

RESOLUTION NO. 2476

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD
AUTHORIZING THE CITY MANAGER TO ENTER INTO A
CONTRACT WITH EMC PLANNING GROUP, INC.,
REGARDING PREPARATION OF ENVIRONMENTAL
DOCUMENTS FOR CONDITIONAL USE PERMIT
95-13 CHISPA HOUSING PROJECT ON
SAN VICENTE ROAD

BE IT RESOLVED by the City Council of the City of Soledad that the City Manager/City Clerk be hereby, authorized and directed for and in behalf of the City of Soledad to execute a contract with EMC Planning Group, Inc., in the form of the document hereunto attached, marked "Exhibit A", and by reference made a part hereof.

PASSED AND ADOPTED by the City Council of the City of Soledad at a regular meeting duly held on the 20th day of December, 1995, by the following vote:

AYES, and in favor thereof, Councilmembers: John Holguin, Fred Ledesma, Richard Ortiz, Mayor Pro Tem Fabian Barrera, Mayor Ben Jimenez, Jr.

NAYES, Councilmembers: None

ABSENT, Councilmembers: None

Ben Jimenez

MAYOR OF THE CITY OF SOLEDAD

ATTEST:

Bue

CITY CLERK OF THE CITY OF SOLEDAD

EMC PLANNING GROUP

TEL No. 4086498399

Dec 14, 95 15:18 No. 007 P. 02



A Land Use Planning and Design Firm

December 14, 1995

Mr. Joel Moses
 Planning Director
 248 Main Street
 P.O. Box 156
 Soledad, California 93960

Re: **Amapola Townhomes Project Initial Study
 Letter Contract**

Dear Mr. Moses:

As we discussed earlier today, our firm is submitting this letter contract for the above-referenced initial study. The purpose of this letter contract is to authorize our firm to proceed with the preparation of the above-referenced initial study in accordance with our proposal dated October 9, 1995. The fee estimate for the above-referenced initial study is \$8,475.

Additionally, this letter contract authorizes our firm to perform optional services identified in the above-referenced proposal. These optional services, and corresponding fee estimates, include the following: prepare negative declaration (\$150); prepare distribution list (\$150); distribute initial study and negative declaration (\$300); prepare a resolution for adoption of the negative declaration (\$200); and prepare and file the notice of determination (\$150). This does not include attendance at public hearings.

The total fee estimate to prepare the initial study and to perform the optional services identified herein is \$9,425. The following percentage payment schedule is proposed by our firm:

- Seventy percent (70%) of the total fee estimate payable upon completion and submission of the required number of copies of the administrative draft initial study;
- Twenty percent (20%) of the total fee estimate payable upon completion and distribution of the required number of copies of the initial study; and
- Ten percent (10%) of the total fee estimate payable upon preparing and filing of the notice of determination.

It should be noted that the time estimate contained in the above-referenced proposal is contingent upon receiving all available information from the project proponent for inclusion in the initial study. The time schedule will commence upon transmittal of all available information from project proponent (and the city) to the consultant.

EMC PLANNING GROUP

TEL No. 4086498399

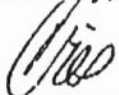
Dec 14, 95 15:18 No.007 P.03

Mr. Joel Moses
City of Soledad
December 14, 1995, Page 2

I have included a signature block at the end of this letter contract. In order to authorize our firm to proceed as discussed herein, please sign this letter contract and return the original to our firm. Please retain a copy of this letter contract for your files.

I am looking forward to working with you on this project. If you have any questions regarding this letter contract, please contact me at your convenience.

Sincerely,



Cris Staedler, AICP
Vice President and Planning Manager

Agreement:

The signature below represents that Belinda B. Espinosa
(please print), representing the City of Soledad, authorizes EMC Planning Group Inc. to proceed with the preparation of an Initial study and performance of optional services as discussed herein.

Client: Belinda B. Espinosa Date: 12-20-95



A Land Use Planning and Design Firm

October 9, 1995



Mr. Joel Moses
Planning Director
248 Main Street
P.O. Box 156
Soledad, California 93940

Re: **Amapola Townhomes Project Initial Study Proposal**

Dear Mr. Moses:

At this time, our firm is submitting a written proposal for the above-referenced initial study.

The initial study will be prepared in strict compliance with the California Environmental Quality Act (CEQA) and Guidelines. According to CEQA guidelines section 15063(d), the initial study will contain the following minimal information:

- Project Description
- Project Consistency with Local and Regional Plans
- Environmental Setting
- Environmental Checklist
- Environmental Evaluation
- Environmental Determination
- Mandatory Findings of Significance
- Report Preparers

Our firm will prepare the initial study to address all issues of concern related to the proposed project, including but not limited to geology, soils, hydrology, biology, transportation, air quality, noise, visual, land use, population, housing, public health and health hazards, public services and utilities, and cultural resources. A preliminary scope of services, organization of the initial study, fee estimate, and time estimate are attached.

Our firm has retained two subconsultants to prepare technical reports for inclusion in the initial study: Keith B. Higgins and Associates, Inc. and Archaeological Consulting, Inc. Keith B. Higgins and Associates, Inc. will be responsible for preparing a brief traffic impact analysis evaluating the potential traffic impacts, including on-site access and circulation. Their scope of services is attached. Archaeological Consulting, Inc. will be responsible for preparing a preliminary cultural resources reconnaissance.

Our firm has prepared this proposal under the assumption that our firm will be responsible for preparing the initial study with participation and direction from the city, including the city manager, city planning director, and city engineer. This proposal does not include additional tasks. However, an attachment has been included which lists optional tasks and fee estimates that our firm would be willing to perform if the city so desires. These optional tasks include preparation of the negative declaration, preparation of a distribution list, distribution of the initial study, preparation of a resolution for adoption of the negative declaration, preparation and filing of the notice of determination, and attendance at public hearings.

I hope that this proposal adequately addresses your needs. If you have any questions, please contact me at your convenience.

Sincerely,



Cris Staedler, AICP
Vice President and Planning Manager

Attachment A

Preliminary Scope of Services

- Upon project initiation, our firm will collect and review existing information regarding the project site and project area. The initial study will make maximum use of existing information, including two previous environmental documents prepared by our firm:
 - City of Soledad General Plan Update Final Environmental Impact Report (1993).
 - Vista Soledad Community Final Environmental Impact Report (1994).
- Upon completion of the collection and review of existing information, our firm will meet with the city to discuss the proposed project and to discuss the environmental issues associated with the proposed project. Any additional available information will be obtained at that time. Following our meeting with the city, our firm will conduct a site investigation to document the existing conditions on the project site and in the project area.
- Upon completion of the necessary research, our firm will prepare the administrative draft initial study in the format indicated in the following section of this proposal unless instructed otherwise by the city. Our firm will provide a maximum of three (3) copies of the administrative draft initial study to the city for review and comment.
- Upon completion of the city's review and comment on the administrative draft initial study, our firm will obtain written comments from the city and will prepare the initial study. A maximum of thirty (30) copies of the initial study will be provided to the city for public review.
- Upon completion of the public review period, our firm will obtain and review public comments on the initial study. Further, our firm will meet with the city to discuss the comments and to formulate responses to the comments.
- Upon completion of review of the public comments and meeting with the city, our firm will prepare responses to the comments. The format will include a brief letter addendum summarizing comments and providing responses to those comments. One (1) copy of the brief letter addendum will be provided to the city for their use.

Attachment B

Organization of the Initial Study

1.0 Introduction

This section will include a discussion of the authorization and purpose of the initial study. This section will also include a discussion of the process of preparing, reviewing, and utilizing the initial study in the decision-making process.

2.0 Project Description

This section will include a complete project description including project location, project background, project characteristics, and project objectives. This section will include figures illustrating the regional location and project site location. This section will also include figures illustrating the proposed project including a preliminary site plan and building elevations as appropriate.

3.0 Project Consistency with Local and Regional Plans

This section will include an overview discussion of the proposed project's consistency with the designations, goals, policies, and programs of local and regional plans, as necessary. At a minimum, this will include the Soledad General Plan and Soledad Zoning Ordinance.

4.0 Environmental Setting

This section will include a description of the environmental setting of the project site and the project area. This will include a description of geological resources, soils resources, hydrological resources, biological resources, transportation infrastructure, air quality resources, noise resources, visual resources, land uses, public services and utilities infrastructure, and cultural resources.

This section will include figures illustrating the existing environmental resources and infrastructure on the project site and in the project area, as necessary.

5.0 Environmental Evaluation

This section will identify potential environmental impacts of the proposed project through the use of an environmental assessment checklist. The checklist will be prepared and included in the initial study as an appendix. This section will include an assessment of the potential environmental impacts and will include recommended mitigation measures to reduce or eliminate potential environmental impacts.

6.0 Mandatory Findings of Significance

This section will include a discussion of the four (4) mandatory findings of significance as presented in the environmental assessment checklist. The discussion will reflect the environmental evaluation of the proposed project.

7.0 Environmental Determination

This section will include an environmental determination based upon the results of the environmental evaluation and mandatory findings of significance presented in the previous sections.

8.0 Report Preparers

This section will include a list of those persons who participated in the preparation of the initial study.

9.0 Bibliography

This section will include a list of the documents and persons consulted during the preparation of the initial study. This list will also indicate the appropriate locations where all documents may be found.

10.0 Appendices

This section will include the appendices to the initial study. This will include the environmental assessment checklist and a mitigation monitoring program.

Attachment C Fee Estimate

EMC Planning Group Inc.

Personnel Costs **\$4,890.00**

Other Costs

Word Processing	\$75.00
Editing	75.00
Printing	215.00
Travel	75.00
Communication	25.00
Materials	25.00
Contingency	<u>50.00</u>

Subtotal **\$540.00**

Subconsultants

Keith B. Higgins and Associates, Inc. **\$2,400.00**
Traffic Impact Analysis

Archaeological Consulting, Inc. **\$370.00**
Preliminary Cultural Resources Reconnaissance

Subconsultant Overhead (10%) **\$275.00**

Total **\$8,475.00**

Note: This fee estimate represents the base fee estimate to prepare the initial study. It does not include the fee estimates for the optional tasks included later in this proposal. If the city desires that our firm perform one or more of the optional tasks, the fee estimate associated with the optional task should be added to this base fee estimate.

Note: This fee estimate is valid for a period of 60 days.

Attachment D Time Estimate

Task	Calendar Days
Prepare Administrative Draft Initial Study	35
Lead Agency Review	<u>10</u>
Subtotal	45
Prepare Initial Study	10
Public Review	<u>30</u>
Subtotal	40
Prepare Response to Comments	<u>10</u>
Subtotal	<u>10</u>
Total	95

Note: This time estimate makes assumptions regarding the review of the administrative draft initial study by the city. This is only for time estimate purposes and is not binding on the city.

Note: This time estimate does not include the time necessary to conduct any additional studies should they be deemed necessary.

Note: This time estimate is based on the assumption that it will begin upon contract execution and transmittal of all available information from the city and the project proponent to the consultant. This includes all maps and technical reports being prepared under contract to the project proponent.

Attachment E

Optional Tasks

Our firm can assist the city in performing optional tasks associated with the environmental review process. These optional tasks include preparation of the negative declaration, preparation of a distribution list, distribution of the initial study, preparation of a resolution for adoption of the negative declaration, preparation and filing of the notice of determination, and attendance at public hearings. Each of these optional tasks, as well as a fee estimate to perform the optional tasks, are described below:

Preparation of Negative Declaration

This optional tasks includes the preparation of a negative declaration to be attached and distributed with the initial study. An administrative draft negative declaration will be prepared and submitted to the city for review and comment. Upon receiving comments from the city, a final negative declaration will be prepared and submitted to the city for their use. The final negative declaration will be signed by the appropriate city representative and attached and distributed with the initial study for public review. The city will be responsible for providing our firm with a copy of their standard negative declaration form.

Cost Estimate \$150.00

Preparation of Distribution List

This optional task includes the preparation of a public distribution list for the initial study and negative declaration. The distribution list will include a listing of all local and state persons, organizations, and/or agencies that have a responsibility or interest in the proposed project. The distribution list will be prepared in consultation with the city. An administrative draft distribution list will be prepared and submitted to the city for review and comment. Upon receiving comments from the city, a final distribution list will be prepared and submitted to the city for their use.

Cost Estimate \$150.00

Distribution of Initial Study and Negative Declaration

This optional task includes the distribution of the initial study and negative declaration in accordance with the distribution list. It is assumed that ten (10) copies will be provided to the city for their use and display at city hall and the remaining twenty (20) copies will be distributed to local and state persons, organizations, and/or agencies in accordance with the distribution list. This task also includes the preparation of a cover letter or notice to accompany the initial study and negative declaration. The cover letter will indicate that the city is requesting public comments on the initial study and negative

declaration and will also indicate the beginning and ending dates for the public review period. This task also includes estimated postage costs.

Cost Estimate \$300.00

Preparation of a Resolution for Adoption of the Negative Declaration

This optional task includes the preparation of a resolution for adoption of the negative declaration and mitigation monitoring program by the city decision-makers. An administrative draft resolution, as well as a mitigation monitoring program, will be prepared and submitted to the city for review and comment. Upon receiving comments from the city, a final resolution and mitigation monitoring program will be prepared and submitted to the city for their use. It is assumed that a mitigation monitoring program will be required for the proposed project. It is recommended that this be adopted in conjunction with the adoption of the negative declaration.

Cost Estimate \$200.00

Preparation and Filing of Notice of Determination

This optional task includes the preparation and filing of the notice of determination for the proposed project. Upon approval of the proposed project, an administrative draft notice of determination will be prepared and submitted to the city for review and comment. Upon receiving comments from the city, a final notice of determination will be prepared and filed with the Monterey County Clerk and Office of Planning and Research, as appropriate. Upon the completion of filing the notice of determination, a stamped copy will be submitted to the city for their records.

Cost Estimate \$150.00

Attendance at Public Hearings

This optional task includes attendance at a public hearing. Upon request from the city, a representative of our firm will travel to the city to attend a public hearing. Attendance at the public hearing will include a presentation to give a brief overview and summary of the initial study and negative declaration and to answer questions from the city decision-makers and the public on the content of the initial study and negative declaration. This task also includes time to review project information and prepare necessary presentation materials for the public hearing.

Cost Estimate \$400.00 (For Each Public Hearing)

Attachment F
Keith B. Higgins and Associates, Inc.
Scope of Services

10-09-1995 08:58AM FROM KEITH B. HIGGINS & ASSOC. TO 0458539 P.02

KEITH B. HIGGINS & ASSOCIATES, INC.
Civil and Traffic Engineers

October 9, 1995

Cris Staedler
EMC Planning Group, Inc.
P.O. Box 414
Monterey, CA 93942

Re: Amapola Townhomes, Soledad, California

Dear Cris,

As you requested, this is a proposal to prepare a traffic study as a part of the Environmental Review process for the Amapola Townhomes in Soledad, California. The project is proposed to include 50 dwelling units. It is located on the east side of San Vicente Road north of Front Street. Previous environmental review was performed by our firm for the Vista Soledad project that analyzed the street system expected to be impacted by this project. The *Vista Soledad Traffic Study* will be used as a reference document for existing, cumulative and General Plan buildout traffic conditions in the study area.

The key intersection expected to be impacted by the project is the Front Street/San Vicente Road intersection. In addition to the scenarios referenced from the Vista Soledad project, an existing plus Amapola Townhomes development scenario will also be analyzed for this intersection. It may be appropriate to assume a certain amount of growth in traffic from other recently approved developments throughout the City of Soledad in order to provide a base condition for analyzing project traffic impacts. The amount of development to be assumed will be developed in consultation with the City of Soledad Planning Department. The Front Street/San Vicente Road intersection will be analyzed for channelization and signalization warrants as well as overall level of service.

In addition to the analysis of the study intersection, project access and internal circulation will be evaluated. This will consider long term traffic conditions on San Vicente Road from the buildout of the Vista Soledad project.

Mitigation measures for all development scenarios including improvements warranted for existing traffic conditions will be described for the study street system.

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10-09-1995 08:59AM FROM KEITH B. HIGGINS & ASSO. TO

6496389 P.03

Cris Staedler
October 9, 1995
Page 2

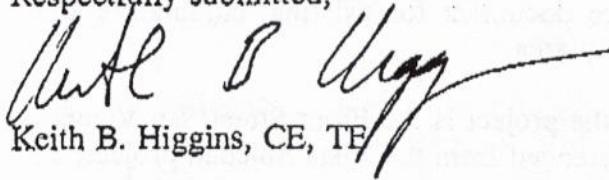
The findings and conclusions of this analysis will be presented in a formal report including appropriate graphics. The report will initially be submitted as an administrative draft document for review by you and the City of Soledad. These comments will be incorporated into a draft document for public review. Responses to public comments will be provided as well.

Not included in the above scope of work are design of any roadway feature or traffic control device, additional analysis required by any governmental agency, cost estimates for mitigation measures, cost allocation formulas for mitigations measures and more than three copies of any draft of the study report. Also not included in the above scope of work are attendance at developer meetings or public hearings.

The cost of this analysis is \$2,400. Terms of payment shall correspond with your contract with the City of Soledad. Work beyond the above outlined scope will be billed on a time and expenses basis in accordance with the attached fee schedule.

If you have any questions regarding this proposal, please do not hesitate to contact me. Thank you for the opportunity to be included on your proposal team.

Respectfully submitted,



Keith B. Higgins, CE, TE

kbh:mm

enclosure

10-09-1995 08:59AM FROM KEITH B. HIGGINS & ASSO. TO

6498355 P.04

KEITH B. HIGGINS & ASSOCIATES, INC.
ENGINEERING CONSULTING SERVICES

FEE SCHEDULE

Effective through December, 1995

PERSONNEL

<u>Classification</u>	<u>Rate per Hour</u>
Principal Engineer	\$120.00
Associate Engineer	80.00
Junior Engineer, Engineering Aide	60.00
CADD Technician, Draftsman	55.00
Clerical	40.00
Messenger, Traffic Count Technician	25.00
Minimum Consultation Fee	120.00
Expert Witness (Rates Available Upon Request)	

SUB-CONSULTANTS

Professional Service by Others Actual Cost + 10%

EXPENSES

Materials, Reproduction, Telephone Actual Cost + 15%
 Auto Expenses \$0.30 per mile
 Travel Expenses Actual Cost + 10%