number and Types of Products - The proposal should indicate the maximum number and types of products to be provided to the Town. The Town requests a minimum of twenty (20) hardcopies of the Draft General Plan Elements, Administrative Draft, Draft, and Final EIR and Final General Plan as well as twenty (20) CD-ROM copies and a reproducible PDF copy of each document. This includes all graphics, maps, and technical appendices produced. Note: This number of copies is preliminary and may be adjusted as necessary.
- Project Schedule - The proposal shall indicate a logical breakdown of project tasks and completion deadlines. It should be designed to provide time for staff input, community participation, and public hearings with both the Planning Commission and Town Council. While the Town is looking for a 24 month completion, applicants are encouraged to propose strategies for shortening this timeline.
- Staff & Consultant Project Meetings: The proposal shall identify the number and frequency of recommended meetings that will be designed to keep the project on or ahead of schedule.
- Cost Proposal - The proposal shall include a project cost to complete the scope of services identified and the methodology proposed. In addition to the proposed project cost, the consultant shall provide a schedule of hourly billing rates for the various levels of staff who may participate in the project, should the need for extra services arise. The Cost Proposal shall provide a List of Deliverables and Cost per Deliverable. The Town prefers to reimburse for completed deliverables, allowing for a 10% retention amount until major milestones are completed. The Cost Proposal shall be provided in a separate envelope from the overall proposal.
- State the approach you will use on this project, including the following information:
 - a. Overall approach to the project.
 - b. Scope of work
 - c. Project Schedule
 - d. Project Management
 - e. Provide a project budget broken down by objective, function, and consultant, work phases. Indicate hourly rates of individuals involved and the fee structure for additional work outside of contract. This information should be written so that it may be incorporated, as modified during the contract negotiation meetings, as an attachment to the consultant agreement

Visioning & Public Participation Process:

The consultants shall identify the specific approach and number of meetings required to implement the Visioning and Community Participation processes identified in this RFQ/RFP. While consultants are encouraged to identify and propose methods of facilitating high levels of public participation throughout this process, including the Visioning process identified and the number of public meetings conducted to complete these tasks, the following identifies a general outline of anticipated outreach meeting, public workshops, and Planning Commission and Town Council meeting and hearings. The Town anticipates the formation of a General Plan Advisory Committee following completion of the Visioning process, the Community Participation process, and following the identification of the preferred land use plan alternative. The Town anticipates the General Plan Advisory Committee to participate in the review and recommendations of Draft General Plan elements and associated information to the Planning Commission and Town Council. The proposal shall identify all meetings necessary for the General Plan and environmental review and hearing processes.

Community Participation and Visioning:

Between 4 and 8 Community Outreach meetings.

Identification of Preferred Land Use Plan

Public Workshops:	2
Planning Commission Meetings:	2
Town Council Meetings:	1

General Plan Advisory Committee Meetings:

Between 3 and 5 Workshop Meetings for review and recommendation of Draft General Plan Elements:

General Plan Adoption Hearings:

Planning Commission: 3 Adoption Hearings
Town Council: 2 Adoption Hearings

The following identifies the level and types of deliverables anticipated with the General Plan project. The consultant shall identify all deliverables within the proposal. Electronic copies shall be provided on CD in 1997-2003 word for all documents.

- All maps and related documents shall be prepared utilizing the Arc View 10 system unless otherwise noted. Consultants shall ensure compatibility with SCAG, San Bag, San Bernardino County, and other commonly used GIS data bases.
- Provide internet-ready material of all work generated as it becomes available.

- Provide a general plan "administrative proof document" to be used for reproduction and tracking updates.
- Provide an internet-ready General Plan document (including maps).
- Integrate all elements into one General Plan document with uniform text layout and format.
- Work with staff to identify inconsistencies between the updated General Plan and the Municipal Code and recommend a list of programs to ensure consistency with General Plan goals and programs or to be implemented.
- Provide updated Zoning Map with established Overlay Zones, approved Specific Plans, and approved Planned Developments.
- Two rounds of review for each of the GP elements and technical reports (5 copies)
- Review of the final version of the GP elements and technical reports (5 copies)
- Two rounds of review of the preliminary draft GP (5 copies)
- Review of final version of the draft GP (5 copies)
- Submittal of 20 copies of the final version of the draft GP for Town Council and Planning Commission hearings.
- Submittal of adopted GP (20 copies + 1 camera ready copy)
- Two rounds of review of the screen check draft Initial Study (IS) and Notice of Preparation (NOP) (5 copies)
- Review of final version of the IS and NOP (5 copies)
- Prepare distribution list of agencies to receive the IS, NOP, and EIR
- Distribute IS, NOP, EIR, and Notice of Determination (ND) to agencies.
- Meeting summary of Public Comments received from the scoping meeting
- Two rounds of review of the Administrative Draft EIR (5 copies)
- Review of the final version of approved Draft EIR (5 copies)
- Prepare Notice of Availability of the Draft EIR
- Two rounds of review of the Draft Responses to Comments (5 copies)
- Review of final version of the approved Responses to Comments (5 copies)
- Distribute Response to Comment to commenting agencies and individuals
- Submittal of 20 copies of the final version of Response to Comments for Town Council and Planning Commission hearings
- Two rounds of review of the draft Mitigation Monitoring Program (MMP)
- Review of final version of approved MMP
- Submittal of 20 copies of final version of the MMP for Town Council and Planning Commission hearings
- Two rounds of review for the Findings of Fact and Statement of Overriding Consideration (5 copies)
- Review of final version of approved Findings of Fact and Statement of Overriding Consideration (5 copies)

- Submittal of 20 copies of final version of the Findings of Fact and Statement of Overriding Consideration for Town Council and Planning Commission hearings
- Submittal of 5 copies of the Final EIR
- Prepare the ND

For reference, a sample Professional Services Agreement (PSA) is included as Attachment A to this proposal.