

## **NEW BUSINESS:**

### **ITEM F-4**

**Award of Contract for Professional Services**

**\*Contract with Holt Group for update of  
Service Area Plan**

**\*Contract with Ericsson-Grant, Inc. for update  
of Encanto Estates EIR.**

DATE SUBMITTED 02/27/15  
 SUBMITTED BY PLANNING  
 DATE ACTION REQUIRED 03/04/15

COUNCIL ACTION (x)  
 PUBLIC HEARING REQUIRED ( )  
 RESOLUTION ( )  
 ORDINANCE 1<sup>ST</sup> READING ( )  
 ORDINANCE 2<sup>ND</sup> READING ( )  
 CITY CLERK'S INITIALS ( )

**IMPERIAL CITY COUNCIL  
 AGENDA ITEM**

**SUBJECT: DISCUSSION/ACTION: AWARD OF CONTRACT FOR PROFESSIONAL SERVICES RELATED TO ANNEXATION ACTIVITIES**

1. APPROVE CONTRACT WITH THE HOLT GROUP, INC. FOR THE UPDATE OF THE CITY'S SERVICE AREA PLAN IN THE AMOUNT OF \$26,000.00
2. APPROVE CONTRACT WITH ERICSSON-GRANT, INC. FOR THE UPDATE OF THE ENCANTO ESTATES ENVIRONMENTAL IMPACT REPORT IN THE AMOUNT OF \$104,350.00

DEPARTMENT INVOLVED: PLANNING DEPARTMENT

**BACKGROUND/SUMMARY:**  
 Staff is currently working on two annexation projects: Imperial Regional Park and Equestrian Events Center and the Encanto Estates Specific Plan Area. The Service Area Plan was last updated in 2008 and must be updated once every five years in order to approve annexation projects. The Holt Group submitted a Proposal in the amount of \$26,000.00. Half of the cost of this project will be paid by the Encanto Estates project and the other half will be paid out of the Parks Impact Fee.  
 Back in 2008, Council approved the Encanto Estates Annexation subject to certain conditions related to the School District. Those Conditions were never met and so the Annexation was never forwarded to the Local Area Formation Commission (LAFCo) for final approval. As such, the City's previous approvals expired. The Applicant/Developer resubmitting the application request and now the Environmental Impact Report must be updated. EGI submitted a proposal in the amount of \$104,350.00 which will be paid entirely by application fees.

**FISCAL IMPACT:** \$13,000 from Park Impact Fees F.O. INITIALS \_\_\_\_\_  
 \$117,350 from Applicant Fees

**STAFF RECOMMENDATION:**  
 Staff recommends award of contracts.

**MANAGER'S RECOMMENDATION:** \_\_\_\_\_ **MANAGER'S INITIALS** \_\_\_\_\_

**MOTION:**

SECONDED:	APPROVED ( )	REJECTED ( )
AYES:	DISAPPROVED ( )	DEFERRED ( )
NAYES:		
ABSENT:	REFERRED TO:	

Proposal for  
**ENCANTO ESTATES SPECIFIC PLAN  
ENVIRONMENTAL IMPACT REPORT UPDATE**

Submitted to:



Submitted by:



February 12, 2015



829 2<sup>nd</sup> Street, Suite B  
Encinitas, California 92024



111 N 6<sup>th</sup> Street, #206  
El Centro, CA 92243



February 12, 2015

City of Imperial Planning Department  
420 South Imperial Avenue  
Imperial, California 92251  
Attn: Jorge Galvan, AICP Planning Director

**RE: Proposal for Preparation of Update to Encanto Estates Specific Plan Environmental Impact Report (EIR)**

Dear Jorge,

Ericsson-Grant, Inc. (EGI) is pleased to submit our proposal to the City of Imperial to prepare the update to the Encanto Estates Specific Plan EIR. Having worked on this Project in 2007, we are well suited to perform the work necessary to provide an updated and adequate EIR for publication/certification.

Given the passage of time since the 2007 Draft EIR was prepared, we understand the importance of reviewing the existing and regulatory setting to ensure that the updated document reflects current conditions and laws. EGI has prepared this proposal to demonstrate our understanding of the Project and our approach to updating the 2007 Draft EIR in the most-cost effective and expeditious manner while ensuring all the requirements of CEQA are fulfilled. To this end, we propose that EGI will use prior report authors to prepare the updates and include time for EGI to peer review. In this way, EGI will avoid unnecessary cost burdens while ensuring that all technical studies are representative of existing conditions and regulations. Our cost to update the EIR is \$65,850 and the cost to update the technical studies and is estimated to be \$38,500 for a total of \$104,350 as shown on page 20 of the proposal. We propose to perform the Scope of Work on an expedited schedule of 24 weeks from project initiation through the Notice of Determination.

EGI is excited to assist the City with updating the EIR for the Encanto Estates Specific Plan. We recognize this is an important project for the City and look forward to this opportunity to serve you.

Sincerely,

Kevin L. Grant  
Managing Principal  
Toll free: 888-316-4813  
Direct: 858-353-7073  
Fax: 760-501-0219

Enclosures

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# PROJECT UNDERSTANDING & APPROACH

Ericsson-Grant Inc. (EGI) has prepared the following scope of work to update the Encanto Estates Specific Plan Environmental Impact Report (EIR) (“proposed Project”) in response to an e-mail dated February 10, 2015 from Jorge Galvan, Planning and Development Director. Our contact information is as follows:

Ericsson-Grant Inc.  
111 North 6<sup>th</sup> Street #206  
El Centro, CA 92243  
Contact: Kevin Grant, Managing Principal  
Direct: 858-353-7073  
Fax: 760-501-0219  
e-mail: kgrant@ericsson-grant.com



We understand that the Project is a Specific Plan consisting of mixed-use development that would involve the construction of residential, commercial, parks, and schools on 315.70 acres of agricultural land. The proposed Specific Plan includes a Land Use Plan, Circulation Diagram, Infrastructure Plan, Architectural Guidelines, and an Implementation Plan.

The Project site consists of one parcel currently designated as “General Agriculture” (A-2) and is in active agricultural production located within unincorporated Imperial County adjacent to the eastern boundary of the City of Imperial. The Project site is within Imperial County’s Urban Overlay Zone and the City of Imperial’s Sphere of Influence. The Applicant is seeking to annex the affected parcel from the Urban Overlay Zone to City limits. The site is situated along the central portion of the City’s eastern border, approximately 5 miles north of Interstate 8. The site is east of State Route 86 (SR 86) and west of SR 111, generally bounded by Worthington Road on the north; Huston Road on the south; Clark Road on the west; and Dogwood Road on the east.

The proposed Project includes approximately 201.17 acres of residential, 5.67 acres of commercial, 39.32 of parks/retention basins, 39.55 acres of rights-of-way and easements, and 29.99 acres designated for public schools uses. The Project also proposes approximately 1,520 dwelling units, including 691 single family residential units, 206 single family duplex units, 199 multi-family 4-plex units and 424 multi-family units. A realignment of Huston Road is proposed south of the Project area. Commercial uses are proposed at the intersections of Dogwood Road and Worthington Road, and Worthington Road and Cross Road. Additionally, a neighborhood park and two school sites are proposed. Infrastructure requirements include roads, water and wastewater conveyance systems, and storm water conveyance systems.

Entitlements requested in association with the Project include:

- Annexation – To transfer the land from the unincorporated Imperial County’s jurisdiction to be included within the City of Imperial limits (NX07).
- General Plan Amendment – To change the land use designation of the proposed project site from “Agriculture” to “Medium Density Residential,” “Residential Condominium” and “Neighborhood Commercial” under which the proposed project would be an allowable use under the City of Imperial General Plan (GPA #0701);
- Pre-Zone – To change the existing zoning designation of the project site under the County of Imperial’s zoning ordinance from “General Agriculture” (A-2), to “Planned Development Overlay

# PROJECT UNDERSTANDING & APPROACH

Zone” (PD) which would allow the Specific Plan land use zones (RS, RN, RB, RG, RT, CR, CN, OS-P, OS-R, OS-PF, and OF-S); and

- Tentative Subdivision Map – To allow for the construction and operation of the proposed project (M #06011).

The project is proposed to be developed in four phases over a period of 10 years. The timing of all phases is dependent upon factors such as market demand, growth in Imperial Valley, lot redesign, and economic conditions.

EGI understands that an EIR was previously prepared for the Encanto Estates Specific Plan in 2005. Multiple technical studies were prepared to support the analysis in the prior EIR. EGI will review and use existing studies to the extent practical based on adequacy. However, given the period of time that has elapsed since preparation, EGI proposes to update the studies as necessary to ensure the analysis included in the EIR reflects current conditions as well as current federal, state and local regulations, as applicable.

The following reports and associated dates of preparation are summarized in the table below. EGI has identified reports that should be updated based on the rationale provided.

Report - Author	Date Prepared/ Time Elapsed	Adequate? (Rationale Provided)
LESA Model - PMC	March 2007/ 7 years, 11 months.	No. This report is missing and as such a new LESA Model will be prepared
Draft Air Quality Analysis - UltraSystems	March 27, 2007/ 7 years, 11 months.	No. (Air quality conditions and regulations have changed. GHG/Climate Change need to be analyzed).
Biological Technical Report & Burrowing Owl Focused Survey Report – UltraSystems	July 20, 2006/ 8 years, 5 months	No. (Conditions will have changed with the passage of time elapsed.)
Historical/Archaeological Resources Survey Report – CRM Tech	June 26, 2006/ 8 years, 8 months	Yes. (Conditions unlikely to have changed given historic and on-going agricultural use on-site)
Geotechnical Investigation – Geotechnics, Inc.	June 14, 2005/ 9 years, 8 months	Yes. (Geologic and soils conditions unlikely to have changed).
Phase I Environmental Assessment - Geotechnics, Inc.	April 14, 2005/ 9 years, 10 months	No. (Conditions may have changed with regard to storage or spill of hazardous materials, dumping on site, etc. Report should be updated).
Master Drainage Study – Development Design & Engineering	2007/ 8 years	No. (Conditions in City drainage system will have changed with the passage of time elapsed. Report should be updated).



# PROJECT UNDERSTANDING & APPROACH

Report - Author	Date Prepared/ Time Elapsed	Adequate? (Rationale Provided)
Draft Noise Study Report – UltraSystems	March 30, 2007/ 7 years, 11 months	No. (Noise conditions will have changed with the passage of time elapsed. Report should be updated).
Traffic Study – Darnell & Associates	March 22, 2007/ 7 years, 11 months	No. (Traffic conditions will have changed with the passage of time elapsed. Report should be updated).
Water Supply Assessment – Development Design & Engineering	August 18, 2006/ 8 years, 6 months.	No. (Water supply has changed with the passage of time elapsed. Statewide drought conditions pervade. Report should be updated).

Our scope has been written to perform an update of the analysis for a Project-level EIR. Our scope assumes the EGI will use the original report authors (as shown in the table above) to prepare the updates to the technical studies.

## EXECUTIVE SUMMARY

### OVERVIEW

EGI has prepared the Scope of Work for the proposed Project assuming preparation of Project-level EIR utilizing existing studies to the extent feasible and updating the studies as necessary based on findings of our peer review. Given that a Draft EIR was prepared in 2007, we will not be preparing an Initial Study.

EGI has prepared an expedited schedule to accommodate the City's request. Our schedule clearly identifies the number of weeks associated with various milestones and deliverables.

### APPROACH

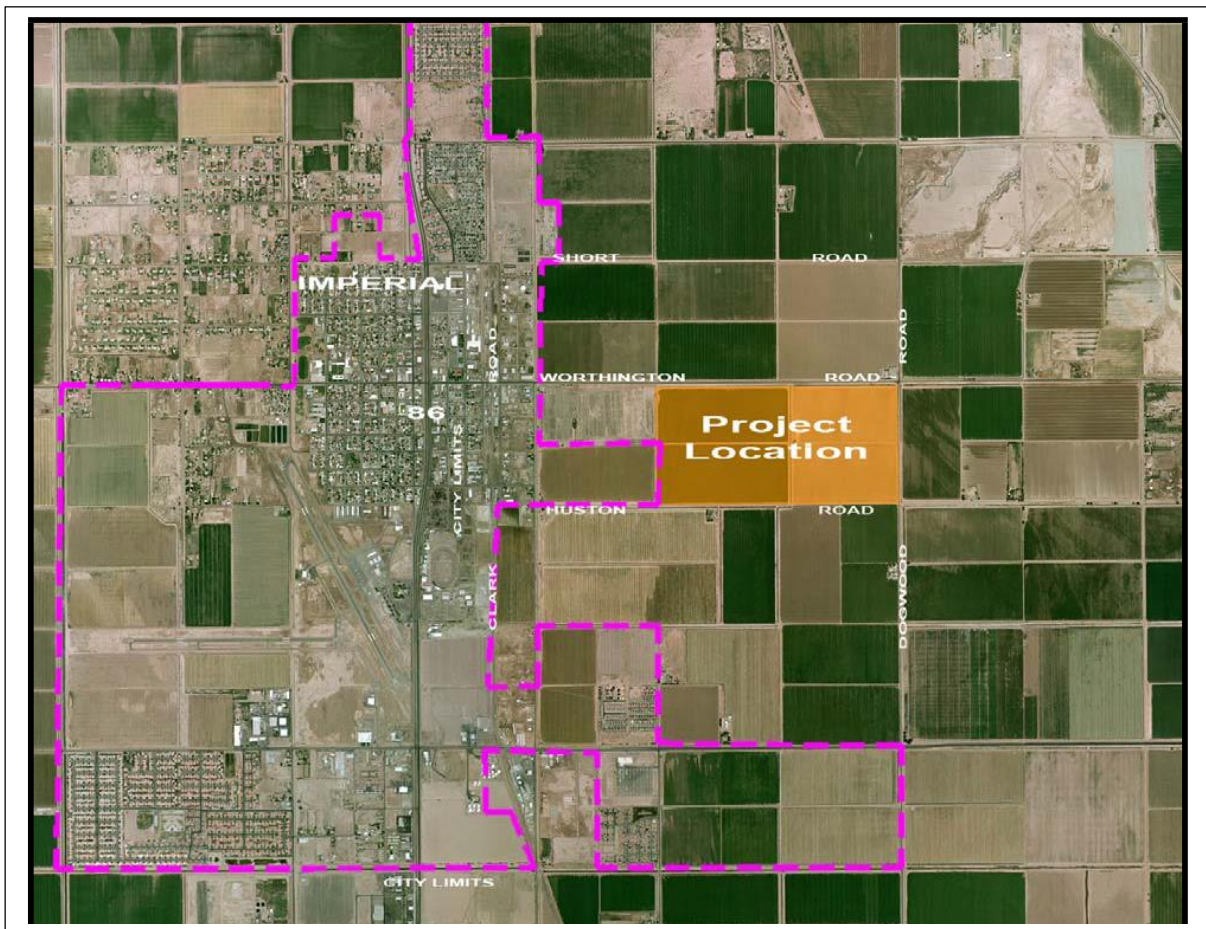
EGI employs a client-based approach to our work. We work closely with, and serve as an extension of, City staff. We believe an accurate understanding of the project and a highly competent team coupled with on-going communication with the City are key components to preparing a high-quality document. This combination of factors also leads to efficiencies in preparing the document by avoiding wasted time, effort, and budget. Our goal is to assist the City with preparing an unbiased, legally defensible document that fulfills all the requirements of CEQA.

The following assumptions are made with regard to our approach to the Scope of Work.

- An Initial Study will not be prepared; the 2007 Draft EIR will be updated;
- Mineral Resources will not be included in the updated EIR;
- The City will provide all existing studies for EGI's review and use;
- EGI will use the original technical study authors to prepare the updates with EGI providing peer review of updated studies;

# PROJECT UNDERSTANDING & APPROACH

- EGI is responsible for providing copies of administrative draft, screencheck, draft and final documents. Electronic versions of the Administrative Draft versions of these documents will be made available via EGI's secured ShareFile site.
- EGI will be responsible for preparing the Mitigation Monitoring and Reporting Program.
- The City of Imperial will be responsible for coordination and delivery of environmental documents to the State Clearinghouse.
- The City of Imperial will be responsible for mailing all required notices to affect agencies and interested parties based on a list generated by the City.
- EGI will assist the City with the preparation of the Notice of Preparation, Notice of Completion and Notice of Determination
- EGI will assist the City with preparation of response to comments on the Draft EIR
- EGI will prepare the Final EIR as efficiently and cost-effectively as possible.

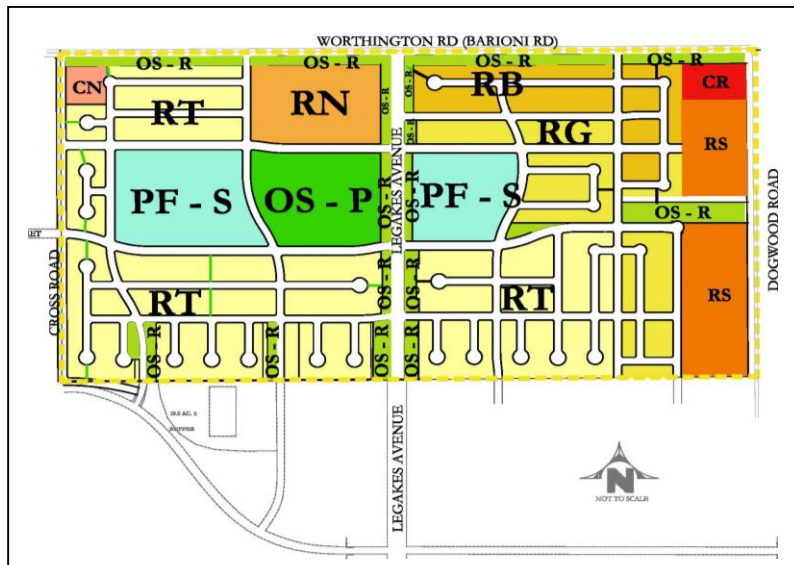


# SCOPE OF WORK

Our technical approach is expressed in the following Scope of Work, which is broken down by Tasks 1 thru 6 below. While the majority of the work effort will be updating the 2007 Draft EIR, we have methodically addressed each potential issue area based on the Project Description and Draft Encanto Estates Specific Plan EIR provided by Jorge Galvan on February 10, 2015.

## TASK 1 - PROJECT INITIATION

EGI recognizes the importance of project initiation in establishing the foundation for managing the update to the Encanto Estates Specific Plan EIR. From the outset, EGI will take the lead with the City to establish the framework for communication, sharing information and maintaining control of the schedule. Project initiation includes EGI attendance at a kick-off meeting, a site visit, initial data collection, and scoping meeting preparation. The project kick-off meeting will involve City staff, EGI Project Director and Senior Environmental Planner as well as any sub-consultants, as appropriate. At the kick-off meeting, communication protocol will be established and each team member's role and responsibilities for the Project will be identified. In addition, data needs, preliminary project schedule, project goals and objectives, purpose and need, and potential alternatives to the proposed project will be discussed. EGI anticipates providing a list of questions for the Applicant at this meeting based on information needs of our sub-consultants. With team consensus, EGI will determine an appropriate time for a weekly conference call. EGI will facilitate these calls with an agenda and follow-up with distribution of notes summarizing the call and identifying action items for the following week. Team calls are invaluable for maintaining communication, ensuring understanding, and avoiding delays when information or clarification is needed on a particular issue.



EGI will provide the team with a link to our ShareFile system to store and maintain files as well as the Administrative Record for the Project per the requirements of AB 900. Using a centralized location to store data allows our project team members, the City, the Applicant and EGI staff to share confidential files of any size securely while facilitating access to this information via any web browser and a high-speed internet connection.

### SUB-TASK 1.1 DATA COLLECTION/SITE VISIT

EGI will identify any plans, data gaps, maps, or technical studies which will need to be requested from the City. EGI will also conduct a site visit of the proposed Project parcel, taking special note of the surrounding uses to obtain a full understanding of current conditions. Digital photo will be taken of the project area which will be included in the environmental document as appropriate.

# SCOPE OF WORK

## **SUB-TASK 1.2      UPDATED PROJECT DESCRIPTION**

Under this sub-task, EGI will review and update the Project Description to ensure that the City, as well as the Project team, has a complete understanding of all aspects of the Project prior to commencing updating the technical studies and EIR. The updated Project Description will be provided to the City for review and comment. EGI will make revisions based on one round of comments (i.e., there will be one review cycle for the Project Description). The updated Project Description will be provided electronically in Word for mark-up in track-changes.

## **SUB-TASK 1.3      NOTICE OF PREPARATION/NOTICE OF INTENT**

EGI will prepare the Notice of Preparation (NOP) for the EIR and provide a reproducible copy to the City. Printing and distribution of the NOP to the State Clearinghouse, local agencies, and individuals as identified on the NOP distribution list will be the responsibility of the City. The City will also be responsible for publishing the NOP in a newspaper of general circulation for the area. Issues raised during the 30-day NOP review period will be reviewed by EGI and the City to determine if the Scope of Work needs to be revised. If comments require further work or studies, the Scope of Work will be modified at this time after consulting with the City.

## **SUB-TASK 1.4      SCOPING MEETING PRESENTATION**

EGI will assist the City in conducting one public scoping meeting for the EIR. This task will involve preparation for the scoping meeting, including coordination with the Project team and creating meeting materials (sign-in sheet, a Powerpoint presentation, and handouts). We assume that the scoping meeting notice (date, time, location) will be incorporated into the NOP. Comments and issues identified at the scoping meeting will be considered by EGI and the City prior to finalizing the Scope of Work. If comments require further work or studies, the Scope of Work will be modified at this time after consulting with the City.

***Deliverables:** One (1) camera-ready NOP/NOI document, and one Draft Project Description provided electronically via EGI's ShareFile system.*

## **TASK 2 - ADMINISTRATIVE DRAFT EIR**

An Administrative Draft Environmental Impact Report (ADEIR) will be prepared in conformance with the CEQA Guidelines and City of Imperial CEQA Procedures. The ADEIR will address all issue areas determined to have a potentially significant impact as identified in the Scope of Work developed in concert with the City. The analysis will focus on updating areas of analysis that will have changed since the 2007 Draft EIR was prepared. This work effort will be contingent upon timely delivery and accuracy of updated reports from the firms responsible for updating the various reports (UltraSystems, CRM Tech, Geotechnics, Inc., Darnell, DD&E). The ADEIR will be delivered to City staff electronically for internal review and comment utilizing track-changes prior to public release of the Draft EIR (under Task 3, below). The major sections and areas of concern to be addressed are outlined below.

### **INTRODUCTORY SECTIONS**

#### **Executive Summary**

This section will include a brief description of the proposed Project and a summary table that lists all of the potential impacts identified in the EIR by topic, along with the corresponding mitigation measures and the level of significance after mitigation. Areas of controversy known by the City, divulged during the NOP

# SCOPE OF WORK

review period, or raised at the public scoping meeting, will be identified. A summary of the Project alternatives will also be provided.

## Introduction

The Introduction will discuss the legal authority for preparing the EIR under CEQA as well as the City's environmental review requirements. This section will also include a brief overview of the Project background and local context and identify responsible agencies. The public participation and scoping processes will also be explained.

## Project Description



EGI will confirm the Project Description is adequate as drafted and that it describes all components of the Encanto Estates Specific Plan, construction duration, project phasing (if applicable) and operation as required by CEQA. The Project Description will be updated as necessary to describe all applications associated with the Project as well as any regulatory reviews that may have become applicable since the 2007 Draft EIR. This information will be presented using text, maps, graphics and tables. A discussion of the 'Uses of the EIR' itemizing the entitlements and approvals required by the City and other agencies

which may rely on the EIR will also be included. As required by CEQA, the Project Description will also include a statement of Project Objectives to be developed based on consultation with the City.

## ENVIRONMENTAL SETTING AND ANALYSIS

EGI will use the environmental setting and analysis of the 2007 Draft EIR to the extent feasible, updating the information and discussion as appropriate. The Environmental Setting and Analysis comprises the main chapter of the EIR and includes separate sections for each environmental topic area identified as having a "potentially significant" or "significant" impact. The text of each section will be formatted so that the impact statements and corresponding mitigation measures stand out from the text discussion for clarity and ease of reference (i.e. impact statement headings and numbers and mitigation measure numbers will appear in bold text). The level of significance of each impact after mitigation will also be provided. Each section will include:

- An update of the environmental setting specific to each topic area;
- An update of the description of the regulatory setting, including applicable local, state and federal laws and policies;
- An update as necessary of the methodology used for conducting the analysis of each topic area;
- Identification of the current applicable standards of significance from CEQA Appendix G and elsewhere;
- An update of impacts including analysis and conclusions regarding the level of significance;
- An updated consistency analysis with based on the current City of Imperial General Plan goals, policies and objectives; and
- Mitigation Measures to address potentially significant and significant impacts, including timing and enforcement responsibility, as applicable.

# SCOPE OF WORK

The tasks associated with each issue identified in the CEQA Appendix G Environmental Checklist Form are described below along with EGI and each sub-consultant's role. The analysis of each issue will be based on the environmental conditions existing at the time the NOP is issued.

## AESTHETICS

EGI will review and update the aesthetics section of the EIR revising the existing setting as appropriate to take into account any changes in the areas surrounding the Project site. The Project will change the site from undeveloped agricultural land to a variety of urban uses consisting of predominantly residential development. All of these proposed uses will change the character of the site and introduce new sources of light and glare in association with vehicle headlights, parking lots, and structures. The Aesthetics section will analyze the existing visual environment as well as the changes in character of the environment that will occur in association with development of the various components of the proposed Project. Special focus will be on impacts to views along SR 86. Mitigation measures will be identified as appropriate.



### *Visual Simulations (Optional)*

If deemed necessary based on conversations with the City, EGI would have WW Design & Consulting prepare visual simulations to support the aesthetics analysis. EGI would coordinate with the City to obtain necessary details on massing, to identify appropriate viewpoints, and to determine number of visual simulations needed.

**Optional work:** Travel to and from the project location one (1) time, photographs taken from up to four (4) observation points provided by the City.

**Assumptions:** Design information will be provided in the form of construction drawings, site surveys and landscape plans in PDF and/or CAD format.

## AGRICULTURE AND FOREST RESOURCES

The site is currently zoned A-2, General Agricultural and is being utilized for agricultural purposes with no structures onsite. The site is currently within Imperial County and is proposed to be annexed and re-zoned to eliminate agriculture and accommodate the proposed project. EGI will review the Agricultural Resources section of the 2007 Draft EIR and revise the discussion as necessary to reflect impacts to agricultural land based on County policy. EGI would also prepare a LESA Model and use the results in revising the Agricultural Resources Section of the EIR. Mitigation measures will be identified as appropriate.

## AIR QUALITY

The project site is located in the Salton Sea Air Basin, which is under the jurisdiction of the Imperial County Air Pollution Control District (ICAPCD). The Basin is a non-attainment area for particulate matter, 10 microns or less (PM<sub>10</sub>) both at the federal and state level. Imperial County is a non-attainment area for Ozone (O<sub>3</sub>), but is in attainment area for carbon monoxide (CO). Air quality impacts would occur in the short-term during construction as well as in the long-term in association with operation of the project. Heavy equipment exhaust, vehicle trips associated with delivery of materials, construction workers traveling to and from the site, and dust generated on a long-term basis by soil disturbance and road paving are all potential sources of short-term air pollutants and emissions. Operational emissions would be generated by the proposed uses

## SCOPE OF WORK

including residential, school, park and commercial development. UltraSystems will be tasked with updating the “Draft Air Quality Analysis” prepared in 2007. EGI will peer review the revised study providing comments/revision requests as if necessary. Once the revised Air Quality Analysis is deemed acceptable, EGI will revise and update the setting and impacts in Air Quality Section of the EIR.

### **BIOLOGICAL RESOURCES**

The project site consists of agricultural lands which are surrounded by roads, canals, and drains. Fallow fields, flooded fields, canals and drains may attract various species including water birds and waterfowl, burrowing owls, and other more common species. Typically, these areas do not support many native plant species however. Based on the assumed conditions of the site, there is potential for burrowing owl to exist on or adjacent to the site. In addition other biological resources may occur. An updated Biological Technical Report and Burrowing Owl Focused Survey are necessary to update the analysis of Biological Resources in the EIR. UltraSystems will revise its 2006 reports to reflect current conditions with regard to biological resources and burrowing owl. EGI will peer review the revised studies providing comments/revision requests as necessary. Once the revised Biological Technical Report and Burrowing Owl Focused Survey are deemed acceptable, EGI will revise and update the setting and impacts in Biological Resources of the EIR.



### **CULTURAL RESOURCES**

Cultural resources which may have been located on the surface or buried at shallow depths may have been removed or destroyed in association with agricultural activities historically and currently taking place on the Project site. Based on the level of disturbance on the site it is unlikely any intact resources would be present or that conditions will have changed substantially since the prior Historical/Archaeological Resources Survey Report was prepared by CRM Tech in 2006. As a result, EGI will peer review the existing report and confirm the information in the Cultural Resources section of the 2007 Draft EIR is complete and adequate.

### ***SB 18 Consultation***

Prior to the adoption or any amendment of a general plan or specific plan, a local government must notify the appropriate tribes (on the contact list maintained by the NAHC) of the opportunity to conduct consultations for the purpose of preserving, or mitigating impacts to, cultural places located on land within the local government’s jurisdiction that is affected by the proposed plan adoption or amendment. Our scope includes coordination of SB 18 tribal consultation.

### **GEOLOGY AND SOILS**

The project site is located in a seismically active portion of California and could be susceptible to groundshaking in the event of an earthquake. A Geotechnical Investigation was prepared in support of the 2007 Draft EIR. EGI will peer review the Geotechnical Investigation prepared by Geotechnics, Inc., in 2005 and examine the Geology and Soils section of the EIR for thoroughness. If any deficiencies are identified in the Geotechnical Investigation, they will be documented in a memo provided to the City. The Applicant will be responsible to have the deficiencies corrected. The Geology and Soils section of the EIR will be updated as necessary.

# SCOPE OF WORK

## GREENHOUSE GASES AND CLIMATE CHANGE

The Air Quality Analysis prepared in 2007 by UltraSystems did not include discussion of greenhouse gases (GHG). As a result, UltraSystems will be tasked with preparing a GHG Analysis as part of the updated Air Quality Analysis. Likewise, EGI will include a Greenhouse Gas and Climate Change section in the updated



EIR. Emissions of criteria pollutants and GHGs will be estimated for all construction equipment including on-and off-road mobile equipment and any applicable stationary sources. In addition, emissions from on-going operational sources – mobile, stationary, and area – will be estimated. Operational GHG emissions estimates will include, as appropriate, the six categories of GHG emissions suggested by the California Climate Action Registry (CCAR): indirect emissions from grid-delivered electricity use; direct emissions from mobile combustion; direct emissions from stationary combustion; indirect emissions from imported steam, district heating or

cooling and electricity from a co-generation plant; direct emissions from manufacturing processes; and direct fugitive emissions.

GHG emissions analyzed will include all appropriate Kyoto Protocol gases: carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O), chlorofluorocarbons (CFCs), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), and sulfur hexafluoride (SF<sub>6</sub>). EGI will peer review the GHG Analysis providing comments/revision requests as necessary. Once the GHG Analysis is deemed acceptable, EGI will revise and update the setting and impacts in the Greenhouse Gas and Climate Change section of the EIR.

## HAZARDS AND HAZARDOUS MATERIALS

The site has historically been used for agricultural operations. As such, the potential exists for residual pesticides, fertilizers and agricultural chemicals to be found in on-site soils. A Phase I Environmental Site Assessment (ESA) prepared by Geotechnics, Inc. in 2005. However, this study is now out-of-date. Geotechnics, Inc. will be tasked with preparing a new Phase I ESA to ensure that current conditions on the Project site are properly characterized. EGI will peer review the updated Phase I ESA providing comments/revision requests as necessary. Once the Phase I ESA is deemed acceptable, EGI will revise and update the setting and impacts in the Hazards and Hazardous Materials section to reflect current conditions of the Project site, identify any hazardous impacts, and recommend mitigation to remediate any impacts.

## HYDROLOGY AND WATER QUALITY

Imperial Irrigation District (IID) drainage facilities exist on-site to accommodate farmland drainage from the project area. Surface drainage from the project site currently discharges into McCall Drains No. 5A and No. 5 along the north boundary. Under the proposed Project, storm water for the project would be connected to these drains at the existing agricultural discharge locations. All urban runoff would be piped directly into the IID drainage facilities through a storm drain system consisting of inlets throughout the project area. To reduce the threat of flooding, retention basins for a 100-year/24 hour storm (assuming a total of 3 inches of rain) are proposed throughout the project area. A Master



Drainage Study was prepared by Development Design & Engineering (DD&E) in 2007. However, conditions on-site as well as off-site in IID infrastructure may have changed. Thus, EGI will task DD&E with updating the Master Drainage Study. EGI will peer review the updated Master Drainage Study providing

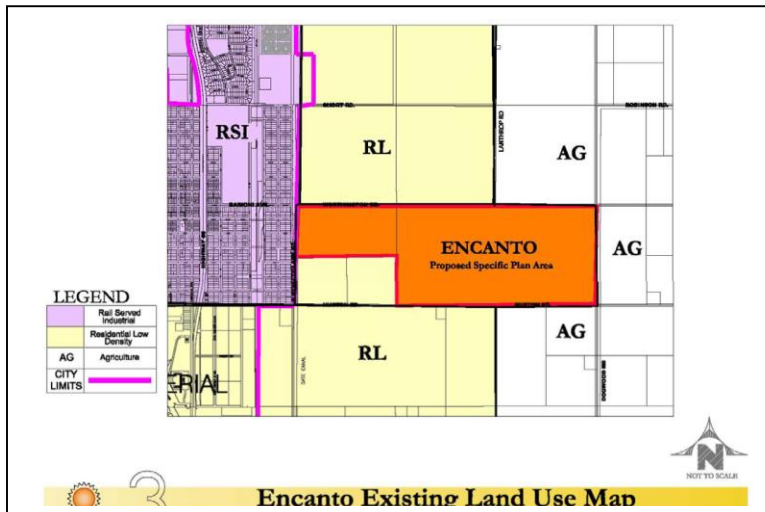


# SCOPE OF WORK

comments/revision requests as necessary. Once the updated Master Drainage Study is deemed acceptable, EGI will revise and update the setting and impacts in the Hydrology and Water Quality section to reflect current conditions of the Project site, identify any deficiencies in existing infrastructure and recommend mitigation to remediate any impacts.

## LAND USE

The Project site is currently zoned A-2, General Agriculture per the County's zoning code. The Project proposes that the Project site be annexed into the City and re-zoned to "Planned Development Overlay Zone" (PD) which would allow the



Specific Plan land use zones (RS, RN, RB, RG, RT, CR, CN, OS-P, OS-R, OS-PF, and OF-S). The Project also requests a General Plan Amendment to change the land use designation of the proposed Project site from "Agriculture" to "Medium Density Residential," "Residential Condominium" and "Neighborhood Commercial" under which the proposed project would be an allowable use under the City of Imperial General Plan (GPA #0701). Lastly, the Project requests a Tentative Subdivision Map to

allow for the construction and operation of the proposed Project (M #06011). EGI will update the Land Use section of the 2007 Draft EIR to reflect existing conditions on, and in the areas surrounding, the Project site. EGI will also revise the General Plan consistency analysis to ensure that the analysis reflects the City's General Plan update.

## NOISE

Increases in noise levels on surrounding roads and the project site would occur during both construction and operation of the Project. Construction noise would be limited to the short-term use of heavy equipment operated during daylight hours and to construction traffic. Ambient noise levels would also change in the long-term in association with operation of the Project as a result of the introduction of urban uses such as homes, a school, park and commercial area. Noise exposure, increases in noise associated with construction and project operation as well as site proximity to local airports will be discussed in the Noise section of the EIR. UltraSystems will be tasked with updating the Noise Study prepared in 2007 to reflect existing conditions and identify increases in ambient noise levels associated with the Project. EGI will peer review the updated Noise Study providing comments/revision requests as necessary. Once the updated Noise Study is deemed acceptable, EGI will revise and update the setting and impacts in the Noise section to reflect current conditions of the Project site, identify any exceedances of noise thresholds, and recommend mitigation measures, if necessary.

## POPULATION AND HOUSING

The proposed Project site is currently agricultural land. The proposed Encanto Estates Specific Plan will dramatically change the population and housing on the Project site. EGI will review and update the

# SCOPE OF WORK

population and housing section of the 2007 Draft EIR to reflect current conditions and the most recent Census and Department of Finance data.

## PUBLIC SERVICES

### Fire Protection

The Imperial Fire Department provides fire suppression, rescue, and emergency medical response to the Project area. The City is currently served by one fire station located at 2514 La Brucherie Road. The discussion of Fire Protection services in the 2007 Draft EIR will be updated to reflect current conditions. EGI will contact Imperial Fire Department to solicit input on impacts of the proposed Project on the Department's ability to provide service. Mitigation measures will be identified as appropriate.

### Police Protection

The proposed Project site is in the City of Imperial Police Department's service area. The IS/MND will discuss provision of police protection to the proposed Project. The discussion of Police Protection services in the 2007 Draft EIR will be updated to reflect current conditions. EGI will contact Imperial Police Department to solicit input on impacts of the proposed Project on the Department's ability to provide service. Mitigation measures will be identified as appropriate.

### Schools

The Imperial Unified School District (IUSD) would service the Encanto Estates Planned Community. The proposed elementary school and junior high school combine for a total of approximately 29.99 acres of school site. The eastern school site of approximately 11.99 acres would be the elementary school. The junior high school would be located at the western site on approximately 18.0 acres. The proposed Project is expected to generate approximately 906 students upon build-out. The discussion of Schools in the 2007 Draft EIR will be updated to reflect current conditions. EGI will contact IUSD to solicit input on impacts of the proposed Project on the District's ability to provide service. Mitigation measures will be identified as appropriate.

### Parks and Recreation

There are no existing park or recreation facilities available within the Project area. The Encanto Estates Specific Plan would provide approximately 40.03 acres for parks and open space. There would be two types of open space provided within the project, including retention basin open space and a neighborhood park. The retention basins would provide approximately 23.46 acres of open space. The neighborhood park would provide an estimated 15.86 acres with various uses. Pedestrian links constitute the remaining 0.71 acres of open space.

The discussion of Parks in the 2007 Draft EIR will be updated to reflect current conditions. EGI will contact the City of Imperial Parks and Recreation Department to solicit input on impacts of the proposed Project on the Department's ability to provide service. Mitigation measures will be identified as appropriate.



# SCOPE OF WORK

## UTILITIES AND SERVICE SYSTEMS

### Water

The Encanto Estates Specific Plan area currently does not receive any domestic water service from the City of Imperial because the Project site is located in Imperial County. The only water supply currently available to the site is from Imperial Irrigation District (IID), which delivers irrigation water (untreated canal water) for farming use only. No other known supply of water to the site exists, including groundwater that is suitable for use or treatment. DD&E will be tasked with updating the 2006 Water Supply Assessment (WSA) prepared for the Project. The update of the WSA is necessary due to a variety of factors that have changed including the adoption by IID of an Interim Water Supply Policy and the on-going state-wide drought. IID will review the WSA prior to delivery to the City and EGI. Once the updated WSA is deemed acceptable, EGI will revise and update the setting and impacts in the Water discussion of the EIR to reflect current water supply conditions and document any deficiencies.

### Wastewater

There is no existing sewer main in the Project area because the land has only been used for agricultural production. The City of Imperial would provide wastewater collection services for the Project area after the Project site is annexed into the City limits and pending Project approval. According to the City's Service Area Plan, the City currently operates a wastewater collection system of pipelines ranging from 6 to 24 inches in diameter, eight lift stations, and 1.95 miles of force mains. Trunk sewers along major roads transport wastewater to the treatment plant. EGI will update the Wastewater discussion in the EIR to reflect current conditions and confirm existing wastewater collection and treatment capacity to accommodate the proposed Project.

### Solid Waste

Solid waste collection and disposal in the City of Imperial is contracted through Allied Waste. The collected waste is deposited in a private landfill which is located in the City of Imperial. EGI will update 2007 Draft EIR discussion of solid waste. Remaining capacity at the local landfill will be identified and solid waste generation will be re-calculated to take into consideration waste diversion measures put in place since the 2007 Draft EIR.

### Electricity



The IID provides electrical power to the Imperial Valley. IID currently supplies most of Imperial County with electric service. No direct service has been provided to the Project site. However, IID powerlines extend through the middle of the Encanto Estates project site and parallel Legakes Avenue. Electrical infrastructure, including 161 kv powerlines that traverse directly through the project area, and 92 kv, 34.5 kv, and 12.47 kv powerlines, are found along the Project

boundaries. EGI will update 2007 Draft EIR discussion of electricity confirming existing information with IID and updating the setting, impacts and mitigation measures as necessary.

### Natural Gas

Natural gas would be provided by Southern California Gas Company via twin 10-inch lines which generally align south through Imperial County and serve the majority of communities within Imperial County. A 10-inch high-pressure gas line currently parallels the entire eastern Project boundary. A 4-inch 45 pounds per square

# SCOPE OF WORK

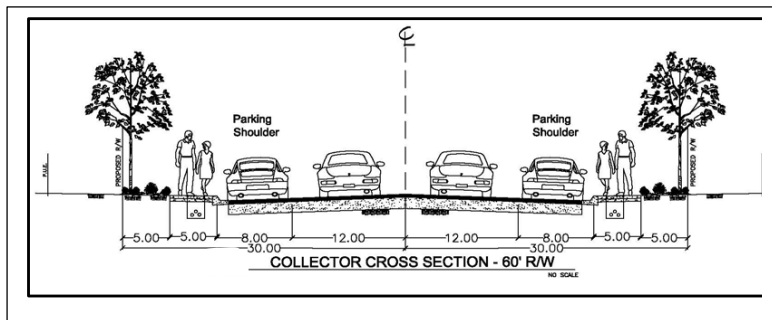
inch (PSI) gas line extends north of Worthington Road, for the entire extent of the Project's northern boundary. A 4-inch 45 PSI line is proposed to extend from the corner of Cross Road and Huston Road to the corner of Cross Road and 4th Street, where it would turn west to serve the Mayfield Subdivision. EGI will contact the Southern California Gas Company to confirm existing infrastructure and determine how the Project would be served. EGI will update 2007 Draft EIR discussion of natural gas confirming existing information with Southern California Gas Company and updating the setting, impacts and mitigation measures as necessary.

## Telephone and Cable TV Service

Telephone service to the Project site will be provided by AT&T. Cable services would be provided by Time Warner Cable. EGI will contact the AT&T and Time Warner Cable to confirm existing infrastructure and determine how the Project would be served. EGI will update 2007 Draft EIR discussion of telephone and cable TV service with AT&T and Time Warner Cable updating the setting, impacts and mitigation measures as necessary.

## TRANSPORTATION AND TRAFFIC

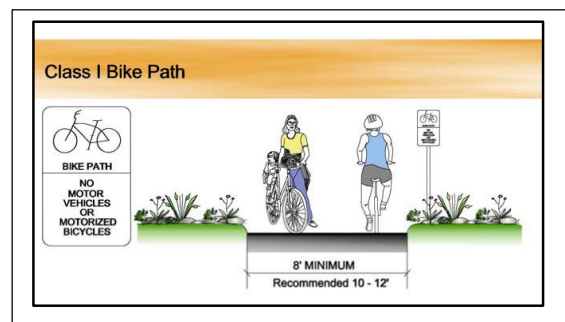
The proposed project would result in increased local traffic volumes during both construction and operation. In the short-term, traffic would be increased in association with construction materials and equipment as well as construction worker trips. In the long-term, traffic would increase during operation in association with the residential, school, park and commercial uses that draw people to the area..



The site is bordered on the north by Worthington Road, on the east by Dogwood Road, to the south by Huston Road, and by Cross Road to the west. Three access points are proposed into the community from Worthington Road. Five entry points are proposed along the southern portion of the project from Huston Road, and two roads are

proposed to access the site from Cross Road from the west. The proposed Legakes Avenue would split the site between Cross Road and Dogwood Road and is proposed as the main entry point to the project as a major arterial.

The project would contain Class I, II, and III bicycle lanes for circulation in/out and within the site. A pedestrian link would circle the schools and park as well as connect to the west toward the center of the City of Imperial. With guidance from the "Safe Routes to School Program," a school route plan was created for the Project (California Safe Routes to Schools Initiative, 2007). Encanto Estate's parking will incorporate driveways and on- and off-street parking. Private driveways will be provided for residents of the subdivision. Most streets would have an eight-foot shoulder for on-street parking, but Cross Road, Dogwood Road, Legakes Avenue, and Worthington Road would not have on-street parking in order to maintain efficient and safe travel.



## SCOPE OF WORK

EGI will task Darnell & Associates with update the Traffic Study prepared for the project in 2007. With the passage of time and additional development, the existing data in the Traffic Study is out of date. The updated traffic study will capture existing traffic volumes and calculate project generated trips. EGI will peer review the updated Traffic Study providing comments/revision requests as necessary. Once the updated Traffic Study is deemed acceptable, EGI will revise and update the setting and impacts in the Transportation and Circulation section of the EIR to reflect current conditions of the Project site, identify any exceedances of noise thresholds, and recommend mitigation measures, if necessary.

**Administrative Draft EIR Deliverables:** One electronic version of the Administrative Draft EIR in Word format will be made available to the City for internal review via EGI's ShareFile. Revisions and comments will be made by the City in "track changes" and uploaded to ShareFile for EGI.

### TASK 3 – DRAFT EIR AND MITIGATION MONITORING AND REPORTING PROGRAM

#### DRAFT EIR

##### Preparation and Distribution of the Draft EIR

The Draft EIR will be prepared based on consolidated "track changes" comments received from the City on the Administrative Draft EIR. The Draft EIR will incorporate requested changes as appropriate. The 30-day public and agency review period will commence once the documents are submitted to the State Clearinghouse and made available for public review.

**Draft EIR Deliverables:** EGI will assist in producing and delivering 15 copies of the document on CD to the State Clearinghouse for distribution. One electronic version of the Draft EIR in Word and PDF format will be made available to the City via download from EGI's ShareFile for internal production and use.

#### MITIGATION MONITORING AND REPORTING PROGRAM

The Mitigation Monitoring and Reporting Program (MMRP) will be prepared based on the updated Draft EIR and any revisions to the mitigation measures precipitated by comments received on the updated Draft EIR. The MMRP will be prepared in a tabular format with columns identifying: the mitigation measure number; the mitigation measure text; timing for carrying out the measure; and the agency responsible for implementing the mitigation measure. Space will be provided in the table for the monitor to sign-off on completion of the measures.

**MMRP Deliverables:** One electronic version of the MMRP will be made available to the City in both PDF and Word formats via download from EGI's ShareFile for internal production and use.

### TASK 4 – FINAL EIR AND MITIGATION MONITORING AND REPORTING PROGRAM

At the conclusion of the 45-day review period, EGI will review the comment letters received on the Draft EIR and coordinate with City staff to discuss the responses. Assuming a maximum of 20 comment letters from individuals and agencies and/or 150 comments that require answers other than "comment noted," EGI will prepare draft responses to comments, along with an errata section containing any EIR text revisions. Upon completion, an electronic copy of the Administrative Final EIR and the Mitigation Monitoring and Reporting Program (MMRP) will be made available to the County for download from EGI's ShareFile. Based on the comments received from staff, final revisions to the document will be made.

## SCOPE OF WORK

**Final EIR and MMRP Deliverables:** *Electronic copy of the Administrative Final EIR and the Mitigation Monitoring and Reporting Program (MMRP) will be provided to the City via EGI's ShareFile. EGI will revise the Final EIR based on comments received from the City. Following completion of all revisions, Ten (10) hardcopies, and five (5) CD's of the Final EIR will be delivered to the City. EGI will prepare additional copies, at the Applicant's expense.*

### TASK 5 – PUBLIC NOTICES

EGI will prepare and distribute all required CEQA notices including. This will include the completion and distribution of the Notice of Preparation, Notice of Availability, Notice of Intent, Notice of Completion and Notice of Determination. EGI will work with City staff to develop and publish press releases and website postings to provide information to the public regarding the Draft EIR.

**Public Notices Deliverables:** *Draft and final versions of CEQA-required notices and press releases will be made available to the City for via download EGI's ShareFile for internal review. Revisions and comments will made by the City in "track changes" and uploaded to ShareFile for EGI. Final approved versions will also be provided to the City as PDF documents.*

### TASK 6 – MEETINGS AND PUBLIC HEARINGS

EGI anticipates participation at up to three public meetings (one for the public scoping meeting, one with the Planning Commission, one with the City Council). EGI's Principal-in-Charge/Project Director and Senior Project Manager will attend meetings with the Project team to initiate the environmental review process, review screencheck document comments, and resolve issues as they arise through the process.

Our scope also provides for attendance of the Principal/Senior Project Manager at 10 staff meetings during the course of the project, assuming a maximum duration of two hours each. Alternatively, we will participate in weekly conference calls as a supplement to the staff meetings, which would increase the frequency of communication among the project team. We will also prepare notes/status reports as a follow-up for each team conference call (assumes one page summary status).

### TASK 7 - CEQA FINDINGS OF FACT & STATEMENT OF OVERRIDING CONSIDERATIONS

This task would involve EGI preparing the CEQA Findings of Fact (Findings) and Statement of Overriding Considerations (SOC) for certification of the Final EIR portion of the EIR.

**Findings and SOC Deliverables:** *Electronic copies of the draft and final versions of CEQA Findings and Statements will be delivered to the County for internal review and ultimate distribution.*

# TIMELINE, MILESTONES AND COST

## TIMELINE

The following table is a summary of the proposed schedule for Encanto Estates Specific Plan EIR update. The schedule provides a timeline for completion of the updated Draft EIR, inclusive of staff review time, public review, and current staff workloads. This work effort will be contingent upon timely delivery and accuracy of updated reports from the firms responsible for updating the various reports (UltraSystems, CRM Tech, Geotehnics, Inc., Darnell, DD&E).

### PROJECT COMPLETION SCHEDULE FOR EIR UPDATE

Project Task		Weeks
1)	Project Initiation, NOI, NOP	1
2)	Administrative (Screencheck#1) ADEIR	6
	City Review	2
4)	Draft EIR Preparation	2
	Public Review Period	6.5
5)	Administrative Final EIR	2
	City Review	0.5
	Final EIR Findings/MMRP	1.5
	City Review	1
6)	Public Hearings	2
7)	CEQA -Required Notices	Through Draft EIR and Final EIR process
8)	Staff Meetings	Through Draft EIR and Final EIR process
9)	Project Management	Through Draft EIR and Final EIR process
<b>Total</b>		<b>24 weeks</b>

## MILESTONES

EGI proposes the following milestone payment schedule. Each task will be billed monthly based on a percentage complete.

- Milestone 1 - Project Initiation
- Milestone 2 - Draft EIR Update
- Milestone 3 - Final EIR
- Milestone 4 - MMRP
- Milestone 5 - CEQA Findings of Fact
- Milestone 6 – NOD
- Milestone 7 - Meetings and Hearings

This proposal constitutes a formal offer by EGI to provide professional environmental consulting services to the City of Imperial in accordance with the Scope of Work, schedule and cost described above. This offer is valid for a period of 90 days.

# TIMELINE, MILESTONES AND COST

## COST ESTIMATE

It is estimated that the total budget required by EGI to complete the proposed scope of work will be **\$104,350**. While this budget is expected to be sufficient for the proposed Scope of Work (which is further defined by the assumptions listed below), any currently unforeseen expansion of required efforts beyond the expected scope of work may necessitate corresponding changes to the budget.

Studies Requiring Update	Cost
Air/GHG Quality Assessment (UltraSystems)	\$3,500*
Biological Technical Report (UltraSystems)	\$4,250*
BUOW Focused Survey Report(UltraSystems)	\$2,500*
Noise and Groundbounce Vibration Impact Assessment (UltraSystems)	\$1,050*
Traffic Impact Assessment (Darnell & Associates)	\$12,500*
Master Drainage Study (DD&E)	\$4,000*
Phase I ESA (Geotechnics, Inc.)	\$1,250*
SB 610 Water Supply Assessment (DD&E)	\$5,450*
LESA Model (EGI)	\$4,000
<b>Subtotal Studies Requiring Update</b>	<b>\$38,500</b>
Studies not Requiring Update	
Preliminary Geotechnical and Geologic Hazards Report	
Historic/Archaeological Resources Report	
<b>Update of EIR Sections</b>	<b>\$65,850</b>
<b>Total of Studies Requiring Update, Peer Review and Update of EIR Sections</b>	<b><u>\$104,350</u></b>
Optional Studies	
Visual Simulations	\$5,000

\*Costs for updates are based on a percentage (25% - 50%) of the average cost to prepare an original study. These costs are for estimation purposes only and are subject to change pending work orders from the firms responsible for preparing the original studies (UltraSystems, CRM Inc., Geotechnics, Inc., Darnell & Associates, and DD&E).

The budget estimate is given as a “not to exceed” amount, subject to the notes and assumptions listed below. Any additional work required beyond the parameters described in the scope of work and/or the following budget notes may require additional budget.

It is assumed that the proposed project will not change significantly once the preparation of the Draft EIR Update has begun. Although some minor modifications to the project are expected, any project modification that would result in the need for re-analysis or revised technical studies may require additional budget.

Should additional technical reports be required because of unknown existing conditions or inability to secure technical reports from the applicant, additional budget may be required.

Two (2) rounds (screen checks) of revisions are assumed for the draft document. Should additional rounds of review be requested, additional budget may be required. The budget assumes that any discrepancies between comments will be resolved by the City.



## TIMELINE, MILESTONES AND COST

Attendance by the project manager at three meetings with City staff and two public hearings is included. Historically, EGI attends any and all meetings without any cost to the applicant or City. Our goal is to ensure all relevant and current information is part of the analysis.

Prior to any cost overruns, EGI shall seek written approval from the City of Imperial Planning Director.

# STAFF QUALIFICATIONS AND EXPERIENCE



## BACKGROUND

Ericsson-Grant, Inc. (EGI) is a certified small business enterprise (SBE) and Woman Owned Business Enterprise (WBE) California firm. EGI is headed by founding and managing principal Kevin L. Grant. EGI staff has a combined work history that spans over 35 years. Collectively, our staff has worked in numerous cities and counties throughout California.

Mr. Grant founded EGI to meet a need that was lacking in the market. While there are a multitude of consultants, it is rare to find a firm that offers principal and senior-level environmental analysts for all of its clients. We pride ourselves on providing experienced staff to meet our clients' needs and ensure well-written, thorough, and legally defensible documents. In doing so, EGI is both effective and efficient in delivering high quality environmental consulting services and documents.

EGI is dedicated to serving the public sector. Our clients include cities, counties, ports, special districts, and other public agencies. By working almost exclusively with public agencies, EGI avoids conflict of interest issues and is able to maintain superior standards of service.

EGI's primary services include environmental planning, project management, and lead agency compliance with the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA).

## QUALIFICATIONS

### KEVIN L. GRANT, REA I - PRINCIPAL-IN-CHARGE

Mr. Grant is the Principal and founder of Ericsson-Grant, Inc. Mr. Grant earned a BS in Natural Resources Management from California Polytechnic State University, San Luis Obispo, and an MBA from the University of California, San Diego. Mr. Grant oversees the Company's environmental services throughout California. Mr. Grant has over 18 years of experience preparing and managing environmental reviews for complex projects under CEQA and NEPA. Having worked extensively in the region, he has substantial understanding of the issues the County is facing. As Principal-in-Charge for the for the Encanto Estates Specific Plan EIR Update, Mr. Grant will be responsible for all activities and services provided by the EGI project team and will ensure that the stipulations of the contract and milestones of the schedule are being met as prescribed. Mr. Grant will also provide senior quality control review of all EGI work products and attend public hearings.

### MELANIE J. HALAJIAN, AICP – PROJECT MANAGER

Ms. Halajian is a Senior Environmental Planner and Project Manager. She received an MCRP and MBA from California Polytechnic State University, San Luis Obispo. She is also a Member of the American Institute of Certified Planners. She has over 19 years of experience as an environmental planner preparing a variety of environmental documents for infrastructure and development projects throughout California. She is well versed in the California Environmental Quality Act and understands the importance of early consultation and clear communication with all project constituents. Ms. Halajian works closely with clients, sub-consultants and various regulatory agencies to ensure all aspects of a project are adequately addressed. She provides responsiveness and attention to detail in serving clients. Ms. Halajian brings her experience and client-focused

## STAFF QUALIFICATIONS AND EXPERIENCE

approach in serving as the Project Manager for the Encanto Estates Specific Plan EIR Update. She will serve as the day-to-day point person responsible for regular communication with the project team and the City as well as management and production of the document.

### **PATRICK ZABROCKI, SENIOR ENVIRONMENTAL PLANNER**

Mr. Zabrocki earned a BA in Urban Studies and Planning from the University of California, San Diego. Mr. Zabrocki has 13 years of experience in multiple disciplines, including environmental planning, biological resources, mitigation monitoring, and land use planning. His environmental planning experience includes project management, data analysis, field studies, regulatory compliance, and reporting on environmental impacts in accordance with the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA). Mr. Zabrocki specializes in renewable energy, infrastructure, and residential development projects and has worked on projects in both the City and County of Imperial. He manages, provides oversight for, and prepares environmental documentation within budget and on schedule for a wide variety of projects. Mr. Zabrocki will assist with review of existing technical studies and updating the analysis in the Encanto Estates Specific Plan EIR Update.

## PROJECT EXPERIENCE

The following is a limited representation of work completed by EGI, including work within the City and County of Imperial. Additional examples can be provided upon request as well as by visiting our website: [www.ericsson-grant.com](http://www.ericsson-grant.com).



AGENCY: 22<sup>nd</sup> District Agricultural/Del Mar Fairgrounds  
PROJECT: Racetrack Engineered Resurfacing  
DESCRIPTION OF WORK: CEQA Compliance – IS/MND & CDP  
PROJECT MANAGER: Rebecca Bartling  
PHONE: (858) 792-4202



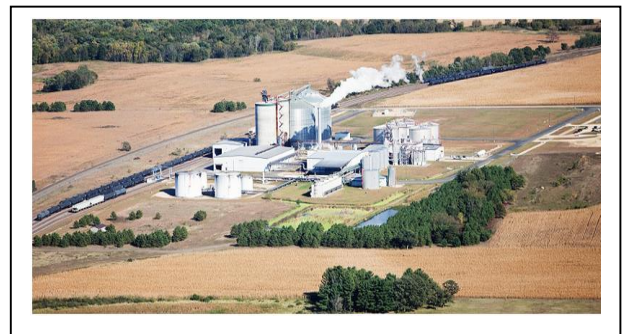
AGENCY: City of Imperial  
PROJECT: Encanto Estates Specific Plan  
DESCRIPTION OF WORK: CEQA Compliance – EIR  
PROJECT MANAGER: Jorge Galvan, AICP, Planning Manager

AGENCY: City of Imperial  
PROJECT: Imperial Irrigation District Administration Site  
DESCRIPTION OF WORK: CEQA Compliance – EIR  
PROJECT MANAGER: Jorge Galvan, AICP, Planning Manager

AGENCY: City of Imperial  
PROJECT: Villa Lara II Apartments  
DESCRIPTION OF WORK: NEPA Compliance – EIR  
PROJECT MANAGER: Jorge Galvan, AICP, Planning Manager



AGENCY: County of Imperial  
PROJECT: California Ethanol & Power Sweet Sorghum and Sugarcane to Ethanol, Electricity and Bio-Methane Facility Project  
DESCRIPTION OF WORK: CEQA Compliance - EIR  
PROJECT MANAGER: Jim Minnick, Interim Planning & Development Director  
PHONE: (760) 482-4236



# PROJECT EXPERIENCE



AGENCY: County of Imperial  
 PROJECT: Centinela Solar Energy Project  
 DESCRIPTION OF WORK: CEQA/NEPA Compliance – Joint EIR/EA  
 PROJECT MANAGER: Jim Minnick, Interim Planning & Development Director  
 PHONE: (760) 482-4236



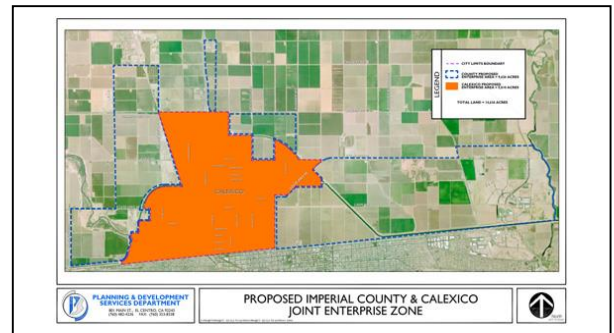
AGENCY: County of Imperial  
 PROJECT: Campo Verde Solar Energy Project  
 DESCRIPTION OF WORK: CEQA Compliance – EIR  
 PROJECT MANAGER: Jim Minnick, Interim Planning & Development Director  
 PHONE: (760) 482-4236

AGENCY: County of Imperial  
 PROJECT: Canergy Rockwood Project  
 DESCRIPTION OF WORK: CEQA Compliance – EIR  
 PROJECT MANAGER: Jim Minnick, Interim Planning & Development Director  
 PHONE: (760) 482-4236



AGENCY: County of Imperial  
 PROJECT: Seeley County Wastewater District  
 DESCRIPTION OF WORK: NEPA Compliance - EA  
 PROJECT MANAGER: Esperanza Colio Warren, Community & Economic Development Manager  
 PHONE: (760) 482-4986

AGENCY: County of Imperial  
 PROJECT: Calexico-County Enterprise Zone  
 DESCRIPTION OF WORK: CEQA Compliance - EIR  
 PROJECT MANAGER: Esperanza Colio Warren, Community & Economic Development Manager  
 PHONE: (760) 482-4986



## PROJECT EXPERIENCE



AGENCY: City of El Centro  
PROJECT: Curb, Gutter and Sidewalk Improvements  
DESCRIPTION OF WORK: NEPA Compliance - EA  
PROJECT MANAGER: Ruben Duran, City Manager  
PHONE: (760) 337-4540

AGENCY: City of Brawley  
PROJECT: Elks Seniors Apartments  
DESCRIPTION OF WORK: NEPA Compliance - EA  
PROJECT MANAGER: Becky Constantine,  
Chelsea Investment Corporation  
PHONE: (760) 456-6000

AGENCY: City of Calexico  
PROJECT: Family Apartments II  
DESCRIPTION OF WORK: NEPA Compliance - EA  
PROJECT MANAGER: Becky Constantine,  
Chelsea Investment Corporation  
PHONE: (760) 456-6000

AGENCY: City of Calipatria  
PROJECT: Calipatria Family Apartments  
DESCRIPTION OF WORK: NEPA Compliance - EA  
PROJECT MANAGER: Jordan Penn,  
Chelsea Investment Corporation  
PHONE: (760) 456-6000



AGENCY: City of Heber  
PROJECT: Heber Family Apartments  
DESCRIPTION OF WORK: NEPA Compliance – EA/FONSI  
PROJECT MANAGER: Becky Constantine,  
Chelsea Investment Corporation  
PHONE: (760) 456-6000

AGENCY: City of Heber  
PROJECT: Heber Family Apartments II  
DESCRIPTION OF WORK: NEPA Compliance – EA/FONSI  
PROJECT MANAGER: Becky Constantine,  
Chelsea Investment Corporation  
PHONE: (760) 456-6000

## PROJECT EXPERIENCE



AGENCY: City of Brawley  
PROJECT: East Brawley Geothermal Project  
DESCRIPTION OF WORK: CEQA Compliance - EIR  
PROJECT MANAGER: Jim Minnick, Interim Planning &  
Development Director  
PHONE: (760) 482-4236

## REFERENCES

### **IMPERIAL COUNTY PLANNING & DEVELOPMENT SERVICES**

#### **Jim Minnick – Director**

E-mail: [jimminnick@co.imperial.ca.us](mailto:jimminnick@co.imperial.ca.us)

801 Main Street

El Centro, CA 92243

Tel: (760) 482-4236

Fax: (760) 353-8338

### **IMPERIAL COUNTY COMMUNITY AND ECONOMIC DEVELOPMENT**

#### **Esperanza Colio Warren – Manager**

E-mail: [esperanzacolio@co.imperial.ca.us](mailto:esperanzacolio@co.imperial.ca.us)

940 West Main Street, Suite 203

El Centro, CA 92243

Tel. (760) 482-4986

Fax: (760) 337-8907

### **IMPERIAL COUNTY LOCAL AGENCY FORMATION COMMISSION**

#### **Jurg Heuberger, Executive Officer**

E-mail: [jurgh@iclafco.com](mailto:jurgh@iclafco.com)

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James G. Holt, P.E.  
Robert K. Holt, P.E.

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Engineering ■ Planning ■ Surveying

February 17, 2015

Jorge Galvan, AICP  
Director of Planning and Development  
City of Imperial  
420 South Imperial Avenue  
Imperial, CA 92251

**RE: City of Imperial – Service Area Plan Update Proposal**

Dear Mr. Galvan,

Thank you for the opportunity to submit a proposal for the City of Imperial Service Area Plan Update. I am confident that our enclosed proposal will demonstrate that The Holt Group, Inc. is ideally suited to deliver the Service Area Plan Update within the desired timeframe and at a reasonable budget.

The City of Imperial can expect to receive the highest quality of service in a highly responsive manner. We welcome the opportunity to further explore how we can best serve your needs. If you have any questions regarding this submittal, please do not hesitate to contact me at 760.337.3883.

Best Regards,

Justina Gamboa Arce  
Senior Planner/Principal

Attachments: Proposal for Service Area Plan Update

## CITY OF IMPERIAL PREPARATION OF SERVICE AREA PLAN UPDATE

### **BACKGROUND AND UNDERSTANDING**

On September 26, 2000, Governor Gray Davis signed into law AB 2838, titled the Cortese-Knox-Hertzberg Local Government Reorganization Act. This legislation marked the most significant reform to local government reorganization law since the 1963 statute that created a Local Organization Formation Commission (LAFCo) in each County. The Act requires LAFCO's to review municipal services for a comprehensive understanding of existing and future public service conditions and to evaluate organizational options to accommodate growth, prevent urban sprawl and ensure that essential services are efficiently and cost-effectively provided. The Service Area Plans must be current (no older than 5 years) at the time that any reorganization and/or annexation requests are made by a respective City for an adequate evaluation by the corresponding LAFCo. The City of Imperial is in the process of considering annexation to two areas within its sphere of influence for a planned Regional Park and the Encanto Estates Specific Plan Area. The proposed annexation actions will be subject to Service Area Plan review by the Imperial County LAFCo.

### **ISSUES**

The existing City of Imperial Service Area Plan (SAP) was prepared in 2007 by Howes Weiler & Associates and was adopted by the Imperial County LAFCo in June 26, 2008. The existing plan is almost seven years. Although the plan accurately reflects the City's capital needs and service demand, the cost estimates will need to be updated to current values. The addition of the Regional Park in an area previously contemplated for single family residential, and the slowdown of the housing market may also have a modest impact on population projections. These areas will need to be addressed in an update that is more reflective of current and planned conditions.

### **PROPOSAL**

The Holt Group (herein referred to as "Consultant") would like to take this opportunity to extend our expertise and services to update the Imperial Service Area Plan to reflect changed conditions and to meet the minimum update standards of the Imperial County LAFCo. The Holt Group, agrees to provide the following services for specified costs to the City of Imperial (herein referred to as "Client") and to provide planning and engineering services for the preparation of a Service Area Plan, upon acceptance by Client. The Scope of Work is further detailed on the following pages.

SCOPE OF WORK FOR  
PREPARATION OF SERVICE AREA PLAN UPDATE

**I. Preparation of a Service Area Plan in accordance with California Government Code Section 56430 and LAFCo's Service Area Plan Guidelines**

**A. The plan will be re-organized into seven (7) parts in addition to an appendix. The following sections shall be included in the Service Area Plan.**

**1. Introduction & Background**

This Section shall provide an introduction to the Imperial community and will include an introduction of the format and content of the plan.

**2. Executive Summary**

This Section shall summarize the conditions identified in the plan and shall also focus on how the facilities will be financed. A table shall be included in this section that will summarize the various facilities, their costs and anticipated methods of financing.

**3. Land Uses in Annexation Areas and Growth Projections**

This Section will identify land uses and discuss the potential development within the City's existing limits along with itemizing existing, developing and future land uses, within the Sphere of Influence and population projections.

**4. Buildout/Phasing Projections**

This section shall project how and when development is most likely to be phased throughout the next 20 years. The intent of this section is to provide an additional planning tool that may allow the City to anticipate future public facility needs and to budget monies for the potentially needed improvements.

**5. Public Facilities and Services**

A complete description and analysis shall continue to be provided of the applicable services provided to the community as follows: **Administration, Stormwater & Drainage, Fire Protection, Law Enforcement, Public Library, Parks & Recreation, Circulation, Sanitary Sewer, and Domestic Water.** The plan shall continue to identify existing facilities, personnel, and existing and projected demand for each of the services identified. Mitigation and Financing will be incorporated into each respective discussion for the following:

Example Outline of Part 5 for each identified Service shall be as follows:

*Service Facility*  
*Performance Standard*  
*Facility Planning and Adequacy Analysis*  
*Inventory of existing facilities*  
*Inventory of approved facility*  
*Growth demand for facility*  
*Buildout/Phasing of facilities*  
*Mitigation*  
*Financing Per Capita & Resources*

A summary of how each Public Service section will be delivered is described as follows:

a. <b>Administration</b> –Will update discussion on progress made towards meeting the 2015 goal of adding a minimum of 12,043 square feet of administrative office space and how this demand may have changed due to adjusted population growth.
b. <b>Stormwater &amp; Drainage</b> – Will be updated to include a table to inventory all existing retention basins, including size and ownership.
c. <b>Fire Protection</b> – Will update discussion and status of current fire projection service contract and progress made towards obtaining a Master Plan for Fire Protection Services and whether an additional fire station has been contemplated.
d. <b>Law Enforcement</b> – Will update discussion and status of financing objectives for the construction of a new police station and changes in phasing demand.
e. <b>Library</b> – Will update discussion and status of funding opportunities for the continued library service delivery and any changes in phasing demand.
f. <b>Parks and Recreation</b> – Will be updated to reflect current park inventory and changes in phasing demand.
g. <b>Circulation</b> – Transportation facilities and infrastructure will be updated to reflect roadway improvements completed and add any new planned improvements. A review of the Regional Park Traffic Study will be made and respective updates will be incorporated into the Service Area Plan to mitigate any increased traffic levels.
h. <b>Sanitary Sewer</b> – A review of the updated Wastewater Treatment Master Plan prepared by BJ Engineering to ensure all updates to the capital improvement needs are transferred to the Service Area Plan. We will also update discussion on progress made towards improvements with a milestone date of 2018 and make corresponding adjustments to improvement schedule.
i. <b>Domestic Water</b> – Will update discussion on progress made towards improvements milestone established in 2007 and will further breakdown the improvement goals over established timeframes for consistency with other facility systems.

## **6. Financing Plan**

This Section will continue to summarize the financial alternatives available to fund each facility. Current funding, cost avoidance and recommended funding will be updated as necessary.

## **7. Appendices**

Technical materials utilized during the updated of the Service Area Plan shall be provided as an Appendix. All maps and exhibits will be incorporated into the Plan wherever possible.

### **B. The final work product shall include, at minimum, the following exhibits:**

1. Regional Location Map
2. Sphere of Influence/City Limit Boundary Map
3. General Plan/Land Use Map
4. Planned Development Areas Map
5. Planned Development Area Phasing Map

6. Facility Location Map
7. Transportation System Classification Map
8. Wastewater Facilities Map
9. Water Facilities Map
10. Stormwater Facilities Map

## **II. Supplemental and Supportive Planning Services**

### **A. The Consultant shall provide all required technical and support services as follows:**

1. Circulate the draft document for review and comment from all potentially affected agencies.
2. Schedule and hold a Public Hearing: prepare, set and distribute a Public Hearing Notice.
3. Prepare a Staff Report for the Planning Director for Planning Commission and City Council presentation.
4. Process CEQA environmental documents associated with adoption of the Service Area Plan.
5. Prepare LAFCo Application and coordinate LAFCo review.

## **III. Compliance with the California Environmental Quality Act (CEQA)**

In accordance with CEQA Guidelines, a finding that the project is exempt shall be prepared.

## **IV. Project Schedule**

The Holt Group's goal is to provide a high quality document, using existing and accurate data as much as possible. In order to prepare the document, conduct required public hearings, coordinate meetings with the general public, City staff, and present final work products to the Planning Director, an approximate two (2) month planning term will be required. This schedule, however, does not allow for the review time by Imperial County LAFCo, which is out of the Consultants control.

## **V. Project Team & Cost Estimate Breakdown**

It is anticipated that the team to be assigned to this project will consist of: (1) Senior Planner, (1) Assistant Planner, (1) AutoCadd Technician and (1) Administrative Assistant. An engineer will be consulted for completion of all cost estimates. Work will be invoiced at an hourly rate per the attached hourly schedule and is *estimated* to be as presented in the Cost Estimate Table, with a not to exceed cap of \$26,000.

<b>Item No.</b>	<b>SAP Component</b>	<b>Time Frame</b>	<b>Preparer</b>	<b>Cost Estimate</b>
1	<b>Introduction &amp; Background</b>	<b>Week 1</b>	SP/AP	<b>\$1,000</b>
2	<b>Executive Summary</b>	<b>Week 1-8</b>	SP/AP	<b>\$1,500</b>
3	<b>Land Uses in Annexation Areas &amp; Growth Projections</b>	<b>Week 1-2</b>	SP/AP/C	<b>\$2,500</b>
4	<b>Build-out/Phasing Projections</b>	<b>Week 2-4</b>	SP/AP/C	<b>\$1,500</b>
5	<b>Public Facilities and Services</b>	<b>Week 4-6</b>	E/SP/AP/C	<b>\$15,500</b>
	a. Administration			\$ 750
	b. Stormwater & Drainage			\$1,750
	c. Fire Protection			\$ 750
	d. Law Enforcement			\$ 750
	e. Library			\$ 500
	f. Parks and Recreation			\$1,750
	g. Circulation			\$2,750
	h. Sanitary Sewer			\$3,750
	i. Domestic Water			\$2,750
6	<b>Financing Plan</b>	<b>Week 6</b>	SP/AP	<b>\$1,000</b>
7	<b>Appendices</b>	<b>Week 6</b>	AA	<b>\$250</b>
8	<b>CEQA Notice of Exemption Filing</b>	<b>Week 7</b>	SP/AA	<b>\$250</b>
9	<b>LAFCo Coordination &amp; Meeting Attendance</b>	<b>Week 6-8</b>	SP	<b>\$1,500</b>
10	<b>Staff Reports &amp; Public Noticing</b>	<b>Week 8</b>	SP/AP	<b>\$1,000</b>
		<b>2 months</b>		<b>\$26,000</b>
E= Engineer SP = Senior Planner, AP = Assistant Planner, C=Auto Cad Technician, AA=Administrative Assistant				

**VI. EXCLUSIONS**

**The following items are excluded from the scope of work:**

Project Specific Assessment or Commitments that would require environmental levels at a Mitigated Negative Declaration or higher. All Fees including but not limited to LAFCo Fees, Filing Fees, Legal Advertisement, Etc.

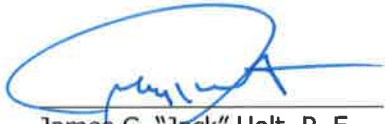
**VII. FEDERAL TAX ID NUMBER**

The Federal Tax Identification Number for The Holt Group is 33-0417246.

The Consultant and Client have agreed to the stipulated work-scope, compensation, and conditions for delivery of service. Execution of this agreement will become the contract to provide the referenced professional services.

THE HOLT GROUP, INC.

City of Imperial



James G. "Jack" Holt, P. E.  
Secretary/Chief Financial Officer

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Jorge Galvan  
Planning Director

2/17/2015  
Date

\_\_\_\_\_  
Date

Attachments: The Holt Group Hourly Rate Schedule, Dated January 2015



**THE HOLT GROUP, INC.**  
**2015 Hourly Rate Schedule**

<b>PLANNING</b>	
Senior Engineer	\$145.00/Hour
Senior Planner/Senior Project Manager	\$115.00/Hour
Associate Planner	\$90.00/Hour
Assistant Planner	\$70.00/Hour
AutoCAD Technician	\$75.00/Hour