

DATE SUBMITTED 08/25/20
 SUBMITTED BY PARKS
 DATE ACTION REQUIRED 09/2/20

COUNCIL ACTION (X)
 PUBLIC HEARING REQUIRED ()
 RESOLUTION ()
 ORDINANCE 1ST READING ()
 ORDINANCE 2ND READING ()
 CITY CLERK'S INITIALS AB

**IMPERIAL CITY COUNCIL
 AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION: AWARD CEQA CONTRACT FOR TOWNSITE PARK PROJECT 1. AWARD CONTRACT FOR CEQA TO RINCON CONSULTANTS, INC. IN THE AMOUNT OF 76,432.00	
DEPARTMENT INVOLVED: PARKS	
BACKGROUND/SUMMARY: On August 19, 2020 City Council adopted resolution 2020-54 for the Townsite park project. As part of the process and conditions outlined by the Prop 68 grant application a CEQA study must be conducted for rezone from R-1- residential to open space/recreational as well as other environmental factors for this project. This is reimbursable under preconstruction costs through the grant if awarded. Staff has reviewed all 4 CEQA proposal quotes submitted and Rincon Consultants, Inc. has provided the most thorough and detailed proposal. Please see attached quotes/ proposals	
FISCAL IMPACT: \$76,432.00 PARK IMPACT FEES/ REIMBURSABLE UNDER PRECONSTRUCTION COSTS THROUGH GRANT.	FINANCE INITIALS <u>VP</u>
STAFF RECOMMENDATION: It is the department's recommendation for City Council to award CEQA contract to Rincon Consultants, Inc.	DEPT. INITIALS <u>AB</u>
MANAGER'S RECOMMENDATION: <u>Approve</u>	CITY MANAGER'S INITIALS <u>AB</u>
MOTION: SECONDED: AYES: NAYES: ABSENT:	
APPROVED () REJECTED () DISAPPROVED () DEFERRED () REFERRED TO:	



Rincon Consultants, Inc.

8825 Aero Drive, Suite 120
San Diego, California 92123

213 788 4842 OFFICE AND FAX

info@rinconconsultants.com
www.rinconconsultants.com

August 4, 2020

Othon Mora
City of Imperial
Community Development Director
400 South Imperial Avenue, Suite 101
Imperial, CA 92251

**Subject: Proposal to Prepare an Initial Study – Mitigated Negative Declaration for City of Imperial
Rezone/Conversion for existing school**

Dear Mr. Mora:

Rincon Consultants, Inc. is pleased to submit this proposal to City of Imperial to prepare an Initial Study- Mitigated Negative Declaration (IS-MND) and provide regulatory permitting services for the proposed City of Imperial – Rezone/Conversion for existing school Project. We believe that our combination of experience on similar projects and recent work in the region, makes us uniquely qualified to assist City of Imperial with this assignment.

We have assembled a team of professionals with extensive experience managing environmental documents for entitlement and environmental planning projects. Rincon's insight includes local resources and knowledge of existing environment along with Imperial County experience.

Our in-house team includes Rincon's planners, biologists, and air quality and noise specialists. We are also recognized experts in cultural resource issues including architectural history. In addition, we have included our contract planning team who will provide guidance and resources needed to strategize and rezone/conversion for this project.

We believe that you will find our proposed approach to the assignment thorough, yet cost-effective. We appreciate the opportunity to propose on this important assignment.

Sincerely,

Rincon Consultants, Inc.

A handwritten signature in blue ink, appearing to read "Lorraine Ahlquist", written over a light blue circular stamp.

Lorraine Ahlquist
Regional Environmental Manager

Proposal

City of Imperial

Rezone / Conversion for existing school

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1 Introduction

The **City of Imperial (City)** is requesting services from an environmental consultant to conduct the necessary California Environmental Quality Act (CEQA) documentation, associated environmental studies for Air Quality, Noise, Biological, Cultural, and Environmental Site Assessment – Phase I and rezone.

The proposed scope of services will consist of preparing an Initial Study-Mitigated Negative Declaration (IS-MND). Rincon has prepared numerous IS-MNDs and EIRs for educational facilities that have undergone rezone designations projects throughout southern California, including in the cities of San Diego, San Marcos, Escondido, Menifee, and Corona. This experience affords us knowledge of the City, process and compliance necessary along with citizen concerns typically associated with rezoning projects.

Project Understanding

The project is to demolish the existing site, rezone the site from Residential Single Family to Open Space zoning for recreational uses. From Google Maps the site has several structures on site and new structure would be added and old structure demolished. The environmental clearance through California Environmental Quality Act (CEQA) would account for changes based on project improvements.

Once more project details are shared, our team will evaluate the existing and proposed improvement in association to impacts to environmental resources. This proposal serves as an initial review based on limited project details, so we'll update our proposal once project specifics are shared.

2 Scope of Work

The tasks below outline our approach to completing the IS-MND, including preparation of peer reviews and technical studies, and the CEQA review process, as well as the regulatory permitting process. This proposal assumes that all project impacts can be mitigated to a less than significant level and that an EIR will not be required. However, if during the course of the preparation of the IS it is determined that one or more issues will or may have significant and unavoidable impacts, Rincon will notify the City immediately to discuss an appropriate course of action.

Task 1 Project Management

Project Administration / Initiation Tasks

Project administration/initiation tasks include initial coordination with City staff and review of available documentation, including project plans, technical reports, and applicable references such as the City of Imperial General Plan, the City of Imperial Municipal Code, and other recent CEQA documents relevant to the environmental analysis. This task also includes a site visit and attendance at a project kick-off meeting with City staff. This task includes:

- *Sharing relevant documentation and reports with project teams*
- *Providing information and regular support to stakeholders*
- *Serving as a point of contact for various environmental matters*
- *Developing in-depth understanding of project scope, timeframes, financials, outcomes*
- *Ensuring resources and equipment are always available*
- *Understanding formal escalation and review processes*
- *Coordination to prepare a thorough project documentation*
- *Creating and reviewing of reports*

Project Meetings and Coordination

Project Management tasks are carried out for the duration of the environmental compliance phase of the project. This task includes project management/coordination including meetings, tracking of schedules, invoicing, and quality control for the environmental component of the project.

Anticipated meetings include project team meetings and weekly conference calls during the course of preparation of the IS-MND and project management time limited to the number of hours allocated in the budget.

Task 2 Prepare Project Description

Because the project description is the basis for analyzing the project's environmental impacts and identifying appropriate mitigation measures, Rincon will prepare the project description as the first step in preparing the IS-MND. The project description will include the following discussion: 1) the project site's regional and local location; 2) project objectives and goals; 3) project characteristics, including but not limited to roadway design characteristics, landscaping, access/circulation, utilities/infrastructure, stormwater management, grading/excavation, and construction phasing/scheduling, equipment and haul routes; 4) anticipated construction and occupancy schedule, and 5) required discretionary actions.

Upon receipt of the City's comments on the draft project description, we will revise the project description and resubmit for final approval before beginning the analysis.

Task 3 Environmental Analysis: Initial Study – Mitigated Negative Declaration

Administrative Draft IS

Rincon will prepare an Administrative Draft IS using the CEQA Appendix G environmental checklist. Rincon will submit one electronic copy of the Administrative Draft IS in PDF format and five bound copies of the IS-MND.

The Administrative Draft IS will evaluate each of the 20 issue areas on the CEQA environmental checklist. Rincon will incorporate information from any relevant and available technical studies to assist in addressing checklist issues. Where appropriate, impacts will be quantified in relation to established thresholds of significance. A determination of significance will be made for each issue area and mitigation measures will be provided as necessary for identified significant effects. Although each topic will be discussed in appropriate detail in the Administrative Draft IS, based on our understanding of the scope of the proposed project we anticipate that key issue areas for the project will include visual resources/aesthetics, air quality and GHG, architectural history, biological resources, hazards/hazardous materials, noise. Our technical approach to analyzing each environmental topic is described below, beginning on page six.

Public Review Draft IS-MND

Assuming that no unavoidably significant impacts are identified, Rincon will respond to internal team comments on the Administrative Draft IS and format the document as a Draft IS-MND to be distributed for a 30-day public review. Up to 10 bound copies and 10 CDs of the Draft IS-MND will be provided to the City. Rincon will prepare the Notice of Intent (NOI) to Adopt an IS-MND, a Notice of Completion and draft newspaper notices, and will be responsible for mailing of the Draft IS-MND to the State Clearinghouse, responsible agencies, and county clerk. Rincon assumes that the City will be responsible for posting the NOI and IS-MND on the City's website and publishing the NOI in the newspaper.

Final IS-MND

Upon receipt of all public comments on the Draft IS-MND, Rincon will prepare draft responses for City review. Upon receipt of internal review comments on the draft responses, we will incorporate changes and prepare the Final IS-MND. Upon Final IS-MND approval, Rincon will produce up to 5 hard copies and 5 CDs of the Final IS-MND (including responses to comments). Rincon will file the Notice of Determination (NOD) within five days of any project approval. The City will be responsible for applicable administrative and California Department of Fish and Wildlife filing fees.

Task 4 Technical Studies Approach

The IS will address each issue on the CEQA checklist. Our general approach to analyzing key issues is described below as a standalone study and incorporated into the Initial Study (IS):

- **Aesthetics (section only).** Short-term and long-term visual impacts (i.e., visual character and views from adjacent areas) resulting from the project will be reviewed based on a visual survey of the site and surrounding district. Changes to views from public beach areas will be evaluated. The analysis will also consider light and glare impacts from streetlights, vehicle headlights, and

City of Imperial– Rezone/Conversions of existing school

building lights. We have assumed that City of Imperial or designated engineering team will provide elevations, simulations, and other visual tools to illustrate the project.

- **Air Quality (technical study).** Long-term and construction emissions analysis will be quantified using the California Emissions Estimator Model (CalEEMod) and compared to the SCAQMD thresholds of significance. Project consistency with the Regional Air Quality Strategy impacts to sensitive receptors, and odors will also be evaluated.
 - **Biological Resources (technical study).** Given the developed nature of the project area and existing conditions of replacement project site, the technical evaluation will conduct record search to determine sensitive biological species or habitat expected to occur on-site. On-site conditions will be confirmed and analyzed for impacts associated with alternatives proposed.
 - **Cultural Resources (technical study).** The site will require an historic and cultural evaluation. Rincon will prepare a historic evaluation with the appropriate California Department of Parks and Recreation (DPR) 523 Series Forms. The evaluation and DPR forms will provide background information and a brief historical context, methodology, an architectural description of the project site, summarize the results of archival research, and present an evaluation of the project site to determine if they qualify as historical resources under CEQA.
 - **Energy (section only).** The project will analyze whether the project would result in potential environmental impacts related to wasteful, inefficient, or unnecessary consumption of energy resources along with a determination as to whether the project would obstruct a state or local plan for renewable energy efficiency.
 - **Geology and Soils (section only).** Based on readily available sources (such as the City's Safety Element and previous site-specific geotechnical analyses prepare for the project), this analysis will identify existing regional and site-specific geology and soils constraints (such as liquefaction, compressible soils, and subsidence). As necessary, the analysis will identify erosion control criteria and grading requirements to achieve consistency with the City's geologic and grading standards and policies.
 - **Greenhouse Gas Emissions (within Air Quality technical study).** The GHG analysis will analyze project and construction related GHG emissions using CalEEMod. Emissions will be compared to applicable thresholds, potentially including emission reduction and/or efficiency targets contained in the Air Resources Board's 2017 Scoping Plan and the regional Sustainable Communities Strategy (SCS). The discussion will also compare the project to applicable policies contained in the 2017 Scoping Plan, the SCS, and the City's 2019 Climate Action Plan.
 - **Hazards and Hazardous Materials (technical study).** Hazard conditions will be examined, based upon readily available data from agency databases, field observations, and any available technical studies (such as a Phase I Environmental Site Assessment). If potentially significant impacts are identified, a mitigation program will be developed. We have assumed that any needed soil contamination studies have been conducted; however, Rincon's Environmental Site Assessment group has the capability of performing such studies if they are needed.
 - **Hydrology and Water Quality (provided by engineering lead).** Existing hydrology/drainage data for the project area will be reviewed to identify any existing localized flooding or drainage problems. The review will consider changes in absorption rates, drainage patterns, storm drain improvements, and downstream effects. The potential for the project to violate water quality standards or waste discharge requirements will also be analyzed. National Pollutant Discharge Elimination System (NPDES) and associated local requirements will be referenced and incorporated as appropriate.
-

- **Noise (technical study).** Potential noise impacts associated with project construction and operation will be analyzed. Up to three short-term noise measurements will be conducted to characterize ambient noise conditions. Temporary construction noise will be estimated based on standard noise emission rates for construction equipment and the distance to sensitive receptors. Impacts will be identified based on applicable City noise criteria.
- **Transportation/Traffic. (contracted directly with City of Imperial)** will prepare the transportation/traffic analysis, which will consider impacts to the local and regional circulation system, alternative transportation modes, and traffic hazards. The analysis will also include a qualitative discussion of the project's impact related to vehicle miles traveled (VMT).
- **Tribal Cultural Resources.** Rincon will conduct a cultural resources records search and facilitate Native American outreach in accordance with AB 52. Specifically, we will prepare letters informing potentially interested tribes about the project and offering the opportunity for consultation. We will attend one meeting with any tribe(s) requesting consultation.

Task 5 Rezone As-Needed and Agency Consultation

The consultant team has considerable experience working with a wide range of rezone contract planning tasks along with regulatory authorities to address their concerns and requirements. We will coordinate with other City departments and outside agencies throughout the process. City departments with whom we will consult will likely include, but not be limited to, Planning, Public Works, City Counsel, Fire, and Sheriff. Attendance at additional agency meetings can be accommodated on a time and materials basis, in accordance with Rincon fee schedule rates.

Deliverable: Schedule, prepare for, and facilitate meetings and phone calls with City departments and stakeholder agencies, including preparation of materials, agendas and meeting notes.

3 Schedule

Rincon will complete the environmental review process for the project based on the following schedule:

- Administrative Draft IS-MND to be submitted for City review within ten weeks of notice to proceed
- Public Review Draft IS-MND to be submitted within two weeks of receipt of City comments on the Administrative Draft IS-MND
- Final IS-MND to be submitted within three weeks of receipt of all public comments on the Public Review Draft IS-MND

Based on these timeframes and assuming two-week City turnaround of internal review work products, we believe that the environmental review process can be completed within about six months, as shown on the timeline below.

City of Imperial

City of Imperial - Rezone / Conversion for existing school Project

Schedule

Task	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
Kickoff Meeting & Prepare Project Description	●					
Technical Studies / Administrative Draft IS	■	■	■			
Public Review Draft IS-MND		■	■	■		
Final IS-MND				■	■	■
Project Management Meetings		●	●	●	●	●
Public Hearing				●		



■ Work in Progress ■ Public Review
■ City Review ● Meeting/Hearing

4 Cost

Our fee to complete the scope of work described above is \$76,432, as detailed in the following table. This proposal assumes that the response to comments will require no more than 10 hours of professional staff time. If the number or complexity of comments exceeds expectations we reserve the right to renegotiate this component of the work program.

Corporate Headquarters
3788 McCray Street
Riverside, CA 92506
951.686.1070

Palm Desert Office
74967 Sheryl Avenue
Palm Desert, CA 92260
951.686.1070

Murrieta Office
41870 Kalmia Street #160
Murrieta, CA 92562
T: 951.686.1070

August 4, 2020

Ms. Lisa Tylenda
City of Imperial
400 S. Imperial Avenue
Imperial, California 92251

**RE: Proposal for Environmental Services on the APN 063-250-011
Change of Zone, City of Imperial, Imperial County**

Dear Ms. Tylenda:

Albert A. WEBB Associates (WEBB) is pleased to provide you with this proposal for Environmental Services related to the change of zone on a portion of APN 063-250-011 in the City of Imperial. We understand the City intends to only change the zone at this time, and is not processing any other development plans for the site. Enclosed you will find our Project Understanding (Exhibit "A"), Scope of Work (Exhibit "B"), and Compensation for Services (Exhibit "C") for your review and consideration.

If you find this proposal acceptable, please notify our office so a contract agreement can be prepared. We appreciate this opportunity to be of service to the City of Imperial and look forward to hearing from you. If you have any questions regarding this proposal, please contact us at 951-686-1070.

Sincerely,

ALBERT A. WEBB ASSOCIATES



Stephanie Standerfer
Vice President

EXHIBIT "A" PROJECT UNDERSTANDING

We understand the City of Imperial will consider a change of zone for a portion of the property identified as APN 063-250-011 on the northwest corner of D Street and W. Barioni Boulevard in the City of Imperial (Figure 1). We understand the property is currently developed with a school facility including a swimming pool. According to the City, the site is currently zoned R-1, Single Family Residential. The city is considering changing the zone on the site to Open Space/Recreation. No site plans or development plans for a park are being considered at this time, and therefore are not a part of this scope. Future CEQA document will be required once a site plan for a park is available.

The scope of services requested is to prepare a CEQA document so that the City can approve the Change of Zone from R-1 to Open Space/Recreation. No technical studies are to be included given that this is a paper project.

Figure 1 – Project Location



EXHIBIT "B" SCOPE OF WORK

CEQA Compliance Services

AB 52 Compliance

The City will handle the AB 52 consultation meetings and provide WEBB with a summary/synopsis of issues discussed and decided upon with the Tribes. WEBB will summarize the issues discussed at the AB 52 Consultation and provide that summary in the forthcoming CEQA document. We have assumed WEBB's attendance is not necessary at any of the AB 52 meetings.

Initial Study/Negative Declaration/Mitigated Negative Declaration Administrative Screencheck

Using the City's preferred format, WEBB will prepare an Initial Study (IS) in compliance with the requirements of the 2019 California Environmental Quality Act, California Public Resources Code Sections 21000 et seq., CEQA guidelines, Title 14, California Code of Regulations 15000 et seq., and the City of Imperial's CEQA procedures.

The IS will include a discussion of each potential environmental effect in order to provide a clear understanding to the public and agency reviewers of the issue areas, which in turn will elicit more meaningful, focused comments from the reviewing entities. Since the project entails simply changing the zone of the site, with no processing of an actual project at this time, no technical analysis are expected to be needed. It is assumed future CEQA analyses and technical studies would be prepared at a future date when a development project is brought forward.

We expect that the IS will support the preparation of a Negative Declaration (ND), but if mitigation measures are identified during the analysis that are needed to reduce potential impacts, then a Mitigated Negative Declaration (MND) will be prepared.

One Screencheck IS/MND/ND will be provided for their City to review. WEBB will prepare one round of revisions pursuant to the City's comments.

IS/MND Public Review Document

Following completion of administrative review (assumes two rounds) by the City, WEBB will produce electronic copies of the final IS/MND for public review that incorporates City comments. City Staff will circulate and notice the ND/MND pursuant to their procedures and CEQA. City staff will provide the distribution list for public review, as well as prepare and post the Notice of Intent (NOI) to the County Clerk and local newspaper. City staff will also post the IS/MND on the City Web site during the 30-day public review period. WEBB will only be in supportive role for this portion of the CEQA process.

Final ND/MND, Mitigation Monitoring and Reporting Program

If mitigation measures are identified to reduce potential impacts to less than significant, a mitigation monitoring and reporting program (MMRP) will be required per Section 15097 of the State CEQA Guidelines. The MMRP will consist of a matrix that identifies, for each impact category (e.g., air quality, noise), mitigation measures, timing for implementation, the party responsible for implementation, and the method of reporting or monitoring to be used. WEBB will prepare a screencheck MMRP for City review and incorporate one (1) round of revisions.

WEBB will review and prepare responses to comments received during the 30-day public comment period and prepare the Final IS/ND/MND incorporating response to comments, final MMRP. This task includes preparation of response from no more than 10 commenting agencies/individuals and/or over 20 comments that require answers other than "comment noted."

WEBB will prepare the Notice of Determination (NOD) as required by Section 15094 of the State CEQA Guidelines on behalf of the City. The City shall file the NOD with the Imperial County Clerk's office and State Clearinghouse five days prior to adoption and provide the necessary California Department of Fish and Wildlife Fees. Applicable CEQA filing fees due at the time of NOD posting are the responsibility of the City.

Additional Services

Services which are not specifically identified herein as services to be performed by WEBB are considered Additional Services for the purposes of this proposal. The client may request that WEBB perform services which are additional services. WEBB will perform such additional services upon execution of an amendment to this Agreement setting forth the scope, schedule, and fee for such additional services.

EXHIBIT "C" COMPENSATION FOR SERVICES

Work shall be billed on a lump sum. Total fees for services shown in the Scope of Work (Exhibit "B") shall be **\$29,300**. Charges for services will be billed monthly on a percent complete basis. A breakdown of our fees is listed below:

CEQA Services

Prepare Initial Study Checklist (1 Screencheck Draft)	\$19,300
Public Review Initial Study/MND/Noticing support	\$4,000
MMRP/Final IS/ND/MND	\$6,000
Total	\$29,300

Lump Sum task budgets are estimates and may be used interchangeably as needed but not to exceed the budget total. Any additional services requested outside this scope will be provided under separate contract addenda for additional fees. Invoices will be submitted monthly based on the percentage of work completed. All invoices shall be due and payable upon receipt. If invoices remain unpaid after 30 days, work on project may cease and interest of 1.5% per month shall be charged on unpaid balances.

Charges for deliveries, printing, copying, mileage, postage, outside services, and for coordination of other services not specifically listed in the scope of work (Reimbursable Expenses), will be billed on a time and material basis, in accordance with our Schedule of Fees in addition to the amounts shown above. Checking and/or filing fees are not included in this contract and shall be paid by the client directly to the appropriate governmental agency.

315 South Coast Highway 101
Suite U277
Encinitas, CA 92024

•••
Toll free: 888-316-4813
Direct: 858-353-7073
Fax: 760-501-0219



August 4, 2020

Lisa Tylenda, Planner
City of Imperial
400 S. Imperial Avenue
Imperial, California 92251

Re: Scope and Cost to Provide CEQA Review for the Rezone of a portion of Assessor's Parcel Number 063-250-011 from R-1 to OP

Dear Ms. Tylenda,

Ericsson-Grant, Inc. (EGI) is pleased to submit the following cost to provide CEQA Review for a portion of APN 063-250-011 from Residential Single-Family (R-1) to Open Space (OP). The site currently encompasses the Imperial Pool at 618 West Barioni Boulevard.



This proposal was formulated based on your e-mail request and associated map. Given that the Project is a Rezone, it would be considered a discretionary action by the City and therefore would not qualify for analysis as a Categorical Exemption (CE). EGI believes the proper level of review would be Negative Declaration (ND) as the intensity of the use would be less based on the rezone from R-1 to OP.

EGL will prepare a Negative Declaration for the Project using the CEQA Appendix G Environmental Checklist. No technical studies are anticipated, however if upon further study and concurrence with the City it is determined that such studies are needed, a separate scope and cost would be provided. The fee to perform this work would be \$5,850.

An Administrative Draft copy of the ND be provided to the City for review within 3-4 weeks from Notice to Proceed. One round of comments/revisions is included in this price. In light of the current COVID-19 crisis, EGL suggest that all noticing and documents should be in electronic format/posted to the City's website. We can assist with this effort, partnering with the City.

The afore-mentioned cost and timeline is based on years of experience preparing similar environmental documents for projects. This experience, coupled with knowledge of the area, has enabled EGL to virtually eliminate the learning curve many other outside companies require. This results in saving time and money for the City.

Contact

Thank you for the opportunity to submit this proposal to provide CEQA review for the rezone of a portion of APN 063-250-011 from R-1 to OP.

If you have any questions, please contact me directly at 858-353-7073.

Sincerely,



Kevin L. Grant
Managing Principal



An Employee-Owned Company

August 4, 2020

Ms. Lisa Tylanda, Planner
City of Imperial
400 S. Imperial Avenue
Imperial, CA 92251

Reference: **City of Imperial CEQA Rezone Project Initial Study/Negative Declaration (IS/ND),
Imperial, California (RECON Number P9764)**

Dear Ms. Tylanda:

RECON Environmental, Inc. (RECON) is pleased to submit our proposal to the City of Imperial (City) to prepare an Initial Study (IS) and Negative Declaration (ND) in compliance with the California Environmental Quality Act (CEQA) for the proposed rezone of a portion of Assessor Parcel Number (APN) 063-250-011, located on West Barioni Boulevard west of D Street. The property is currently owned by the Imperial Unified School District (District) and is developed with a swimming pool complex in the central portion of the property, with open turf areas to the east and west.

The project is understood to include the transfer of the property from the District to the City and the rezone of the property from R-1 (Residential Single Family) to an OP (Open Space) zoning for park/recreational uses. In addition, the anticipated long-term plans include improvements to the swimming pool complex for community use, along with other park improvements. However no specific plans have been developed to date. Therefore, we would propose the preparation of a Negative Declaration (ND) for only the rezone. Alternatively, a Mitigated Negative Declaration (MND) would likely be the appropriate CEQA document for processing an actual site plan for the specific parks and recreation uses. Both options are addressed below.

Option A - Scope of Work for Rezone Only (Negative Declaration)

The scope of work includes early coordination with the City to complete a detailed Project Description, followed by preparation of a Draft and Final IS/ND.

- ❖ **Project Description** – The process to prepare an IS/ND will start with preparation of a detailed description of the proposed work, including exhibits and photographs, as available.
- ❖ **Draft IS/ND** – RECON will prepare an IS Checklist to address the project's potential for impacts from the proposed rezone from R-1 (Residential Single Family) to an OP (Open Space) zoning for park/recreational uses. It is not anticipated that the rezone will result in any significant environmental impacts and no supporting technical studies would be necessary.

In evaluating environmental issues for the IS Checklist, RECON will identify potential impacts, or lack thereof. Explanations regarding the conclusions on the IS Checklist will be based on project materials provided by the City, a site visit, and consultation with City staff. RECON will then submit a Draft IS/ND for review by City staff. Once City staff provides comments on the document, RECON will revise the document appropriately and prepare a Public Review Draft IS/ND. RECON will also prepare the document and draft notices (e.g., Notice of Intent, Notice of Completion) for distribution and will assist with the submittal of the Draft IS/ND to the State Clearinghouse.

- ❖ **Final ND/MND** – Following the close of the 30-day public review period, RECON will prepare draft responses to comments for up to five (5) comment letters. RECON will provide the draft responses to comments to the City for review and will incorporate one set of revisions after which a Final IS/ND

will be prepared that incorporates the public comments and responses. The revised Final IS/ND will then be submitted for City review. RECON will then prepare a Final IS/ND based on City comments.

- ❖ **Consultation** – RECON will consult with City staff throughout the processing of the IS/ND. Up to six (6) hours of meetings, calls, or consultation are included in this scope and fee.

Option B - Scope of Work for Site Specific Recreational Plan (Mitigated Negative Declaration)

- ❖ **IS/MND and Associated Technical Analysis** – In addition to the tasks described above for the rezoning only, RECON would evaluate the potential impacts associated with a specific site plan for parks and recreation uses. This would add the analysis of construction and operations of the expanded recreational facilities. The additional analysis would include aesthetics, tribal cultural resources, VMT traffic, noise, air quality, and greenhouse gas emissions. These are all topics that could be dismissed for the rezone only option. A traffic letter report, noise field measurements, and noise modeling would likely be necessary under this option and have been included. As described below, preparation of an MND would add additional project costs and likely extend the project schedule by three (3) months.

Cost Estimate

The estimated total cost to complete the Negative Declaration tasks (Option A) is \$16,996 with the estimated total cost to complete the Mitigated Negative Declaration tasks (Option B) is \$30,128.

Preliminary Schedule for Negative Declaration for Rezone Only

RECON anticipates the following preliminary schedule to complete the tasks described above.

Item	Project Milestone	Business Days to Complete	Estimated Completion Date
1	Project Initiation	--	August 17, 2020
2	Project Description	5 days	August 24, 2020
3	Completion of Draft IS/ND (concurrent with item 2)	25 days	October 5, 2020
4	City review of Draft IS/ND	10 days	October 19, 2020
5	RECON revisions and response to City comments	5 days	October 26, 2020
6	City review of Draft IS/ND	5 days	November 2, 2020
7	City posts Draft IS/ND for public review	30 (Calendar) days	December 2, 2020
8	RECON responds to public comments and finalizes IS/ND	10 days	December 16, 2020
9	City review of responses to comments and Final IS/ND	5 days	December 23, 2020
10	RECON prepares Final IS/ND based on City comments	5 days	December 30, 2020

Note: Project schedule would be subject to change if the City requests additional services.

Thank you and please call me if you have any questions.

Sincerely,



Lee Sherwood
 Principal