CITY BUSINESS CONTRACT ROUTING FORM

Instructions: City business contracts, regardless of value, are to be routed through the originating Department, Finance Department for Purchasing policy compliance and signatory authorization review, City Attorneys' Office for legal evaluation as to the contract form, and the Mayor, City Manager, or authorized Department signatory for review and processing. This form standardizes that process and is to be used as the cover sheet to ensure the complete review by appropriate City staff. Each and every contract routed for signature within the City should have a Contract Routing Form accompanying it, whether such routing is via hard copy, inter-office mail, Docusign, email, software, or otherwise.

REQUESTING DEPARTMENT				
Department Name	☐ADMIN ☐LEGAL ☐HR ☒CDD ☐FINANCE/IT ☐FIRE ☐LCS ☐PD ☐PW ☐OTHER:			
Staff Member Responsible for Contract ("DSMR")	Jonathan Moore	**Tel#**	831-775-4247	
Dept. Primary Point of Contact for Contracts ("DPPC")[1]	Kirsten Zehring	**Tel#**	831-758-7220	

CONTRACTOR/VENDOR/COMPANY INFORMATION			
Contractor's Legal Name	PlaceWorks Inc.		
Contact Person	Alexis Mena		
Email	amena@placeworks.com	**Tel#**	353-955-5470
Street Address	1626 Shatuck Avenue, Suite 300		
City, State, Zip	Berkley, CA, 94709		

CONTRACT DESCRIPTION/INFORMATION				
Purpose of Contract	Amendment to extend contract termination date from 12/31/25 to 12/31/26 only. Services for General Plan Update.			
Term of Contract	**Start Date**	5/25/21	**End Date**	12/31/26
Contract Not to Exceed Amount	**$**1,148,381	**Account No.**	GP Fund 2513	
Type of Funding	☒ General Funds ☐ Grant Funds/Federal ☐ Grant Funds/State ☐ Restricted Funds ☐ Revenue Generating ☐ Other:			

TYPE OF CONTRACT		
(Check all that apply)	☒ Professional or Consultant ☐ Construction ☐ Amendment/Renewal ☐ Goods/Materials and Devices ☐ Contract for Workshop/Seminar	☐ Services - General ☐ Non-Standard (Vendor-Generated template) ☐ Services - Repair &/or Maintenance ☐ License / Lease / Use of Facility ☐ Memorandum of Understanding

Community Development ("CDD") Agreement/Contract Number:	n/a
(This section only applies to CDD due to CDD implementing its own contract number tracking system in June 2025)	

ADDITIONAL INFORMATION REGARDING ORIGINAL CONTRACT				
☐ THIS IS NOT AN AMENDMENT SO THIS SECTION DOES NOT NEED TO BE COMPLETED. ☒ THE SUBMISSION IS AN AMENDMENT SO THIS SECTION NEEDS TO BE COMPLETED.				
Term Dates of Original Contract	**Start Date**	5/25/21	**End Date**	12/31/24
Term Dates of Amendment(s)	**Start Date**	1/31/2024	**End Date**	12/31/26

[1] A DPPC is recommended to be a point person from within each City Department that has read, been informed of, and understands (1) the responsibility associated with the use and stewardship of public funds, (2) City Code and Ordinances, and (3) City Purchasing Policies and Procedures.

ATTACHMENT CHECKLIST (Check all that apply)					
☐ Request for Proposal (usually an attachment/exhibit to professional services contract)					
☐ Bid Tabulation (Bid Opening results received for formally bid projects)					
■ City Council Reso, if required					
■ Original contract (Required for routing amendments or renewals)					
☐ Exception to Competitive Purchasing – Cooperative Form (attached) (piggybacking not authorized under existing City Code)					
Bonds:	■ N/A	☐ Payment	☐ Performance	Warranties: ■ N/A	☐ Sample ☐ Actual

EVIDENCE OF INSURANCE CHECKLIST Certificates and endorsements are required, if not attached please communicate with vendor/contractor to obtain them prior to routing within the City for signatures. **(Caution: Do not circulate for signature if evidence insurance required by the contract is not included.)**				
Certificates of Insurance:				
■ General Liability	■ Auto	■ Workers' Compensation		
☐ Other:				
☐ Professional Liability	☐ Sexual Abuse & Molestation Liabilities ("SAM")	☐ Cyber	☐ Pollution Coverage	☐ Builder's Risk
Endorsements to Insurance Checklist:				
■ General Liability Additional Insured Endorsement	■ Workers' Comp Waiver of Subrogation Endorsement			

Further Internal Instructions for City of Salinas staff preparing contract:

- ■ Proofread contract for Legal name consistency of contractor for spelling and punctuation throughout
- ■ Spell Checked and Grammar Checked with Microsoft Word tools
- ■ Proofread for format, font type, size, correct page numbers, etc. consistency

CERTIFICATION & APPROVALS

Requesting DSMR, DCPP, and Department Head each certify that he/she:
(1) has proofread and substantively read the attached contract/agreement and that the requesting department will comply with all its requirements and is authorized to comply with the requirements
(2) recognizes that while Legal may review the contract from a policy and/or legal perspective, it is the requesting Department/Department Head's responsibility to ensure the business terms and specifications are sufficient and/or practical for departmental needs, that the scope of services is appropriate, and that the contract submitted accords with the City Code and Purchasing Requirements
(3) is responsible to monitor the contract for compliance, payment obligations, and to obtain effective evidence of insurance, and any required bonds at contract initiation, including prior to submission for City signature

	PRINT NAME	SIGNATURE	DATE
Dept. Staff Member Responsible for Contract	Jonathan Moore	Signed by: Jonathan Moore 41D42F747FB14BE...	12/5/2025 | 11:21 AM
Dept. Primary Point of Contact ("POC") for Contracts	Kirsten Zehring	Signed by: Kirsten Zehring BB68B93BE5D4401...	12/5/2025 | 11:20 AM
Department Head	Lisa Brinton	DocuSigned by: Lisa Brinton 3D4F4A8A84D54A8...	12/5/2025 | 11:31 AM

Information Technology (if applicable) IT Manager: Carlos Ortega			
Approved	N/A		

FINANCE/PURCHASING REVIEWED FOR COMPLIANCE Sr. Buyer: Rosa Mendoza
☐ Reviewed for Compliance with City Purchasing Code and Policy

☐ Confirmed an authorized signer (title and name) is on contract
☐ Confirmed sufficient budget is available
☐ Purchase Order # (if applicable) 2022-2097

Approved	Abe Pedroza	Signed by: Abe Pedroza F2CD16CE6B824E2...	12/12/2025 | 12:11 P

LEGAL Assistant City Attorney, Rhonda Combs (primary POC); or City Attorney, Chris Callihan (secondary POC)			
Approved as to Form	Rhonda Combs	Signed by: Rhonda Combs 47E1DC47F6EE4DD...	12/15/2025 | 2:47 PM

Comments respecting Contract being routed that may be helpful to reviews, notifications respecting non-approvals, and/or recommendations for additional City Departments to review (or attached memo):

Amendment 4 for time extension only (no change in dollar amount) for General Plan support, Climate Action Plan, and Environmental Report. This is PO#2022-2097, approved by City Council Resolution #22101

Note: Please do not send the routing form or any comments or advice from the City Attorney's Office to any third parties/contractor(s) when negotiating or corresponding. Those communications may be attorney-client privileged, and by forwarding them, you could be waiving that protective privilege, and/or doing so could affect negotiations with a third party. **Further Note:** If contractor requests an originally executed contract two (2) contract originals must be attached to the City Contract Routing Form.

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AGREEMENT —AMENDMENT NO. 4 TO
AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN
CITY OF SALINAS AND PLACEWORKS, INC.

This Amendment No. 4 to the Agreement for Professional Services Between the City of Salinas and PlaceWorks, Inc. (the "Amendment") is entered into this 1st day of December 2025, by and between the City of Salinas (the "City") and Placeworks, Inc., (the "Consultant"). City and Contractor may be individually referred to herein as a "Party" and collectively the City and Contractor may be referred to as the "Parties."

RECITALS

WHEREAS, the City and Contractor first entered into an Agreement for Professional Services Between the City of Salinas and Placeworks, Inc., effective May 25, 2021, pursuant to which Consultant agreed to act as an provide certain services to the city related to components of its General Plan update for compensation (the "Agreement"); and

WHEREAS, the City and Consultant previously agreed to Amendment NO. 1, effective November 15, 2022, to increase the contract amount for additional services supporting the General Plan update; and

WHEREAS, the City and Consultant previously agreed to Amendment NO. 2 and Amendment NO. 3 to extend the completion schedule beyond the original termination date of January 31, 2024, ultimately extending the term of the Agreement to December 31, 2025, to allow additional time to complete previously scoped work; and

WHEREAS, due to the continued need for additional time to complete the remaining components of the General Plan update and related tasks, the City and Consultant desire to extend the completion schedule from the previously amended termination date of December 31, 2025, to allow sufficient time to complete the remaining scoped work.

NOW, THEREFORE, in mutual consideration of the terms and conditions set forth below, the Parties agree as follows:

TERMS

1. The Agreement, Section 2, "Term; Completion Schedule" is amended to replace "shall terminate on December 31, 2025" with "shall terminate on December 31, 2026".

2. All other covenants, terms, and conditions set forth in the Agreement and not amended by this Amendment shall remain in full force and effect as if fully set forth herein.

IN WITNESS WHEREOF, the undersigned, as authorized representatives of the City and Contractor have entered into this Agreement as of the date first written above.

CITY OF SALINAS

Signed by:
Rene Mendez
49009F9344B6488...
René Mendez, City Manager

APPROVED AS TO FORM:

Signed by:
Rhonda Combs
47E1DC47F6EE4DD...

☐ Christopher A. Callihan, City Attorney
☒ Rhonda Combs, Assistant City Attorney

PlaceWorks, Inc.

Signed by:
Alexis Mena
C7116E785655422...

Alexis Mena
Associate Principal, PlaceWorks

Docusign Envelope ID: 54D589B6-EEFC-4C78-AB97-FA2A2B886006

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 07/11/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Marsh Risk & Insurance Services
17901 Von Karman Avenue, Suite 1100
(949) 399-5800; License #0437153
Irvine, CA 92614
Attn: NewportBeach.CertRequest@marsh.com/F: 212-948-4323
CN115158923--01-25-26

CONTACT NAME:
PHONE (A/C, No, Ext): **FAX (A/C, No):**
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Starr Surplus Lines Insurance Company	13604
INSURER B : Travelers Property Casualty Co. of America	25674
INSURER C : Falcon Insurance Group	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
PlaceWorks, Inc
3 MacArthur Place, Suite 1100
Santa Ana, CA 92707

COVERAGES **CERTIFICATE NUMBER:** LOS-002544985-11 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY**			1000068067251	07/15/2025	07/01/2026	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 50,000
	X BI & PD Ded. $5,000						MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 1,000,000
	OTHER:						Contractors Pollution	$ 5,000,000
B	**AUTOMOBILE LIABILITY**			BA-1N96406A-25-43-G	07/01/2025	07/01/2026	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
							Comp/Coll Deductibles	$ 1,000
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
B	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N			UB-7K728676-25-43-G	07/01/2025	07/01/2026	X PER STATUTE OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N **(Mandatory in NH)**	N / A					E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
C	Errors & Omissions-Claims Made Retro Dates: See 2nd Page			FRS-H-P-PL-00013383-01	07/15/2025	07/01/2026	Each Claim/Aggregate	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The City of Salinas, its officers, officials, employees, and volunteers are included as additional insured where required by written contract with respect to general liability. This insurance is primary and non-contributory over any existing insurance and limited to liability arising out of the operations of the named insured subject to policy terms and conditions with respect to General Liability. Waiver of subrogation is applicable where required by written contract and subject to policy terms and conditions.

CERTIFICATE HOLDER

City of Salinas
65 W. Alisal Street, Suite 201
Salinas, CA 93901

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Marsh Risk & Insurance Services

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AGENCY CUSTOMER ID: CN115158923

LOC #: Irvine

ADDITIONAL REMARKS SCHEDULE

AGENCY Marsh Risk & Insurance Services	**NAMED INSURED** PlaceWorks, Inc 3 MacArthur Place, Suite 1100 Santa Ana, CA 92707
POLICY NUMBER	
CARRIER / **NAIC CODE**	**EFFECTIVE DATE:**

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 **FORM TITLE:** Certificate of Liability Insurance

Errors & Omissions Retro Dates:
7/1/99 - Planning Center, Inc.
1/1/87 - Design Community & Engineering Inc.

Subject to policy terms, conditions, limitations and exclusions.

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Policy Number: 1000068067251
Term: 07/15/2025-07/01/2026

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Additional Person(s) or Organization(s):	Location And Description Of Completed Operations
Blanket when specifically required in a written contract with the named insured.	Blanket when specifically required in a written contract with the named insured.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. **Section III – Who Is An Insured** within the Common Provisions is amended to include as an insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – AUTOMATIC STATUS WHEN REQUIRED IN CONSTRUCTION AGREEMENT WITH YOU

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

A. **Section II – Who Is An Insured** is amended to include as an additional insured any person or organization for whom you are performing operations when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be added as an additional insured on your policy. Such person or organization is an additional insured only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured.

However, the insurance afforded to such additional insured:

1. Only applies to the extent permitted by law; and
2. Will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

A person's or organization's status as an additional insured under this endorsement ends when your operations for that additional insured are completed.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to:

1. "Bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:
   - **a.** The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
   - **b.** Supervisory, inspection, architectural or engineering activities.

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage", or the offense which caused the "personal and advertising injury", involved the rendering of or the failure to render any professional architectural, engineering or surveying services.

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2. "Bodily injury" or "property damage" occurring after:
   a. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
   b. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

The most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement you have entered into with the additional insured; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED, PRIMARY AND NONCONTRIBUTORY AND WAIVER OF SUBROGATION AMENDATORY ENDORSEMENT

Policy Number: 1000068067251 **Effective Date:** 07/15/2025 at 12:01 A.M.
Named Insured: Placeworks, Inc.

This endorsement modifies the insurance coverage form(s) listed below that have been purchased by you and evidenced as such on the Declarations page. Please read the endorsement and respective policy(ies) carefully.

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

SCHEDULE

Name Of Person(s) Or Organization(s):
Where Required By Written Contract

It is hereby agreed as follows:

1. **SECTION II - WHO IS AN INSURED** is amended to include the following:

   a. Any person(s) or organization(s) that you are required to include as an additional insured under this policy by written contract or written agreement or that is listed in the **SCHEDULE** above is an additional insured under this policy. Such additional insured status applies only with respect to liability arising out of "your work" for or on behalf of that person(s) or organization(s) pursuant to such written contract or written agreement.

   However, the insurance afforded to such additional insured(s):

   (1) only applies to the extent permitted by law; and

   (2) will not be broader than that which you are required by the written contract or written agreement to provide for such additional insured(s).

   b. With respect to the insurance afforded to the additional insured(s), **SECTION III – LIMITS OF INSURANCE** is amended to include the following:

   The most we will pay on behalf of the additional insured(s) is the amount of insurance:

   (1) Required by the contract or agreement; or

   (2) Available under the applicable limits of insurance;

   whichever is less.

   This endorsement shall not increase the applicable limits of insurance.

2. **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, 4. Other Insurance** is amended to

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include the following, which supersedes any provision to the contrary:

Primary And Noncontributory Insurance

This insurance is primary to, and will not seek contribution from, any other insurance available to an additional insured under your policy provided that:

a. The additional insured is a Named Insured under such other insurance; and

b. You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

3. **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, 8. Transfer Of Rights Of Recovery Against Others To Us** is amended to include the following:

   We waive any right of recovery against any person or organization, because of any payment we make under this policy, to whom the insured has waived its right of recovery in a written contract or agreement. Such waiver by us applies only to the extent that the insured has waived its right of recovery against such person or organization prior to loss.

All other terms and conditions of the policy remain unchanged.

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED, PRIMARY AND NONCONTRIBUTORY AND WAIVER OF SUBROGATION AMENDATORY ENDORSEMENT

Policy Number: FRS-H-P-PL-00013383-01 **Effective Date:** 07/15/2025 at 12:01 A.M.
Named Insured: Placeworks, Inc.

This endorsement modifies the insurance coverage form(s) listed below that have been purchased by you and evidenced as such on the Declarations page. Please read the endorsement and respective policy(ies) carefully.

CONTRACTORS' POLLUTION LIABILITY COVERAGE FORM
PROFESSIONAL LIABILITY COVERAGE FORM
SITE POLLUTION LIABILITY COVERAGE FORM

SCHEDULE

Where Required By Written Contract

It is hereby agreed as follows:

1. **SECTION II - WHO IS AN INSURED** is amended to include the following:

   a. Any person(s) or organization(s) that you are required to include as an additional insured under this policy by written contract or written agreement or that is listed in the **SCHEDULE** above is an additional insured under this policy. Such additional insured status applies only with respect to liability arising out of "your work" for or on behalf of that person(s) or organization(s) pursuant to such written contract or written agreement.

   However, the insurance afforded to such additional insured(s):

   (1) only applies to the extent permitted by law; and

   (2) will not be broader than that which you are required by the written contract or written agreement to provide for such additional insured(s).

   b. With respect to the insurance afforded to the additional insured(s), **SECTION III – LIMITS OF INSURANCE** is amended to include the following:

   The most we will pay on behalf of the additional insured(s) is the amount of insurance:

   (1) Required by the contract or agreement; or

   (2) Available under the applicable limits of insurance;

   whichever is less.

   This endorsement shall not increase the applicable limits of insurance.

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2. **SECTION IV – CONDITIONS, 4. Other Insurance** is amended to include the following, which supersedes any provision to the contrary:

   Primary And Noncontributory Insurance

   This insurance is primary to, and will not seek contribution from, any other insurance available to an additional insured under your policy provided that:

   a. The additional insured is a Named Insured under such other insurance; and

   b. You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

3. **SECTION IV – CONDITIONS, 7. Transfer Of Rights Of Recovery Against Others To Us** is amended to include the following:

   We waive any right of recovery against any person or organization, because of any payment we make under this policy, to whom the insured has waived its right of recovery in a written contract or agreement. Such waiver by us applies only to the extent that the insured has waived its right of recovery against such person or organization prior to loss.

All other terms and conditions of the policy remain unchanged.

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RESOLUTION NO. 22101 (N.C.S.)

A RESOLUTION AUTHORIZING THE CITY MANAGER AND CITY ATTORNEY TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF SALINAS AND PLACEWORKS, INC., FOR AN AMOUNT NOT TO EXCEED $992,210, FOR THE PREPARATION OF A CLIMATE ACTION PLAN AND THE ENVIRONMENTAL IMPACT REPORT FOR THE GENERAL PLAN UPDATE.

WHEREAS, the City of Salinas is embarking on its first comprehensive General Plan Update (GPU) since 2002; and

WHEREAS, the GPU will include an update to each existing General Plan Element, the City's first Environmental Justice Element, the City's first Climate Action Plan (CAP), an update of the Traffic Fee Ordinance, Environmental Impact Report (EIR), and a revised Zoning Code; and

WHEREAS, outside expertise is necessary to complete many technical aspects of the GPU, including in the areas of the CAP and EIR; and

WHEREAS, on January 15, 2021, the City released a Request for Proposals (RFP) for preparation of the CAP and EIR; and

WHEREAS, major scope of work tasks for the CAP included developing emissions forecasts, assisting the City with community engagement, coordination with the EIR and Master Transportation Consultant teams on emission impacts and reductions, and producing a draft and final CAP; and

WHEREAS, major scope of work tasks for the EIR included conducting all necessary technical studies (except for traffic), developing required notices, facilitating the Scoping meeting, producing draft and final versions of the EIR and related documents, and package of documents for submittal to the State; and

WHEREAS, the Request for Proposals (RFP) for preparation of the CAP and EIR allowed firms to respond to each project individually; and

WHEREAS, the City received six proposals for the CAP and two proposals for the EIR by the submittal deadline of February 22, 2021, including two firms that applied for both; and

WHEREAS, based on a rating and ranking process after review of written proposals and oral interviews, PlaceWorks, Inc. was identified as the selected consultant; and

WHEREAS, PlaceWorks, Inc. has demonstrated knowledge of the community, has worked with the City on past planning and climate related projects, has the firm and staff qualifications, or has identified qualified subconsultants, needed for completing all requested tasks, and demonstrated an innovative approach to developing the CAP and EIR that aligns with community needs.

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NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of Salinas that the City Manager and City Attorney are authorized to enter into a Professional Service Agreement with PlaceWorks, Inc., for the preparation of a Climate Action Plan and the Environmental Impact Report for the General Plan Update for an amount not to exceed $992,210. The funding source for this agreement is the City's 2020-2021 FY Capital Improvement Program Budget, CIP Project 9701 (General Plan Update).

PASSED AND APPROVED this 11th day of May 2021 by the following vote:

AYES: Councilmembers: Barrera, Cromeenes, González, Osornio, Rocha, McShane and Mayor Craig

NOES: None

ABSENT: None

ABSTAIN: None

APPROVED:

DocuSigned by:
Kimbley Craig
E554E94F4CE64C8...
Kimbley Craig, Mayor

ATTEST:

DocuSigned by:
5BE31EC030A0432...
Patricia M. Barajas, City Clerk

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AGREEMENT
FOR PROFESSIONAL SERVICES
BETWEEN
THE CITY OF SALINAS AND
PLACEWORKS, INC.

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AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN THE CITY OF SALINAS AND PLACEWORKS, INC.

This Agreement for Professional Services (the "Agreement" and/or "Contract") is made and entered into this 25 day of May, 2021, between the **City of Salinas**, a California Charter city and municipal corporation (hereinafter "City"), and **PlaceWorks, Inc.**, a Corporation (hereinafter "Consultant").

RECITALS

WHEREAS, Consultant represents that he, she, or it is specially trained, experienced, and competent to perform the special services which will be required by this Agreement; and

WHEREAS, Consultant is willing to render such professional services, as hereinafter defined, on the following terms and conditions.

NOW, THEREFORE, City and Consultant agree as follows:

TERMS

1. **Scope of Service.** The project contemplated and the scope of Consultant's services are described in **Exhibit B**, attached hereto and incorporated herein by reference.

2. **Term; Completion Schedule.** This Agreement shall commence on May 25, 2021, and shall terminate on January 31, 2024 unless extended in writing by either party upon (30) days written notice. This Agreement may be extended only upon mutual written consent of the parties, and may be terminated only pursuant to the terms of this Agreement.

3. **Compensation.** City hereby agrees to pay Consultant for services rendered the City pursuant to this Agreement on a time and materials basis according to the rates of compensation as set forth in **Exhibit B**. The total amount of compensation to be paid under this Agreement shall not exceed **nine hundred ninety-two thousand, two hundred ten dollars ($992,210).**

4. **Billing.** Consultant shall submit to City an itemized invoice, prepared in a form satisfactory to City, describing its services and costs for the period covered by the invoice. Except as specifically authorized by City, Consultant shall not bill City for duplicate services performed by more than one person. Consultant's bills shall include the following information to which such services cost or pertain:

(A) A brief description of services performed;

(B) The date the services were performed;

(C) The number of hours spent and by whom;

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(D) A brief description of any costs incurred; and

(E) The Consultant's signature.

Any such invoices shall be in full accord with any and all applicable provisions of this Agreement.

City shall make payment on each such invoice within thirty (30) days of receipt; provided, however, that if Consultant submits an invoice which is incorrect, incomplete, or not in accord with the provisions of this Agreement, City shall not be obligated to process any payment to Consultant until thirty (30) days after a correct and complying invoice has been submitted by Consultant. The City shall process undisputed portion immediately.

5. **Meet & Confer.** Consultant agrees to meet and confer with City or its agents or employees with regard to services as set forth herein as may be required by the City to ensure timely and adequate performance of the Agreement.

6. **Additional Copies.** If City requires additional copies of reports, or any other material which Consultant is required to furnish as part of the services under this Agreement, Consultant shall provide such additional copies as are requested, and City shall compensate Consultant for the actual costs related to the production of such copies by Consultant.

7. **Responsibility of Consultant.** By executing this Agreement, Consultant agrees that the services to be provided and work to be performed under this Agreement shall be performed in a fully competent manner. By executing this Agreement, Consultant further agrees and represents to City that the Consultant possesses, or shall arrange to secure from others, all of the necessary professional capabilities, experience, resources, and facilities necessary to provide the City the services contemplated under this Agreement and that City relies upon the professional skills of Consultant to do and perform Consultant's work. Consultant further agrees and represents that Consultant shall follow the current, generally accepted practices in this area to the profession to make findings, render opinions, prepare factual presentations, and provide professional advice and recommendations regarding the projects for which the services are rendered under this Agreement.

8. **Responsibility of City.** To the extent appropriate to the projects to be completed by Consultant pursuant to this Agreement, City shall:

(A) Assist Consultant by placing at its disposal all available information pertinent to the projects, including but not limited to, previous reports and any other data relative to the projects. Nothing contained herein shall obligate City to incur any expense in connection with completion of studies or acquisition of information not otherwise in the possession of City.

(B) Examine all studies, reports, sketches, drawings, specifications, proposals, and other documents presented by Consultant, and render verbally or in writing as may be appropriate, decisions pertaining thereto within a reasonable time so as not to delay the services of Consultant.

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(C) Steve Carrigan, City Manager, or his designee, shall act as City's representative with respect to the work to be performed under this Agreement. Such person shall have the complete authority to transmit instructions, receive information, interpret and define City's policies and decisions with respect to materials, equipment, elements, and systems pertinent to Consultant's services. City may unilaterally change its representative upon notice to the Consultant.

(D) Give prompt written notice to Consultant whenever City observes or otherwise becomes aware of any defect in a project.

9. Acceptance of Work Not a Release. Acceptance by the City of the work to be performed under this Agreement does not operate as a release of Consultant from professional responsibility for the work performed.

10. Indemnification and Hold Harmless.

Consultant shall defend, indemnify, and hold harmless the City and its officers, officials, employees, volunteers, and agents from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature to the extent arising out of or in connection with Consultant's willful misconduct or negligent performance of work hereunder, including the performance of work of any of Consultant's subcontractors or agents, or Consultant's failure to comply with any of its obligations contained in the agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of the City.

11. Insurance. Consultant shall procure and maintain for the duration of this Agreement insurance meeting the requirements specified in **Exhibit A** hereto.

12. Access to Records. Consultant shall maintain all preparatory books, records, documents, accounting ledgers, and similar materials including but not limited to calculation and survey notes relating to work performed for the City under this Agreement on file for at least three (3) years following the date of final payment to Consultant by City. Any duly authorized representative(s) of City shall have access to such records for the purpose of inspection, audit, and copying at reasonable times during Consultant's usual and customary business hours. Consultant shall provide proper facilities to City's representative(s) for such access and inspection.

13. Non-Assignability. It is recognized by the parties hereto that a substantial inducement to City for entering into this Agreement was, and is, the professional reputation and competence of Consultant. This Agreement is personal to Consultant and shall not be assigned by it without express written approval of the City.

14. Changes to Scope of Work. City may at any time, and upon a minimum of ten (10) days written notice, seek to modify the scope of services to be provided for any project to be

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completed under this Agreement. Consultant shall, upon receipt of said notice, determine the impact on both time and compensation of such change in scope and notify City in writing. Upon agreement between City and Consultant as to the extent of said impacts to time and compensation, an amendment to this Agreement shall be prepared describing such changes. Execution of the amendment by City and Consultant shall constitute the Consultant's notice to proceed with the changed scope.

15. Ownership of Documents. Title to all final documents, including drawings, specifications, data, reports, summaries, correspondence, photographs, computer software (if purchased on the City's behalf), video and audio tapes, software output, and any other materials with respect to work performed under this Agreement shall vest with City at such time as City has compensated Consultant, as provided herein, for the services rendered by Consultant in connection with which they were prepared. City agrees to hold harmless and indemnify the Consultant against all damages, claims, lawsuits, and losses of any kind including defense costs arising out of any use of said documents, drawings, and/or specifications on any other project without written authorization of the Consultant.

16. Termination.

(A) City shall have the authority to terminate this Agreement, upon ten days written notice to Consultant, as follows:

(1) If in the City's opinion the conduct of the Consultant is such that the interest of the City may be impaired or prejudiced, or

(2) For any reason whatsoever.

(B) Upon termination, Consultant shall be entitled to payment of such amount as fairly compensates Consultant for all work satisfactorily performed up to the date of termination based upon the Consultant's rates shown in **Exhibit B** and/or Section 3 of this Agreement, except that:

(1) In the event of termination by the City for Consultant's default, City shall deduct from the amount due Consultant the total amount of additional expenses incurred by City as a result of such default. Such deduction from amounts due Consultant are made to compensate City for its actual additional costs incurred in securing satisfactory performance of the terms of this Agreement, including but not limited to, costs of engaging another consultant(s) for such purposes. In the event that such additional expenses shall exceed amounts otherwise due and payable to Consultant hereunder, Consultant shall pay City the full amount of such expense.

(C) In the event that this Agreement is terminated by City for any reason, Consultant shall:

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(1) Upon receipt of written notice of such termination promptly cease all services on this project, unless otherwise directed by City; and

(2) Deliver to City all documents, data, reports, summaries, correspondence, photographs, computer software output, video and audio tapes, and any other materials provided to Consultant or prepared by or for Consultant or the City in connection with this Agreement. Such material is to be delivered to City in completed form; however, notwithstanding the provisions of Section 15 herein, City may condition payment for services rendered to the date of termination upon Consultant's delivery to the City of such material.

(D) In the event that this Agreement is terminated by City for any reason, City is hereby expressly permitted to assume the projects and complete them by any means, including but not limited to, an agreement with another party.

(E) The rights and remedy of the City and Consultant provided under this Section are not exclusive and are in addition to any other rights and remedies provided by law or appearing in any other section of this Agreement.

17. Compliance with Laws, Rules, and Regulations. Services performed by Consultant pursuant to this Agreement shall be performed in accordance and full compliance with all applicable federal, state, and City laws and any rules or regulations promulgated thereunder.

18. Exhibits Incorporated. All exhibits referred to in this Agreement and attached to it are hereby incorporated in it by this reference. In the event there is a conflict between any of the terms of this Agreement and any of the terms of any exhibit to the Agreement, the terms of the Agreement shall control the respective duties and liabilities of the parties.

19. Independent Contractor. It is expressly understood and agreed by both parties that Consultant, while engaged in carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and not an employee of the City. Consultant expressly warrants not to represent, at any time or in any manner, that Consultant is an employee or servant of the City.

20. Integration and Entire Agreement. This Agreement represents the entire understanding of City and Consultant as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters contained herein. This Agreement may not be modified or altered except by amendment in writing signed by both parties.

21. Jurisdiction and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of California, County of Monterey, and City of Salinas. Jurisdiction of litigation arising from this Agreement shall be in the State of California, in the County of Monterey or in the appropriate federal court with jurisdiction over the matter.

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22. **Severability**. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of the Agreement shall continue to be in full force and effect.

23. **Notices.**

(A) Written notices to the City hereunder shall, until further notice by City, be addressed to:

Jonathan Moore
City of Salinas
65 W. Alisal Street, Suite 201
Salinas, California 93901

With a copy to:

City Attorney
City of Salinas
200 Lincoln Avenue
Salinas, California 93901

(B) Written notices to the Consultant shall, until further notice by the Consultant, be addressed to:

Steve Noack, AICP
PlaceWorks
1625 Shattuck Avenue, Suite 300
Berkley, California 94709
Tel: 510-848-3815
Email: snoack@placeworks.com

(C) The execution of any such notices by the City Manager shall be effective as to Consultant as if it were by resolution or order of the City Council, and Consultant shall not question the authority of the City Manager to execute any such notice.

(D) All such notices shall either be delivered personally to the other party's designee named above, or shall be deposited in the United States Mail, properly addressed as aforesaid, postage fully prepaid, and shall be effective the day following such deposit in the mail.

24. **Nondiscrimination.** During the performance of this Agreement, Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, creed, sex, national origin, familial status, sexual orientation, age (over 40 years) or disability. Consultant shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion,

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ancestry, creed, sex, national origin, familial status, sexual orientation, age (over 40 years) or disability.

25. **Conflict of Interest.** Consultant warrants and declares that it presently has no interest, and shall not acquire any interest, direct or indirect, financial or otherwise, in any manner or degree which will render the services required under the provisions of this Agreement a violation of any applicable local, state or federal law. Consultant further declares that, in the performance of this Agreement, no subcontractor or person having such an interest shall be employed. In the event that any conflict of interest should nevertheless hereinafter arise, Consultant shall promptly notify City of the existence of such conflict of interest so that City may determine whether to terminate this Agreement. Consultant further warrants its compliance with the Political Reform Act (Government Code section 81000 et seq.) and Salinas City Code Chapter 2A that apply to Consultant as the result of Consultant's performance of the work or services pursuant to the terms of this Agreement.

26. **Headings.** The section headings appearing herein shall not be deemed to govern, limit, modify, or in any manner affect the scope, meaning or intent of the provisions of this Agreement.

27. **Attorneys' Fees.** In case suit shall be brought to interpret or to enforce this Agreement, or because of the breach of any other covenant or provision herein contained, the prevailing party in such action shall be entitled to recover their reasonable attorneys' fees in addition to such costs as may be allowed by the Court. City's attorneys' fees, if awarded, shall be calculated at the market rate.

28. **Non-Exclusive Agreement.** This Agreement is non-exclusive and both City and Consultant expressly reserves the right to contract with other entities for the same or similar services.

29. **Rights and Obligations Under Agreement.** By entering into this Agreement, the parties do not intend to create any obligations express or implied other than those set out herein; further, this Agreement shall not create any rights in any party not a signatory hereto.

30. **Licenses.** If a license of any kind, which term is intended to include evidence of registration, is required of Consultant, its representatives, agents or subcontractors by federal, state or local law, Consultant warrants that such license has been obtained, is valid and in good standing, and that any applicable bond posted in accordance with applicable laws and regulations.

31. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute a single agreement.

32. **Legal Representation.** Each party affirms that it has been represented, if it so chose, by legal counsel of its own choosing regarding the preparation and the negotiation of this Agreement and the matters and claims set forth herein, and that each of them has read this Agreement and is fully aware of its contents and its legal effect. Neither party is relying on any

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statement of the other party outside the terms set forth in this Agreement as an inducement to enter into this Agreement.

33. **Joint Representation.** The language of all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against any party. No presumptions or rules of interpretation based upon the identity of the party preparing or drafting the Agreement, or any part thereof, shall be applicable or invoked.

34. **Warranty of Authority.** Each party represents and warrants that it has the right, power, and authority to enter into this Agreement. Each party further represents and warrants that it has given any and all notices, and obtained any and all consents, powers, and authorities, necessary to permit it, and the persons entering into this Agreement for it, to enter into this Agreement.

35. **No Waiver of Rights.** Waiver of a breach or default under this Agreement shall not constitute a continuing waiver or a waiver of a subsequent breach of the same or any other provision of this Agreement. The failure to provide notice of any breach of this Agreement or failure to comply with any of the terms of this Agreement shall not constitute a waiver thereof. Failure on the part of either party to enforce any provision of this Agreement shall not be construed as a waiver of the right to compel enforcement of such provision or any other provision. A waiver by the City of any one or more of the conditions of performance under this Agreement shall not be construed as waiver(s) of any other condition of performance under this Agreement.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the date first written above.

CITY OF SALINAS

DocuSigned by:
Steve Carrigan
04306A524903419...
Steven S. Carrigan
City Manager

APPROVED AS TO FORM:

DocuSigned by:
Christopher A. Callihan
D4F0D8C3A7C8442...
Christopher A. Callihan
City Attorney

ATTEST:

DocuSigned by:
Patricia Barajas
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Patricia Barajas
City Clerk

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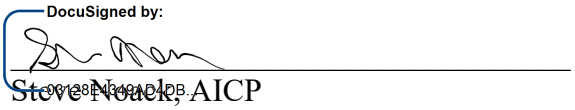
CONSULTANT

DocuSigned by:



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Steve Noack, AICP
Principal, PlaceWorks

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Exhibit A

Insurance Requirements

Consultant shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, his agents, representatives, employees, or subcontractors. With respect to General Liability and Professional Liability, coverage should be maintained for a minimum of five (5) years after Agreement completion.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

(A) Commercial General Liability ("CGL"): Insurance Services Office Form ("ISO") CG 00 01 covering CGL on an occurrence basis, including products and completed operations, property damage, bodily injury, and personal & advertising injury with limits no less than **$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

(B) Automobile Liability: ISO Form CA 0001 covering any auto, or if Consultant has no owned autos, hired and non-owned, with limits no less than **$1,000,000** per accident for bodily injury and property damage.

(C) Workers' Compensation insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with a limit of no less than **$1,000,000** per accident for bodily injury or disease.

(D) Professional Liability (also known as Errors and Omissions) insurance appropriate to the work being performed, with limits no less than **$1,000,000** per occurrence or claim, **$2,000,000** aggregate per policy period of one year.

If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the City of Salinas requires and shall be entitled to the broader coverage and/or higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

OTHER INSURANCE PROVISIONS

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status

The City of Salinas, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Consultant's insurance (at least as broad as ISO Form CG 20 10, CG 11 85, or **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37 forms if later revisions used).

Primary Coverage

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For any claims related to this Agreement or the project described within this Agreement, the **Consultant's insurance coverage shall be primary coverage** at least as broad as ISO Form CG 20 01 04 13 as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

Notice of Cancellation
Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the City.

Waiver of Subrogation
Consultant hereby grants to City a waiver of any right to subrogation which any insurer of said Consultant may acquire against the City by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City of Salinas for all work performed by the Consultant, its employees, agents, and subcontractors.

Self-Insured Retentions
Self-insured retentions must be declared by Consultant to and approved by the City. At the option of the City, Consultant shall provide coverage to reduce or eliminate such self-insured retentions as respects the City, its officers, officials, employees, and volunteers; or the consultant shall provide evidence satisfactory to the City guaranteeing payment of losses and related investigations, claim administrations, and defense expenses. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or City.

Acceptability of Insurers
Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

Claims Made Policies
If any of the required policies provide coverage on a claims-made basis:

1. The Retroactive Date must be shown and must be before the date of this Agreement or the beginning of Agreement work.
2. Insurance must be maintained and evidence of insurance must be provided ***for at least five (5) years after completion of the Agreement of work.***
3. If coverage is canceled or non-renewed, and not ***replaced with another claims-made policy form with a Retroactive Dat***e prior to the Agreement effective date, the Consultant must purchase "extended reporting" coverage for a minimum of ***five (5)*** years after completion of Agreement work.
4. A copy of the claims reporting requirements must be submitted to the City for review.

Verification of Coverage

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Consultant shall furnish the City with original certificates and amendatory endorsements or copies of the applicable insurance language effecting coverage required by this Agreement. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Subcontractors
Consultant shall require and verify that all sub-consultants and/or subcontractors maintain insurance meeting all the requirements stated herein, and Consultant shall ensure that Entity is an additional insured on insurance required from such sub-consultants and/or subcontractors.

Special Risks or Circumstances
City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

Maintenance of Insurance
Maintenance of insurance by Consultant as specified shall in no way be interpreted as relieving Consultant of its indemnification obligations or any responsibility whatsoever and the Consultant may carry, at its own expense, such additional insurance as it deems necessary.

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Exhibit B

Scope of Work; Compensation Rates-Attached

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EXHIBIT B:
SCOPE OF WORK AND COSTS

This exhibit describes the scope of services, schedule, products, and meetings for the City of Salinas General Plan Update Environmental Impact Report (EIR) and Climate Action Plan (CAP) to be conducted by PlaceWorks for the City of Salinas in cooperation with Albion Environmental, Page & Turnbull, and Environmental Collaborative.

The total cost to conduct this scope of work is $992,210.

ENVIRONMENTAL IMPACT REPORT

SCOPE OF SERVICES

Task 1. Project Initiation, Management and Communication

The purpose of this task is to lay the groundwork for integrating the EIR and General Plan processes to ensure a focused effort to meet the December 2023 completion date. It is an opportunity for the PlaceWorks team to get acquainted with City staff, and vice versa. The kick-off meeting will provide an opportunity to define project logistics, establish communication protocols, and review key target dates for the General Plan buildout projections and draft policies. Also, in this task, the PlaceWorks team will develop base maps, and assemble data for the baseline sections of the EIR.

1.1 Kickoff Meeting

This initial meeting will provide the opportunity for the team to get to know each other and establish a working relationship between team members. At this meeting, we will establish a communications protocol to ensure continuous coordination of interdependent tasks, and to provide a platform for problem solving in a collaborative manner. PlaceWorks will discuss the data needs, listed below, from the Transportation consultant for the noise, air quality and greenhouse gas modeling tasks.

- GIS: City Centerline data with the segments coded (e.g., X Street – Y Street to Z Street) for all highways and major roadways and arterials in the study area
- ADT segment volumes (both directions, not one-way) for all highway, major roadway and arterial segments in the traffic study area in EXCEL:
  - Existing
  - Future/Horizon
  - Vehicle mix [auto, medium-duty (2 axles, 6 tires), heavy-duty (3 axles+)] on the above segments for existing and future timeframes

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- Daytime (7 AM – 7 PM)/Evening (7 PM – 10PM)/Nighttime (10 PM – 7 AM) percentage splits on the above segments for existing and future timeframes
- Speed limits on the above segments for existing and future timeframes
- Number of lanes/roadway widths for the above segments
- List of traffic study segments

We will also discuss coordination on mapping and graphics software.

1.2 Bi-Weekly Status Meetings

Based on the agreed communications protocol and meeting schedule, PlaceWorks will organize and implement the meeting schedule. We anticipate bi-weekly team meetings during key EIR development periods including scoping, preparing the Administrative Draft EIR, and the Final EIR. PlaceWorks staff will schedule the EIR meetings, prepare meeting agendas, and maintain a list of action items, including completion dates, to help keep the EIR process in alignment with the General Plan development process.

We have also included time to participate in General Plan meetings through the duration of the project, to provide information on baseline conditions and discuss the approach to developing EIR mitigation measures in alignment with the goals, policies and implementation programs of the General Plan elements. PlaceWorks assumes that the EIR and General Plan status meetings will be online.

1.3 EIR Project Management

PlaceWorks will coordinate with City staff and subconsultants throughout the duration of the project and will manage the scope, cost and schedule to ensure that the EIR process is completed efficiently and in accordance with the contract. In this task, we will prepare and manage subconsultant contracts and review subconsultant invoices to ensure that billings are in alignment with work progress. We will also prepare progress reports to accompany our monthly invoices.

1.4 Commission Meetings

This task includes PlaceWorks staff hours to assist City staff in preparing for meetings as determined during the course of the project. The hours in this task reflect anticipated tasks such as preparing public notices, staff reports (or memorandum to include in staff reports), and presentation materials.

1.5 General Plan Staff Assistance

Hours within this task are intended to provide additional support for the General Plan development program, focusing management support and coordination, including preparing and updating a Microsoft Project schedule as a tool to show the interconnectedness of the General Plan and EIR tasks; providing graphic design services for layout of the General Plan; preparing plan maps and figures; editing and final production.

DELIVERABLES:

- Data needs memorandum

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- EIR schedule
- Monthly invoices and status reports
- Staff assistance materials (as needed, within allotted budget)Microsoft project schedule
- Graphic design support
- General Plan maps and figures
- General plan layout, editing and production

Task 2. EIR Scoping

2.1 Notice of Preparation

PlaceWorks will prepare a detailed NOP pursuant to CEQA Section 15082, Notice of Preparation and Determination of Scope of EIR, and distribute it to the State Clearinghouse. This scope of work assumes that the City will be responsible for mailing and overall circulation of the NOP and publishing the NOP in a newspaper of general circulation.

2.2 Scoping Meeting

Steve Noack and Alexis Mena of PlaceWorks will prepare a presentation for and facilitate the scoping meeting, on the EIR. The scoping meeting would be held on-line. PlaceWorks will present a live presentation providing an overview of the CEQA process and inviting scoping comments from the public. This scope assumes, and that City staff will be responsible for local noticing and outreach for the scoping meeting.

Following the end of the 30-day scoping period, PlaceWorks will prepare a summary of comments in matrix format for distribution to the General Plan and EIR teams.

DELIVERABLES

- Notice of Preparation
- CEQA 101 Primer materials
- Scoping meeting presentation
- Summary of scoping period comments

Task 3. Engineering and Mapping Analyses

This section describes additional tasks that will inform the General Plan and provide information for the EIR. PlaceWorks will prepare an infrastructure capacity report to be incorporated into the utility section of the Draft EIR, as described in Sub Tasks 3.1 through 3.3. We will also prepare map sets and reports addressing natural resources and environmental hazards, as described in Subtasks 3.4 and 3.5.

3.1 Infrastructure Capacity Report

a. Data Collection

The utility systems to be addressed include:

- Water

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- Wastewater
- Storm drainage
- Solid waste
- Privately-operated services such as electric, gas, and telecommunications

PlaceWorks will incorporate information collected through research and direct interviews with service providers, including the California Water Services and Alco Water Service, Monterey One Water (M1W), Salinas Valley Solid Waste Authority, and Pacific Gas & Electric, among others.

b. Existing Conditions Analysis

For each topic, PlaceWorks will focus on constraints or deficiencies that may impact land use and environmental policies, and the status (and funding) of any plans to expand, adapt or rebuild facilities.

c. Evaluation of Growth Impacts on Utilities

The section will include water and wastewater demands under the proposed General Plan buildout as compared to existing supplies and sewer/wastewater treatment capacities. This scope of work assumes that the water purveyors, California Water Services and Alco Water Service, will produce Water Supply Assessments (WSAs). PlaceWorks will incorporate information from the WSAs into the reports prepared as part of this task.

In addition, the capacity of Johnson Canyon Landfill to accept solid waste and the State and local solid waste diversion programs will be considered in determining potential solid waste impacts.

The scope assumes no field work, facility evaluations, or modeling relating to the adequacy of individual systems and will rely primarily on information provided by the service providers through interviews, correspondence, systems master plans, and technical reports.

3.2 Natural Resources Inventory Maps and Reports

The PlaceWorks team will prepare a Natural Resource Inventory document, supported by extensive mapping, that will provide baseline data necessary to complete the Conservation Element of the General Plan, and related sections of the EIR. The majority of this work will be completed through examination of existing City documents, database review, and field verification, as needed, to ensure all information used is up to date.

This sub-task will include a summary of all existing federal, State, and local regulations addressing biological, hydrological, and mineral resources. This data may include maps, tables, and summaries of the following data:

- Vegetation types.
- Natural communities and wildlife habitats.
- Special status species designated on the California Natural Diversity Data Base.
- Tree protection and planting.
- Invasive plant control.
- Predatory animal control.
- Local soil types.

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- Agricultural resources including Farmland of Statewide Significance.
- Water resources (discusses creek, creek daylighting, and bank protection).

This sub-task will also assess existing General Plan policies regarding the above-mentioned environmental sections as needed.

3.3 Environmental Hazards Maps and Reports

PlaceWorks will provide the baseline data needed to update the General Plan Safety Element, and prepare the Hazards and Hazardous Materials EIR Section. We will provide information on, seismic hazards, landslide potential, flooding, dam failure, wildfire hazards, aviation hazards, hazardous materials, emergency preparedness, and potential impacts of global climate change. This information will be gathered from existing federal, state, regional, and local resources and programs, and information from the CAP development. PlaceWorks will compile information and maps for the downtown area and the community. Each section of the report is described below.

a. Geologic Hazards

PlaceWorks will document hazards including ground shaking, liquefaction, fault rupture, differential settlement, and earthquake-induced landslides. We will include maps showing regional fault lines and earthquake probabilities, along with related hazards induced by earthquakes. The report will include documentation of specific hazards within the city such as unreinforced masonry and soft-story buildings in the downtown.

b. Flood Hazards

PlaceWorks will document the flood hazards in the city, using the FEMA-designated 100-year and 500-year flood zones, along with other applicable flooding sources.

c. Wildfire Hazards

Wildfire hazards will include mapping of fire hazard severity zones as required by Senate Bill (SB) 1241 and will suggest ways to reduce wildfire risk in the Salinas Planning Area. We will consult with the California Department of Forestry and Fire Prevention, as well as with the City Fire Department. This section will also discuss wildfire hazard mitigation measures such as defensible space, vegetation management, emergency vehicle access, street sign visibility, and availability of water in the event of a fire.

d. Hazardous Materials

PlaceWorks will prepare the hazardous materials section that will identify areas within Salinas where hazardous materials are either stored or handled. Hazards associated with the following will be discussed:

- Leaking of underground storage tanks.
- Groundwater contamination.
- Spill prevention and accidental releases.
- Hazardous waste clean-up.
- Hazardous waste transportation.
- Demolition or renovation near sites with asbestos, lead-based paint, and universal wastes.

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e. Additional Topics (Airport Safety and Emergency Preparedness)

PlaceWorks will provide mapping and reporting on aviation hazards that could potentially occur at or near the San Salinas Airport, and any potential influences on existing or future operations. This section will also summarize the City's emergency preparedness programs, including community-focused programs, City-focused programs, and automated notification systems, in addition to identifying evacuation routes per State General Plan guidelines. We will also include information on post-disaster recovery.

3.4 Climate Change Vulnerability Assessment

PlaceWorks will prepare a climate change vulnerability assessment, analyzing the current and future threat posed by natural hazards associated with climate change. The climate change vulnerability assessment will evaluate how the populations and community assets in Salinas may be harmed by these hazards, considering both direct and indirect impacts. We anticipate that this assessment will look at drought, extreme heat, and flooding, along with agricultural pests, human health hazards, severe weather, regional wildfires and air quality impacts, and other hazards of concern to the community.

The climate change vulnerability assessment will consider the vulnerability for populations and community assets by evaluating impact (the severity of the hazard's effects) and adaptive capacity (the ability to resist and recover from hazards), in accordance with the 2020 California Adaptation Planning Guide. This will include an assessment of historically marginalized, disadvantaged, or otherwise vulnerable communities. We will rely on an array of scientific research to conduct the vulnerability assessment, including peer-reviewed scientific studies, publications from academic institutions and government organizations, and other credible local, regional, state, and federal sources. The vulnerability assessment will incorporate information gathered for other sections of the EIR, including those on agriculture, biology, energy, hazards, public services, transportation, utilities, and any other relevant topic. We will translate the impact and adaptive capacity analysis into an overall vulnerability score, which will help identify the priority populations and assets most susceptible to the effects of climate change-related natural hazards.

The climate change vulnerability assessment will serve as a foundation for adaptation strategies, which will be integrated into the Climate Action Plan as part of Salinas' comprehensive strategy to reduce greenhouse gas emissions and address the threat of climate change. These strategies will help to increase community resilience to climate change-related natural hazards. The vulnerability assessment and the resulting strategies can be incorporated or referenced in the Safety Element of Salinas' General Plan, satisfying State requirements to conduct a vulnerability assessment and prepare adaptation strategies as codified in Section 65302(g)(4) of the California Government Code.

PlaceWorks will prepare a summary of the climate change vulnerability assessment results. This memo will identify the anticipated changes to climate change-related natural hazards and the population and assets most at risk of harm. It will also include mapping of at-risk areas, vulnerable population groups, and critical community assets, which may be used to support other community resilience and equity efforts.

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DELIVERABLES:

- Existing capacity summaries for water, wastewater, storm drainage, solid waste, electricity, natural gas and telecommunications
- Impact conclusions for utilities
- Natural resources inventory maps and reports
- Environmental hazards maps and reports
- Climate change vulnerability assessment:
  - Memo summarizing climate change vulnerability assessment method, approach, and list of climate hazards and populations/assets for analysis (electronic, draft and final)
  - Vulnerability assessment scoring matrix with summary memo of results (electronic, draft and final)
  - Meetings with staff to discuss methods/approach memo and scoring results (phone/videoconference)
  - Vulnerability Assessment Summary (draft and final, electronic)

Task 4. Administrative Draft EIR

4.1 Buildout Projections

Our scope of work includes a budget allotment to work with City staff to develop the buildout metrics for the General Plan. Potential tasks can include assisting with buildout modeling, attending meetings with City staff and Commissions and the community, and presenting the buildout information to discuss the importance of "getting it right" for the General Plan Horizon year.

4.2 Project Description

The introduction of the EIR will discuss the purpose, intended use, tiering and streamlining process, the environmental review process, organization of the EIR and its relation to other plans and regulations, actions required to implement the General Plan, explanation of mitigation measures, and a description of agencies that may use the EIR.

PlaceWorks will draft a project description for City staff to review and approve, with additional narrative discussing the location, and regional context of the City. This section will also discuss the general components of the General Plan, as well as the differences between the current and updated Plans, which will be presented in a quantifiable manner, as will the rest of the EIR document. The project description will expand on the purposes of the EIR for the General Plan and, will discuss the required permits and approvals needed to adopt it.

4.3 Environmental Analysis

PlaceWorks will prepare an EIR that focuses on CEQA resource categories where substantial evidence of a potentially significant environmental impact exists. PlaceWorks will analyze the following topic areas in the document.

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a. Aesthetics

The aesthetics analysis will review General Plan policies and programs that may impact scenic vistas and other resources, such as views of the hills. This section will determine whether the General Plan would have a substantial adverse effect on any protected aesthetic or visual resources. The setting will include a description of scenic views and corridors within and adjacent to the city. If necessary, mitigation measures to reduce aesthetics impacts to a less-than-significant level will be recommended in the form of additional or revised policies.

b. Agricultural and Forestry Resources

This section will catalog local agricultural resources, including urban agriculture. Potential impacts to these resources as a result of the proposed plan will be analyzed to determine if they pose a substantial adverse effect. These impacts may occur through direct conversion of Important Farmland, conflicts with land protected under Williamson Act contracts, or through potential indirect impacts on existing agricultural operations. In the event an impact is determined to be significant, mitigation measures shall be included to reduce the impact to as minimally significant as possible.

c. Air Quality and Greenhouse Gasses

PlaceWorks will prepare an air quality and greenhouse gas (GHG) emissions analysis for the Salinas General Plan Update and EIR. The analysis will be based on the current methodology of the Monterey Bay Air Resources District (MBARD) CEQA Air Quality Guidelines for projects in the North Central Coast Air Basin (NCCAB).

i. Existing Emissions Inventory

PlaceWorks will prepare an existing criteria air pollutant and GHG emissions inventory for the City of Salinas. The inventory will include the following sectors.

- On-Road Transportation. Buildout of the General Plan would generate criteria air pollutant and GHG emissions from an anticipated increase in trips and vehicle miles traveled (VMT) by passenger vehicles and trucks. VMT will be modeled using the California Air Resources Board's (CARB) latest emissions factor model (EMFAC) based on data provided by the City's traffic engineer using an origin-destination model. VMT should be provided by internal-external/external-internal and internal-internal trips for trips that start and end in the project area.
- Residential and Non-Residential Built Environment (Energy). Buildings in the City consume electricity and natural gas. Activity data provided by the Pacific Gas and Electric Company (PG&E) and the Monterey Bay Community Power Authority (MBCPA) will be used to compile the criteria air pollutant and GHG emissions inventory. GHG emissions from electricity use will be based on the latest carbon intensity available from PG&E and power content label for the MBCPA.
- Water Use/Wastewater Generation. Electricity is used to transport and treat water for indoor and outdoor purposes. Additionally, treatment of wastewater generates fugitive GHG emissions. GHG emissions from this sector will be based on data available from the California Water Service (Cal-Water) Urban Water Management Plan for the City of Salinas.

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- Solid Waste Disposal. Disposal of municipal solid waste generate indirect GHG emissions from decomposition of organic materials. This sector will be based on data available from CalRecycle for the City modeled using CARB's latest landfill gas model.
- Agriculture. This sector includes emissions from off-road agricultural equipment fuel use, fertilizer application on crops, livestock digestion (enteric fermentation and manure management), pesticide application, and agricultural residue burning.
- Other Applicable Sources. Use of off-road equipment, such as those used during construction activities, in the City also generates criteria air pollutant and GHG emission.
- Permitted Sources. While industrial sources in the City generate emissions, these stationary sources are permitted sources of emissions and not under the direct or indirect control of the City. If information is available for permitted sources from MBARD, these sources will be identified within the inventory separately.

ii. Future Emissions Forecasts

Once the General Plan horizon year land use statistics are compiled, PlaceWorks will conduct emissions forecasts for the General Plan Horizon Year. The emissions forecast will be based on historic information compiled for the existing conditions and forecasted based on the increase in population and employment in the City and Planning Area as a result of implementation of the General Plan. The increase in VMT will be based on the data provided by the Traffic engineer using an origin-destination model. VMT should be provided by internal-external/external-internal and internal-internal trips for trips that start and end in the project area for the "Current General Plan" scenario and the "Proposed General Plan" scenario. For the General Plan horizon year air quality and GHG forecast, PlaceWorks will consider existing regulations that reduce criteria air pollutant and GHG emissions.

iii. Air Quality, Energy, and GHG Emissions EIR Analysis

The EIR will detail potential environmental impacts associated with implementation of the General Plan Update compared to the CEQA Appendix G threshold questions.

The results of the technical modeling described above will be compiled into the EIR. Model outputs will be included as an appendix. Regional emissions will be compared to the applicable thresholds. Potential localized air quality impacts from construction activities associated with implementation of the General Plan will be described qualitatively and mitigation measures will be recommended to ensure that implementation of projects under the General Plan does not expose sensitive receptors to substantial pollutant concentrations.

The NCCAB is designated nonattainment under the California and National Ambient Air Quality Standards (AAQS) for ozone (O3) and particulate matter (PM10). MBARD has adopted an Air Quality Management Plan to attain the long-term National and California ambient air quality standards. The study will include a consistency evaluation of the project's regional emissions to goals of the AQMP adopted by MBARD. The outcomes of the Senate Bill 1000 Environmental Justice outreach will be documented in the EIR. The NCCAB is designated in attainment for carbon monoxide (CO) under both the California and National AAQS. Therefore, the air quality analysis will include only a qualitative

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assessment of CO hotspots. In addition, the study will include a qualitative assessment of potential odor generators to describe potential odor impacts.

PlaceWorks will quantify energy use associated with on-road fuel usage based on the VMT provided by the City's traffic engineer using EMFAC and energy (i.e., natural gas and electricity) based on information collected by the utilities and forecast for the General Plan for the air quality and GHG analysis. PlaceWorks will also provide an overview and review of the project's consistency with the California Renewables Portfolio Standard Program (RPS) and other energy-related regulations.

The GHG section in the EIR will discuss the City's commitment to reducing GHG emissions in accordance the GHG reduction goals of Senate Bill 32 (SB 32), Executive Orders S-03-05 and B-55-18, and SB 375. GHG emissions analyses continue to be an evolving area of CEQA. We will work with the City to identify policies for the General Plan or mitigation measures, to minimize potential GHG impacts.

d. Biological Resources

ENVIRONMENTAL COLLABORATIVE will provide the requested biological consulting services directly under contract to PlaceWorks. Our scope for the General Plan Update will entail: 1) initial review of existing information on resources occurring in the Sphere of Influence; 2) preparation of a background report and planning recommendations; 3) input into the goals and policies of the General Plan Update, as appropriate; and 4) preparation of the Biological Resource section for the EIR. The following provides an outline for our scope.

- Collect and review existing information on biotic resources in the planning area. Information sources will include: the Biological Assessment – Existing Conditions Report and the Biological Assessment – Impact Analysis City of Salinas General Plan prepared by Biotic Resources; records on occurrences of special-status taxa and sensitive natural communities maintained by the California Natural Diversity Data Base (CNDDB) of the California Department of Fish and Wildlife (CDFW); records on sensitive resources available from the California Native Plant Society, the City and County, CDFW, and the U.S. Fish and Wildlife Service (USFWS); environmental documentation for specific development applications within the City's sphere of influence; wetlands mapping prepared as part of the National Wetland Inventory of the USFWS; and habitat mapping prepared as part of the CALVEG program of the U.S. Forest Service.
- A limited field reconnaissance will be conducted by vehicle survey where necessary to generally review locations within the planning area. However, no detailed surveys or mapping is proposed as part of this scope or is believed necessary, given the general planning level analysis involved in the General Plan Update. Detailed surveys and mapping of areas could be performed under an expanded scope, if considered useful by the City to further refine biological and wetland constraints.
- Prepare a Background Report describing biological and wetland resources in the planning area. The report will provide information on vegetation types, wildlife habitat, potential for special-status species and jurisdictional wetlands, and any other important biotic features. General recommendations will be prepared addressing known sensitive resources, and possible need for further investigation to confirm presence or absence of potential resources. Staff from PlaceWorks will work with me to consolidate available GIS data into maps for use in the assessment process. These

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include maps on vegetation and wetlands, as well as known occurrences of sensitive natural communities and special-status species based on mapping from the CNDDB records.

- Provide input into the General Plan Update. This will include working with PlaceWorks staff in developing appropriate updated policies and actions necessary to identify, avoid, and as mitigate potential impacts to sensitive biological and wetland resources.
- Prepare the Biological Resource section of the EIR. The Plan will presumably be self-mitigating through implementation of updated goals and policies, and site-specific analysis of individual projects or preparation of comprehensive mitigation programs. No habitat conservation plans or other detailed mitigation programs are proposed as part of this scope.

e. Cultural Resources

i. Cultural Resources Technical Study

Albion will assist the PlaceWorks team by conducting cultural resources technical studies as a part of Environmental Studies and Analyses task outlined in the RFP. Our study will include background research, Native American outreach, development of a cultural resource sensitivity model, and a technical report. PlaceWorks staff will edit the technical report into the EIR chapter.

a) Background Research

A detailed records search at the Northwest Information Center at Sonoma State University for information on known cultural resources and previous studies within a ½/¼-mile radius of the planning study area, including resources listed on national, state, and local heritage inventories, will be conducted by Page and Turnbull, and Albion will process that data internally. We will also conduct background historical research and examine archival maps and photos to investigate any evidence of either precolonial or historic period materials. Background research will also be conducted in order to support the sensitivity assessment. We will identify, compile, review, and integrate new and existing information (e.g., available published data or reports), historical maps, geologic maps, soil maps, and related data relevant for assessing the potential for archaeological sites in and near the City limits.

b) Sensitivity Model

After the background research has been synthesized, Albion will create an archaeological sensitivity model that encompasses all areas within the planning study area. We will use environmental factors such as surface slope, distance to known perennial water sources, and the distance to perennial stream confluences. These factors will be analyzed using a GIS system. This model will then be combined with relevant data from soil surveys and Quaternary geology maps to estimate the age and extent of the deposits exposed at the surface within the planning study area. The sensitivity model will utilize attributes that can provide guidance for determining the general sensitivity for archaeological sites to exist within the planning study area.

c) Technical Report

The results of our background research and the sensitivity model will be compiled into a technical report to be used for regulatory compliance in the environmental review process.

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The report will, at a minimum, meet the Secretary of the Interior's Standards for Archaeological Documentation and will be developed in accordance with the California Department of Parks and Recreation, State Office of Historical Preservation's Archaeological Resource Management Reports: Recommended Contents and Format (1992). The report will contain the following elements:

- Executive summary;
- Description of proposed undertaking/project and its purpose;
- Background contexts or summaries including natural and cultural settings;
- Description of methods;
- Site sensitivity map, indicating the estimated potential for archaeological sites in the planning study area as determined by the modeling parameters;
- Results of the records search;
- Maps and graphics that clearly delineate precise locations of cultural resources within the planning study area;
- Conclusions and management considerations;
- References cited; and
- Appendix A: the results from the Sacred Lands File search and NAHC outreach efforts organized into single confidential communication log to be given to the City.

ii. Historic Resources

Page & Turnbull will review the Community Design Element and Conservation/Open Space Elements of the 2020 General Plan, the 2020 General Plan EIR (August 2002), the Historic Resources Board ordinance, and any existing conditions reports or other background materials related to cultural resources that may be produced in preparation for the Comprehensive General Plan update. We will participate in conference calls and meetings with PlaceWorks and City staff to discuss key issues related to cultural resources, as well as historic preservation program goals. We will assist PlaceWorks in developing the Comprehensive General Plan Update Administrative Draft EIR. We will conduct a detailed records search at the Northwest Information Center at Sonoma State University for information on known cultural resources and previous studies within the plan study area, including resources listed on national, state, and local heritage inventories. We will contribute to the chapter by preparing the environmental setting and impact analysis for historic resources.

f. Tribal Cultural Resources

A working relationship with the Native American community and individual tribal representatives is essential to the success of the cultural resource program. To assist the City, Albion will conduct a Native American Heritage Commission (NAHC) Sacred Lands File Search for the Project. Albion will draft Assembly Bill 52 (AB 52) and Senate Bill 18 (SB 18) consultation letters on behalf of the City, and work with the City to finalize the letters that City staff will distribute.

g. Energy

This section will include the Energy analysis described above in 4.3.c, Air Quality and Greenhouse Gasses.

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h. Geology and Soils

PlaceWorks will prepare the "Setting" section of the EIR, relying on the existing conditions data collected. It is expected that geologic impacts may relate to seismic shaking, liquefaction, erosion, expansive soils, and subsidence. Potential seismic impacts, including ground shaking, surface rupture, liquefaction, and landslides will be described, as well as impacts to potential paleontological resources. Additionally, potential impacts related to geotechnical soil properties, such as erosion, expansive soils, and subsidence will be described. PlaceWorks will review the draft General Plan policies pertaining to geology, soils, and seismicity, and suggest revisions to these policies or new policies, if necessary, in order to mitigate potential geotechnical impacts.

i. Hazards and Hazardous Materials

PlaceWorks will evaluate potential impacts associated with the use of hazardous materials during construction and land use operations. Potential impacts associated with development in areas with known or potential subsurface contamination and associated with aviation hazards, wildland fires, and emergency response and evacuation procedures will also be discussed. Potential public health and safety concerns in the city also may include demolition or renovation of buildings containing hazardous materials, and the proper management of hazardous materials during construction and land use operations. Mitigation measures will be described as appropriate.

j. Hydrology and Water Quality

The hydrology section of the EIR will include the regulatory framework, regional and site-specific hydrological setting of the area, stormwater drainage characteristics, water quality data (both surface and groundwater), local receiving water bodies, pollutants of concern based on changes in land use, and flooding hazards. Pertinent local plans, laws, and regulations pertaining to hydrology and water quality will be identified, including the City of Salinas' Municipal Code Chapter 29, Storm Water Management and Discharge Control Ordinance and Monterey County Regional Stormwater Management Program, which implements the requirements of the Phase II Small MS4 permit. It is assumed that the City will provide information regarding the storm drain system and the Stormwater Master Plan and advise of any constraints associated with future development within the General Plan area. In addition, future planned development within the General Plan area will be assessed in terms of the following:

- Potential increases in runoff volume with increases in impervious surfaces
- Potential degradation of water quality associated with urban pollutants
- Alterations in drainage patterns resulting in erosion, siltation, or flooding.

Mitigation measures that would reduce or eliminate any of the potential impacts will be identified and the incorporation of Best Management Practices (BMPs) and Low Impact Development (LID) will be considered for future development. The section will be prepared under the direction of a Registered Engineer in the State of California.

k. Land Use and Planning

The land use and planning sub-task is meant to determine if the proposed General Plan will physically divide any existing community within Salinas. Consistency between the proposed plans and existing plans, regulations, and local and regional laws will be checked to ensure there are no conflicts. Analysis of the proposed plans will address significant

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changes to policies or mapping that may alter the land use and planning sections of the preexisting General Plan used in the City. Secondary land use impacts from any proposed changes will be measures in association to an increase in traffic, noise, and emissions, and policies will be introduced in this sub-task that will help mitigate these effects.

l. Mineral Resources

PlaceWorks will work to gather an up-to-date list of all known mineral resources within the City by using City staff records and related documents. These known mineral sources will be compared to areas of the General Plan that may impact the integrity of these resources. This may include any proposed land use changes that would disturb or extract any mineral resources. In the event that a land use change is expected to disturb a mineral resource, mitigation measures will be included to reduce the effect.

m. Noise

PlaceWorks will prepare the noise and vibration technical analyses to support the Salinas General Plan Update. The EIR will discuss relevant standards and criteria for noise exposure, including those in the General Plan Noise Element and in the Municipal Code. The noise analysis will include a field study and development of updated traffic and rail noise contours. The results of this analysis will be summarized in the EIR and modeling will be provided in an Appendix.

The primary source of noise in the City is traffic on major arterials and highways, including SR-101, SR-183, SR-68, and local roadways. PlaceWorks will identify major sources of noise in the City and document existing noise levels. PlaceWorks will conduct a noise measurement survey to acquire ambient noise level data. The ambient noise measurement survey will consist of up to 12 short-term (15-minute) locations and 5 long-term (48-hour) locations. These measurement locations will be selected by PlaceWorks, in coordination with City staff, and will take into consideration the major roadways, rail, as well as stationary sources of noise. The field data will provide baseline noise levels and will be used to supplement and validate noise modeling conducted for the EIR. Due to the COVID-19 pandemic, noise monitoring is dependent on this developing situation and its effect on traffic patterns. Depending on the schedule and the evolving pandemic situation, alternatives to noise monitoring may need to be considered to characterize the ambient noise environment such as traffic noise modeling.

i. Transportation Noise

PlaceWorks will model existing and Plan buildout traffic noise levels using a version of the U.S. Federal Highway Administration (FHWA) Traffic Noise Prediction Model. PlaceWorks will develop noise contours based on the existing traffic data and future forecasts. The EIR will identify areas along roadway segments that would be exposed to noise levels above established criteria. Existing and future noise from rail operations will be characterized using the Federal Transit Administration (FTA) and the Federal Railroad Administration (FRA) noise models and available passenger and freight operational data. Existing noise from aircraft overflights at the Salinas Municipal Airport will also be evaluated using available data. No detailed modeling of airport noise is proposed.

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ii. Stationary Noise

Noise impacts from non-transportation sources will be evaluated on a programmatic level, qualitatively based on local noise standards. PlaceWorks will analyze noise impacts from non-transportation sources such as major commercial and industrial uses in terms of potential impacts to nearby noise-sensitive receptors and the noise limitations identified within the City's Municipal Code.

iii. Construction Noise and Vibration

PlaceWorks will provide a qualitative analysis for potential construction impacts associated with buildout of the Plan. Future noise and vibration effects from construction activities will be discussed in terms of accepted standards from the U.S. Federal Transit Administration (FTA). Feasible mitigation measures will be identified to minimize noise and vibration impacts associated with buildout of the Plan.

n. Population and Housing

This sub-task of the EIR will focus on ensuring that the housing and employment opportunities proposed in the General Plan will meet the goals set forth locally and regionally, as well as addressing future imbalances between the jobs and housing growth, commercial growth stimulating housing demand, and potential displacement.

o. Public Services

PlaceWorks will use the existing public services conditions Tasks 3 to complete an analysis of the City as-is and in the future, accounting for changes proposed by each plan. Any concerns expressed by service providers will be addressed and mitigated to the fullest extent possible. Secondary impacts associated with the construction of new public facilities will be addressed, with mitigating policies and programs being identified when needed.

p. Parks and Recreation

PlaceWorks staff will use City-collected parks and recreation data to determine the existing status and demand of parks. Proposed population changes and housing distribution as part of the proposed plans will be compared to the existing conditions to determine if additional park facilities are needed.

q. Transportation

PlaceWorks is prepared to incorporate the transportation and traffic studies and existing conditions documented by the transportation consultant into the EIR. PlaceWorks will ensure the data collected, and any changes to the transportation element of the General Plan are adequate to address the transportation needs anticipated in the future. Thresholds of significance will be based on a VMT model as required by SB 743, ensuring there are several alternatives presented by the transportation consultant that will adequately represent the dynamic needs of the Salinas transportation system.

r. Utilities

The utilities section of the EIR will rely partially on the Water Supply Assessment and Existing Infrastructure Capacity studies prepared in Tasks 3.1 through 3.3 above. This

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section will provide the regulatory setting and impacts associated with water supply and demand, wastewater infrastructure, stormwater drainage, and solid waste disposal. The utilities section will include additional information from the Urban Water Management Plans (UWMPs) for the water service providers – California Water Services and Alco Water Service; the Sanitary Sewer Master Plan and the Sewer System Management Plan for the City of Salinas; the Monterey One Water (M1W) wastewater treatment plant; the City of Salinas Storm Drain Master Plan; and CalRecycle Solid Waste Information System.

The utilities section will include existing conditions for water, wastewater, storm drainage, and solid waste and the identification of any constraints associated with the proposed General Plan Update. The section will include water and wastewater demands with the proposed buildout as compares to existing supplies and sewer/wastewater treatment capacities. Groundwater issues associated with water supply will also be considered and the reduction in water usage with conversion of agricultural land to other land uses will be evaluated. Best Management Practices (BMPs) and Low Impact Development (LID) measures will be considered in determining the potential for additional stormwater with the proposed buildout. In addition, the capacity of Johnson Canyon Landfill to accept solid waste and the State and local solid waste diversion programs will be considered in determining potential solid waste impacts.

s. Wildfire

PlaceWorks will summarize the results of the wildfire mapping from Task 3.5 above to address the significance criteria addressing wildland fire risk.

4.4 Cumulative Analysis

Cumulatively, the EIR will address the overall impacts and implications the projects may have on regional growth for Monterey County and the AMBAG region a. This analysis will consider the potential growth-inducing elements of each plan and appropriate conclusions will be prepared to fulfill CEQA requirements related to unavoidable significant impacts, significant irreversible changes, short and long-term productivity, and effects believed to be insignificant.

4.5 Alternatives Analysis

The PlaceWorks team will evaluate alternatives in the EIR that focus on citywide General Plan alternatives. A “No Project” alternative will be included while other alternatives will be produced through the planning process and various community engagement strategies throughout the process, ensuring discussion of the benefits and drawbacks of each cited alternative. Additionally, each alternative will be consistent with the objectives outlined in the project description.

4.6 Administrative Draft EIR

PlaceWorks will prepare an Administrative Draft EIR and submit it electronically to City staff for review and comment. The impact analysis will be comprehensive and cover all CEQA requirements. Significance criteria will be identified for each impact topic based upon thresholds of significance identified in Appendix G, Environmental Checklist Form, of the State CEQA Guidelines and identified in the scoping process.

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Impacts and mitigation measures will be organized and discussed by topic. For each identified environmental impact, a set of feasible mitigation measures will be recommended. Pertinent calculations and technical information will be provided in attached appendices.

The ADEIR will cover the following topics:

- Executive Summary. PlaceWorks will create a summary in a form consistent with CEQA Guidelines Section 15123, Summary. This summary will facilitate a quick understanding of environmental issues and the actions required to mitigate potential impacts. It will include a summary table of impacts, mitigation measures, and levels of significance before and after mitigation.
- Project Description. The Administrative Draft EIR will include the project description drafted for the project as part of Task 5.3.
- Setting, Impacts, and Mitigation Measures. The existing setting information, impact analyses, and mitigation measures will be combined to create chapters describing environmental consequences for each CEQA-required topic.
- Alternatives Evaluation. The alternatives evaluation chapter will include a tabular comparison of the alternatives impacts, and a qualitative comparison in adequate detail to provide meaningful distinctions and conclusions.
- CEQA-Mandated Sections. PlaceWorks will prepare assessment conclusions to meet CEQA Guidelines for the following mandatory findings:
  - Cumulative Impacts
  - Growth Inducement
  - Unavoidable Significant Effects
  - Significant Irreversible Changes
  - Impacts Found Not to be Significant
  - Organizations and Persons Consulted. This chapter will include agencies and persons contacted and literature reviewed.
- Report Preparers. This chapter will identify the consultants and staff who prepared the EIR.

Potential significant impacts anticipated to occur as a result of the proposed General Plan and Downtown Precise Plan will be mitigated to be less than significant as much as possible. In the event that potential significant impacts remain, new policies and programs will be proposed to further mitigate the potential impacts. PlaceWorks focus is to develop a “self-mitigating” plan to the greatest extent possible.

The Administrative Draft will be submitted to City staff for review and comment.

DELIVERABLES:

- Final buildout projections
- Draft and final Project Description
- Administrative Draft EIR

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Task 5. Draft EIR & Public Review

5.1 Screencheck Draft EIR

Once staff comments have been received, PlaceWorks will revise the EIR to reflect comments and concerns expressed on the Administrative Draft. A Screencheck Draft will be prepared as a second copy in which City staff will once again review and provide redlined comments and revise formatting.

5.2 Public Review Draft EIR

Revisions to the Screencheck Draft will be incorporated by PlaceWorks to prepare an official Draft EIR to be circulated for public review and comment. The revised document will be known as the Public Review Draft EIR (DEIR).

PlaceWorks will complete a Notice of Completion, for electronic distribution to the State Clearinghouse, which will begin the 45-day public review period. We will coordinate with the city on circulation to other responsible agencies contacts listed on the project mailing list.

5.3 Public Review

During the CEQA-required 45-day public review period, Steve Noack will attend a public at which he will present the EIR findings and note comments received at the hearing. PlaceWorks will prepare a PowerPoint presentation for the hearing.

5.4 Administrative Final EIR

Once the public review period has ended, PlaceWorks will prepare the Administrative Draft Final EIR, collaborating with other related consultants to ensure all public comments are addressed in the respective plans they are related to. PlaceWorks is prepared to lead the effort in responding to public comments and delegating the information to City staff and other project team members.

The Final EIR will include a compilation of the public comments received, as well as any clarifications or corrections expressed in the DEIR phase. A Screencheck Draft of the Final EIR will be provided to City staff for final revisions.

5.5 Final EIR

Based on City comments on the Administrative Final EIR, PlaceWorks will make revisions to prepare the Final EIR.

5.6 MMRP

If required, PlaceWorks will prepare the Mitigation Monitoring and Reporting Program for review by City Staff.

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DELIVERABLES:

- Screencheck Draft EIR
- Draft EIR
- Notice of Completion
- Presentation on the Draft EIR, and facilitated comment period
- Administrative Final EIR
- Final EIR
- MMRP

Task 6. Certification

6.1 Findings

PlaceWorks will prepare draft Findings of Fact, and a Statement of Overriding Considerations, in the event that significant and unavoidable impacts are identified during the environmental review process.

6.2 Certification Hearings

After the Final EIR has been released, PlaceWorks will attend one public hearing of the Planning Commission as part of the Plan adoption and the EIR Certification process. PlaceWorks is available to attend any additional public hearings that may be necessary.

Additionally, PlaceWorks will attend up to two noticed public hearings of the City Council in which the Council will consider the recommendation made by the Planning Commission to adopt the proposed plan and EIR. PlaceWorks is prepared to prepare supplemental responses to comments made by the Planning Commission, and is available to assist City staff in the presentation and answering Council questions regarding the EIR. Editing of the Final EIR per Council directions will be completed if necessary.

6.3 NOD

Following EIR certification, PlaceWorks will prepare a Notice of Determination for signature by the City and will file in both the County Clerk office and the State Clearinghouse.

DELIVERABLES:

- Draft and final findings of fact
- Draft and final statement of overriding considerations
- Presentation on Final EIR
- Notice of Determination

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SCHEDULE

With the stated completion date of December 2023, the project will require a consistent communication and reporting regime between the general plan managers, support staff, and consultants, including the EIR team. Certain aspects of the CEQA schedule will be dependent on the progress of the General Plan, as key details of the plans will be needed in order to develop a stable and finite Project Description and provide the parameters needed to guide the environmental analysis. In addition, the City may wish to align the release of certain planning documents with the release of certain CEQA documents.

If desired by the City, PlaceWorks will develop a project schedule using MS Project. PlaceWorks will develop the CEQA schedule and input key milestones in the General Plan update processes. MS Project schedules clearly highlight the critical path for a project and facilitate easy sharing and update by individual task. Additionally, detailed subtasks can be "collapsed' to generate less detailed project schedules for City personnel or decision makers who may not need or be interested in the minutiae of the project schedule and management. Note: Hours for this task are included in Task 1.5, General Plan Staff Assistance in the Cost Table.

PlaceWorks proposed schedule for completion of the Salinas General Plan EIR is shown in Figure 1. This schedule is intended to show the anticipated durations of the key tasks listed in this scope of work, including projected City staff review periods. The schedule does not reflect the corresponding General Plan tasks.

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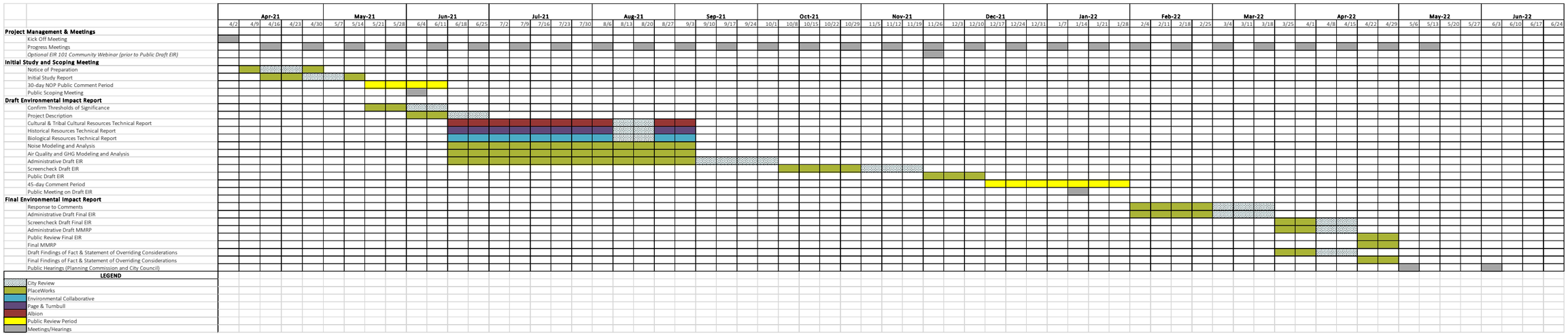
FIGURE 1 SCHEDULE (EIR)



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CLIMATE ACTION PLAN

SCOPE OF SERVICES

The City will address climate vulnerability, adaptation, and resiliency as part of the General Plan. The PlaceWorks team will support City staff by preparing a climate change vulnerability assessment (scoped as part of the Environmental Impact Report) and supporting staff with development of climate adaptation and resiliency goals, policies, and implementation programs. Our support for adaptation policy development is included in Task 3 of this scope of work.

PlaceWorks understands the City will assume ownership of all reports, analyses, and documents prepared for the CAP by the PlaceWorks team.

Task 1. Project Management

1.1 Kick-off Meeting and Review of Existing Documents

PlaceWorks will initiate the project by scheduling a project kick-off meeting to allow for a review of project goals, communication protocols, project schedule, work plan, data needs, and status of current and planned efforts that are relevant to the project. This discussion will establish the preferred methods for data collection and coordination. This meeting will establish the project management procedures, including invoicing terms and communication protocols.

In advance of the meeting, the PlaceWorks team will review key City plans and background information to assess and have a shared understanding of the City's existing climate mitigation work. We anticipate reviewing the existing General Plan and CAP (including any updates or reviews), the City's budget and capital improvement program, and other appropriate planning documents. We will also review the City's past GHG emissions inventories, and other activity datasets.

As part of the kick-off meeting, PlaceWorks will review the City's proposed approach to engaging City staff, advisory bodies and decision-makers, and community stakeholders in the preparation and review of the CAP and opportunities for the PlaceWorks Team to support outreach led by the City team.

1.2 Project Management and Check-in Meetings

Consistent and regular communication between City staff and the PlaceWorks team throughout the project will provide the opportunity for the project team to coordinate and keep the project moving forward on time and within budget. At the project kick-off meeting, we will establish a regular schedule for project check-in calls. We offer meeting flexibility to match project needs by conducting a mix of phone, in-person (dependent on

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state, regional, and local public health orders and advisories), and web-based check-in meetings as appropriate to the task. Prior to each meeting, we will work with staff to draft an agenda, determine the most appropriate format, and identify the necessary participants to best meet the needs of each meeting.

1.3 General Plan Update and EIR Coordination with City staff and Consultants

PlaceWorks understands City staff will lead a comprehensive update of the General Plan with broad community engagement beginning this spring. The City is seeking consultant assistance with preparation of the CAP and Environmental Impact Report at this time. Additional technical consultants could be engaged later. Based on our experience working on CAPs concurrent with General Plan Updates, we know that coordination and collaboration across the project teams will be critical to the success of all projects. As part of this task, we anticipate coordination with the larger General Plan and EIR team by phone and video conference throughout the project, averaging one call a month.

Deliverables:

- Kick-off meeting attendance (phone/video conference)
- Kick-off meeting agenda and summary (electronic, draft and final)
- Participation in regular project coordination meetings (bi-weekly, phone/video conference).
- E-agendas and action item summaries for coordination meetings (electronic).
- Monthly progress memos and invoices
- Coordinate calls/video conferences with the General Plan and EIR teams, monthly

Task 2. Community Engagement Assistance

2.1 Support to City staff for Community Outreach and Engagement

As noted in the RFP, City staff will be responsible for leading community engagement, including facilitation of the Climate Action Plan Subcommittee of stakeholders who will help steer the document. The City requests consultant assistance with creating presentations, materials for workshops, social media, surveys, and other engagement tools, and assisting with developing strategies to communicate the importance of climate action in a way that connects with the lived experience of the Salinas community.

We understand community outreach and engagement for the General Plan and CAP has initiated with the preparation of a Community Engagement Plan and that meetings of the General Plan Steering Committee and supporting committees could begin in April 2021 and continue throughout the planning process. Through this process the PlaceWorks team will partner to support ongoing education and information sharing with staff, advisory body members, elected officials, and community members in support of meaningful engagement and input to support preparation of the CAP goals and strategies. Our approach and budget will support a mix of engagement opportunities which we look forward to confirming with City staff. Our team has extensive experience with community outreach and engagement for General Plan updates and CAPs. Based on our experience and discussion with City staff, our scope and budget assume PlaceWorks will prepare

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creative and engaging content for flyers, workboard posters, PowerPoint presentations, websites, and other engagement tools as requested by staff.

In our experience with similar plans, our team has found focused stakeholder engagement to be important to ensuring a climate action plan is implementation ready. Engaging business owners, employers, and other community partners early in the process supports development of strategies that build upon the community successes and lessons learned, leverage existing and potential programs that share CAP goals and/or co-benefits, reflects shared values, and ensures a collaborative approach to implementation. Types of stakeholders include representatives of developers, partner public agencies (transit operators, utilities, county agencies, etc.), environmental groups, community groups, and major employers. PlaceWorks can support focused stakeholder engagement in lieu of community-wide outreach events if requested by City staff.

City staff are an important stakeholder in the CAP preparation process as well. We recommend engagement of staff from all City departments during one or more phases of the project. It will be helpful to identify key staff in various departments to support strategy development and plan review. Staff will be on the front line of implementation and our experience has shown that effective implementation occurs when staff responsible have participated in designing and development of policies and strategies. Our approach to this scope of work assumes that the City's CAP point of contact will facilitate staff engagement in key tasks, and at a minimum will review of work products produced by the PlaceWorks team. Tasks 3 and 4 note opportunities for meetings with staff as applicable.

Our budget for this task assumes 80 hours of PlaceWorks staff time. If City staff does not require 70 hours of assistance for engagement, this time can be redirected to other tasks or not billed. If the City requires additional support from the PlaceWorks team, it can be provided on a time-and-materials basis, from the contingency budget, at the direction of City staff. PlaceWorks will conduct this task as directed by City staff.

2.2 Attend Community Workshops and/or Meetings of the CAP Subcommittee, Advisory Body, and City Council

PlaceWorks will coordinate with staff to support information updates and presentations to the community, CAP Subcommittee, advisory bodies, and the City Council. We understand the City would like the consultant team to attend at least four community meetings, workshops, commission, or Council meetings.

Our budget for this task supports preparation for and in-person attendance of one member of the project management team at four meetings. The meetings will be determined by City staff. Cost for in-person attendance includes 3 – 4 hours of travel time from Berkeley or San Luis Obispo to Salinas (roundtrip), up to 4 hours for meeting participation, 2 - 4 hours of preparation, and 1 -2 hours of de-brief or summary preparation for a total of 14 hours per meeting per person. These estimates are based on our extensive experience providing support to similar meetings during preparation of CAPs. If participation of PlaceWorks team members will be virtual rather than in-person, hours saved for travel can be applied to additional meeting support if desired by City staff. Support for additional meetings can be provided on time-and-materials basis, from the contingency budget, at the direction of City staff.

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2.3 Lead Community Climate Action Planning 101 Webinar

PlaceWorks will coordinate with staff to support information updates and presentations to the community, including preparation and hosting of Climate Action and Adaptation Planning 101 Webinar (aka "CAP 101"). For the community "CAP 101" webinar, our team will modify the "CAP 101" training we provided to City staff in August 2020. We will ensure the content and approach is accessible to non-technical stakeholders. Our team has extensive experience presenting complex material simply and translating the content of GHG inventories and strategies into relatable day-to-day experiences. Our team also has experience organizing and leading citizen planning academies, planning commissioner trainings, and teaching college students, all experience that will inform our approach to presentations to the community, including the "CAP 101" webinar.

Our budget for this task includes preparation of PowerPoint slides, speaking notes, review with City staff, identification of community resources, and facilitation and presentation of the webinar. We assume three PlaceWorks staff will support the webinar series with content development and presentation. We are assuming up to four hours of webinar time, which could be presented as a half-day training or two sessions of 90 minutes to 120 minutes each. This is assumed to be a virtual training series and does not include travel time or in-person meeting attendance.

2.4 Support City staff with English to Spanish translation and interpretation

The City has been successful communicating with residents in English and Spanish and integrating a bilingual approach into its planning and community engagement processes. The RFP notes that City staff could use support with English to Spanish translation and interpretation. Our project team includes bilingual staff able to support with translation of shorter deliverables, such as flyers, surveys, handouts, social media or website content, and conversation interpretation, including facilitation of small discussion groups, notetaking in Spanish, and similar activities (maximum 8 pages of content in one document). We look forward to talking with staff and identifying how our bilingual staff can support the City's CAP and General Plan teams. Our team has experience with Spanish only meeting facilitation and communication as well as English to Spanish translation and interpretation.

Our budget for this task assumes 30 hours of PlaceWorks staff time. If City staff does not require 32 hours of assistance for engagement, this time can be redirected to other tasks or not billed. If the City requires additional support from the PlaceWorks team, it can be provided on a time-and-materials basis, from the contingency budget, at the direction of City staff. PlaceWorks will conduct this task as directed by City staff.

Deliverables:

- Communication materials and content for website, workshops, and other activities as noted in Task 2.1.
- PowerPoint presentation, recording, and hosting of climate action and adaptation planning 101 webinar(s) for community as scoped in Task 2.3.
- Support to staff with preparation of staff reports for CAP-related updates and presentations to the Planning Commission and City Council. Support to staff for preparation of resolutions for Planning Commission and City Council public hearings. (Up to two meetings)

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- Presentations and attendance at four community meetings, workshops, or commission meetings, including one Steering Committee meeting and one Planning Commission meeting.
- Support to staff for preparation of content for public notices related to meetings PlaceWorks staff attend.
- Attendance and participation by the project manager or assistant project manager at public workshops or equivalent events, stakeholder meetings, staff meetings, advisory body meetings, and city council meetings and public hearings. Additional staffing for community workshops and similar events will respond to the budget for each activity. (Four meetings/events)

Task 3. Additional Data Collection and Forecasting

3.1 Review and Update GHG Inventory and Forecasts

PlaceWorks had the opportunity to work with the City and the Institute for Local Government in 2020 to initiate preliminary activities of the CPA, including review of the existing inventories prepared by the Association of Monterey Bay Area Governments (AMBAG) for the years 2005, 2010, 2015, and 2017. The inventories are adequate for use as the foundation for the CAP and the General Plan, although for consistency with CEQA requirements, a recent year inventory will need to be used and expanded upon. The City's inventories show a 21% decline in GHGs from 2005 to 2017. We anticipate taking the most recent year GHG inventory provided by AMBAG, ideally for 2019, and adding GHG emissions for off-road equipment, agriculture, and solid waste to ensure the GHG inventory can support the CAP and the General Plan EIR. In addition, the transportation numbers will be revised to use updated VMT figures generated from the best-available traffic model from the City's selected transportation consultant for the General Plan. This work will include estimating GHG emissions from Salinas' sphere of influence, extrapolating from the GHG emissions for the area within the city limits.

As part of our work with the City in 2020, PlaceWorks forecast GHGs from the most recent inventory year to 2030, 2040, and 2050. Our forecast relied on AMBAG's projections for growth in population, households, and jobs through 2050. The forecast should be updated to incorporate any changes to the projections resulting from the update to the General Plan. This includes any change in GHG emissions that may occur from development on land currently outside of Salinas but which may become incorporated into the city through annexation. PlaceWorks will prepare a brief technical memo to summarize the inventories and forecasts.

3.2 Prepare GHG Reduction Targets

Based on the results of the inventory and forecast, PlaceWorks will identify options and present a recommendation for 2030, 2040, and 2050 GHG-reduction targets consistent with state law and guidance. Senate Bill 32 establishes a statewide GHG-reduction target of 40 percent below 1990 levels (comparable to 49 percent below 2005 levels). The state has established a goal of reducing emissions 80 percent below 1990 levels in Executive Order S-03-05 and reaffirmed this goal in Executive Order B-30-15 but has not yet codified it or any other post-2030 goal into law. We will also be mindful of revised or additional goals that may be established or codified by the State over the course of this project.

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The City has discretion to select its GHG reduction targets for a qualified GHG reduction strategy but must provide substantial evidence to support its targets. The PlaceWorks team will review options for the City, including a carbon-neutral target, and present those for consideration by staff and community stakeholders. The recommendation will compare the recommended targets against the results of the GHG inventories and forecast.

3.3 Identify and Quantify Existing and Planned Emission Reductions

As part of our work with the City in 2020, PlaceWorks estimated GHG reductions from four state programs (Renewables Portfolio Standard, Clean Car Standards, Building Standards Code changes, and zero emission bus standards) and the regional community choice energy program, Central Coast Community Energy.

As part of the CAP, PlaceWorks will expand quantification of the state and regional programs. This includes actions that have been implemented since 2018, as well as actions that have not yet begun but are planned for future years. We will look at projected short-term and long-term changes to 3CE's energy portfolio and emissions factor as a part of this work. We will use the reductions from these existing and planned actions to better understand progress that Salinas has made toward future GHG-reduction targets and to identify the gap that remains to be closed by new and revised GHG-reduction strategies. We will use the GHG reductions from these efforts as a foundation for developing additional GHG-reduction strategies.

3.4 Draft GHG-Reduction Strategies

PlaceWorks will work with City staff to prepare GHG-reduction strategies that create a comprehensive approach to reduce its GHG emissions to meet the City's targets. All reduction strategies will be prepared consistent with the community's desire for actionable and achievable GHG-reduction efforts. We expect that some of these reduction strategies will be informed by the General Plan Update and be revised to reflect achievements and new opportunities.

The new and updated strategies will advance emerging issues, such as increased fuel switching in the existing built environment and transportation sector, adoption of new renewable energy technologies, a robust move toward zero waste, significant advances in mobility technologies and behaviors, increased deployment of connected "internet of things" devices, and many other transformations. The PlaceWorks team will coordinate with City staff to review and integrate (as revised and applicable) feasible strategies presented in City plans and programs adopted or implemented since approval of the City's CAP, and strategies implemented in CAPs adopted by other cities in the region.

Although we know that technology will advance beyond our assumptions, providing some uncertainty, we recognize that the intent of the CAP is to accelerate GHG reductions and to continue to serve as a qualified GHG-reduction strategy. As a result, the reduction strategies must continue the tradition of the adopted CAP and be actually implementable rather than a "concept" plan that demonstrates ambition but is of no practical use. The PlaceWorks team will, first and foremost, prepare GHG-reduction strategies that are achievable and realistic. These strategies will reflect the City's land uses and building types, economic characteristics, community values, and opportunities to leverage the resources

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of regional partners for implementation support. In addition to achieving short-term and long-term GHG reductions, we understand that these strategies can advance other community objectives, known as co-benefits. This includes GHG reduction strategies that also support increased resilience to climate change hazards.

We will prepare new and revised GHG strategies in coordination and collaboration with City staff. We will review the existing strategies with staff, using a questionnaire and facilitated discussion, to provide staff an opportunity to share the City's experience with implementation and perceived effectiveness of each strategy. We will meet with staff virtually to identify issues and brainstorm new reduction strategies. As a part of this effort, we will allow City staff to view different levels of implementation for each strategy, supporting efforts to achieve the greatest level of GHG reductions while remaining feasible and appropriate for Salinas.

For all sectors and topics, the PlaceWorks team will present a matrix of draft strategies to City staff for review. The initial draft list will include the following information:

- A description of the strategy and brief list of potential implementation actions,
- The range of GHG-reduction potential (i.e., high, medium, and low)
- Applicability (i.e., City facilities, City operations, existing development, new development),
- Strategy type or category (i.e., operational, programmatic, plans, regulations and policies, capital projects, education/outreach/coordination, partnerships, and other types identified by the project team),
- Co-benefits,
- Level of implementation (i.e., voluntary or mandatory), and
- Performance indicators and/or metrics.

3.5 Quantify GHG-Reduction Strategies

After we have developed the GHG-reduction strategies and confirmed them with City staff, we will quantify the GHG-reduction potential for the years 2030, 2040, and 2050. We will use case studies, peer-reviewed scientific applications, state guidance documents, and other verified sources to inform these calculations, ensuring a high level of accuracy. All calculations will be performed in an Excel workbook, providing greater transparency and ease of use. Methods and assumptions will be clearly documented, and all sources will be laid out, allowing others to replicate the calculations and verify their accuracy. We anticipate that some of these calculations will use similar methods as the adopted CAP, as long as the methods remain accurate and appropriate. All calculations will provide the GHG-reduction potential, the level of participation under the identified performance indicator, and all associated resource savings (e.g., reductions in kilowatt-hours [kWh] of electricity used or a decrease in tons of waste generated).

PlaceWorks knows that the City must be able to effectively implement and easily track all strategies in the CAP. All strategies will have performance indicators that will allow the City to keep a record of progress. We will develop these performance indicators along with the strategy language itself, creating a clear connection between the strategies and their associated metrics. We will also ensure that the number of indicators is kept as short as possible while allowing for effective tracking, helping to minimize additional work for City staff.

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We recommend meeting with staff to review the results and presentation of the draft strategies and their quantification prior to preparation of the Administrative Draft CAP.

Deliverables:

- Review/update (if necessary) GHG Inventory (electronic, final)
- Inventory and Forecast Workbook (electronic, final)
- Memo summary of inventory forecast results and target setting (electronic, draft and final)
- Refined forecasts/targets aligning with General Plan Update
- Memo summary of existing strategy reductions (electronic, draft and final)
- Quantification Workbook (electronic, final)
- Meeting with City staff to review deliverables (phone/videoconference)
- Meetings with City staff to review and discuss draft strategies. (phone/videoconference[s])
- List of draft GHG-reduction strategies (electronic, draft and final)

3.6 Support Climate Adaptation Strategies

PlaceWorks will provide support to City staff to draft climate adaptation strategies that will improve community resilience to climate change-related hazards. These strategies should respond to issues identified in the Salinas Climate Change Vulnerability Assessment, as well as other adaptation issues of concern to the community. We will translate the results of the Climate Change Vulnerability Assessment into policy topics for City staff, provide strategy examples and resources as requested, and review and comment on draft adaptation strategies.

PlaceWorks expects that these climate adaptation strategies drafted by City staff will be incorporated into the General Plan Safety Element as appropriate to help meet the requirements of the California Government Code Section 65302(g)(4). While the City's adaptation strategies may go beyond these requirements, they represent the baseline issues that the adaptation strategies should respond to. We anticipate looking to guidance in the *California Adaptation Planning Guide*, the *Safeguarding California* plan, and other resources as appropriate when helping City staff to refine these strategies.

Deliverables:

- Resources and examples for climate adaptation strategies (electronic, as needed)
- Comments on draft climate adaptation strategies (electronic)
- Meeting with City staff to review and discuss draft adaptation strategies (phone/videoconference)

Task 4. Draft Climate Action Plan

4.1 Prepare Administrative Draft CAP

After completing the technical analyses, PlaceWorks will prepare an administrative draft CAP. The CAP will present summaries of the technical analyses, the GHG mitigation strategies, and an implementation program. Prior to drafting the CAP, we will collaborate with City staff to identify an outline that meets requirements for the CAP as confirmed by City staff, members of the public, commissions, and City Council. We will also prepare a document template in Word that supports a graphically rich presentation of information.

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We will develop GHG reduction efforts to achieve community-wide co-benefits and a transition to a just, sustainable and modern community that supports green jobs and new businesses, saving community members money, increasing resilience, improving public health, and making it easier for all people to get around.

PlaceWorks will prepare a plan outline prior to preparation of the CAP document itself. This outline will provide a more detailed overview of the main sections of the CAP, as revised through the community engagement process and discussions with City staff. For the scoping purposes, we anticipate that the CAP will include the following sections:

- An executive summary.
- An introduction to the local, state, and federal regulatory frameworks that GHG reduction and climate adaptation efforts operate under. This will include a discussion of "qualified" GHG reduction strategies consistent with CEQA Guidelines.
- A discussion of how the CAP was developed.
- A summary of Salinas' updated and new GHG inventories and forecasts.
- Presentation and discussion of Salinas' GHG reduction targets and how they are consistent with state efforts.
- A summary of climate change science, the climate hazards likely to affect Salinas, and populations and assets most likely to be affected. This content will be coordinated with the General Plan team for consistency.
- The City's path to achieving its GHG-reduction targets. This will include a discussion of the City's reduction targets, each GHG-reduction strategy, the implementation actions and performance metrics associated with it, and the co-benefits that it achieves. We will also include a discussion of the existing and planned efforts in this section.
- Climate adaptation strategies, which will include the relevant hazards, the populations and assets protected by the strategy, and other details associated with strategy implementation.
- Implementation and monitoring of the GHG reduction and climate adaptation strategies, which will go over timeframes, responsible parties or agencies, applicability (e.g., City facilities, communities, new development, existing structures, etc.), and potential funding sources as appropriate.
- CAP Consistency Checklist for use by discretionary projects. PlaceWorks will prepare a CAP Consistency Checklist (Checklist) for use by projects subject to discretionary review. The checklist will include the CAP's GHG-reduction strategies and any climate adaptation strategies applicable to new and existing development. The checklist helps project applicants to clearly understand the CAP-related strategies that they must implement as well as those that are encouraged but not required. This resource allows City staff to easily track how development projects are integrating applicable GHG-reduction strategies into their projects through the design process and/or as mitigation strategies. It also supports the City in tracking implementation of these strategies on a regular basis in support of more detailed and accurate CAP progress reports.
- A glossary and list of abbreviations.
- Any technical memos or other write-ups may be attached to the CAP document as appendices, though all memos will be prepared with incorporation into the CAP in mind.

We will ensure that the CAP is graphically rich, easy to read, and visually engaging. As a part of developing the document, we will meet with City staff to confirm preferences for

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the look and feel of the CAP. This includes confirming font types and styles, colors, layout, images, graphic types, and other design style elements. PlaceWorks is also aware that the CAP must be accessible to persons using assistive technologies and will prepare the CAP to meet these requirements.

4.2 Prepare Public Review Draft CAP

Following the review of the administrative draft CAP by key City staff and receipt of staff comments, PlaceWorks will incorporate any revisions into a public draft version of the document. We anticipate receiving a single consolidated set of comments that incorporate all feedback received from City staff. PlaceWorks will provide a screencheck version of the CAP for City staff to review and confirm that all revisions have been made. After making any changes as needed to the screencheck version, we will prepare a draft of the CAP for public review.

City staff will be responsible for promoting and noticing the availability of the public review draft CAP and collecting public comments and questions. PlaceWorks will support presentation of the public review draft CAP to advisory bodies and City Council as indicated in Task 2. We will support City staff with preparation of staff reports and PowerPoint presentations and presentation of the material.

4.3 Prepare Public Review Draft CAP in Adobe InDesign Template (Optional)

If requested by the City, PlaceWorks' Graphic Design team will format the Public Review Draft CAP using InDesign. As noted in Task 4.1, PlaceWorks will prepare an outline and Word document template in coordination with City staff prior to preparation of the content. If the City intends to convert the CAP to InDesign, it will be helpful to know this prior to preparation of the Word template to ensure the most efficient transition. Our Graphic Design and Production Team has extensive experience designing graphically rich documents in InDesign. This task would include a meeting with City staff to confirm preferences for look-and-feel, layout, colors, images, font, and other design details. Our graphic designer would then prepare a template for City staff approval. Following approval, our graphic designer will format all content. This is an optional task.

Deliverables:

- Outline (electronic, draft and final)
- Word Document Template (electronic, draft and final)
- Administrative draft (including text and graphics, electronic, Word)
- Track Changes version of Administrative Draft CAP with responses to comments (electronic, Word)
- Screencheck Public Review Draft (electronic, Word)
- InDesign Template (optional)
- InDesign version of Public Review Draft CAP (optional)

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Task 5. Public Review Draft (electronic, Word) Final Climate Action Plan

5.1 Prepare Final CAP

After receiving a single, consolidated set of comments from City staff that document any edits to the Final CAP based on direction from the City Council, PlaceWorks will prepare a final CAP. The Final CAP will include a reference to the adopting resolution and include it as an appendix.

5.2 Prepare Final CAP in Adobe InDesign Template (Optional)

If requested by the City as part of Task 4, PlaceWorks' Graphic Design team will revise the Public Review Draft CAP and prepare the Final CAP using InDesign. This is an optional task.

Deliverables:

- Track Changes version of Public Review Draft CAP with responses to comments (electronic, Word)
- Final Climate Action Plan (electronic, Word)
- Editable versions of figures, maps, graphics, etc.
- Final Climate Action Plan in InDesign with all supporting files (electronic)

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SCHEDULE

PlaceWorks proposed schedule for completion of the CAP is shown in **Figure 2**. As shown in the schedule, we anticipate that the project can be completed by Fall 2022. We believe this schedule is in keeping with your needs, but we are happy to revise this schedule if necessary. We understand the City's request for a detailed project schedule that indicates timing of milestones and key deliverables as well as meetings. Since the CAP will be dependent on key parts of the General Plan Update process, we recommend reviewing and confirming a detailed schedule with City staff during contract negotiations or as part of project initiation.

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FIGURE 2 SCHEDULE (CAP)

Tasks	2021								2022								
	Month 1*	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13	Month 14	Month 15	Month 16	Month 17
TASK 1. Project Management																	
1.1. CAP Kick-off Meeting and Review of Existing Documents																	
1.2. CAP Project Management and Check-in Meetings																	
1.3. General Plan Update and EIR Coordination																	
TASK 2. Community Engagement Assistance																	
2.1. Support to City staff for Community Outreach and Engagement																	
2.2. Attend Community Workshops and/or Meetings																	
2.3. Support City staff with English to Spanish translation and interpretation																	
2.4. Certified Interpretation and Translation Support (Optional)																	
TASK 3. Additional Data Collection and Forecasting																	
3.1. Review and Update GHG Inventory and Forecasts																	
3.2. Identify and Quantify GHG Reduction Targets																	
3.3. Identify and Quantify Existing and Planned Emission Reductions																	
3.4. Draft GHG Reduction Strategies																	
3.5. Quantify GHG Reduction Strategies																	
TASK 4. Draft Climate Action Plan																	
4.1. Prepare Administrative Draft CAP																	
4.2. Prepare Public Review Draft CAP																	
4.3. Public Review Draft CAP in Adobe InDesign Template (Optional)																	
TASK 5. Final Climate Action Plan																	
5.1. Prepare Final CAP																	
5.2. Final CAP in Adobe InDesign Template (Optional)																	

** Month 1 = May 2021*

PlaceWorks Preparation of Project Task

Staff Review of Work Products

Meetings - Conference Calls or In-Person

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Costs

Environmental Impact Report

As shown in **Table 1**, the cost to complete the EIR is $ $839,740.

Climate Action Plan

As shown in **Table 2**, the cost to complete the CAP is $152,470.

Assumptions

- Our cost estimates includes the meetings presented in our Scope of Work Additional meetings would be billed on a time-and-materials basis.
- All products will be submitted to the City in electronic format. As noted in our Scope of Work, our work products will be prepared using Microsoft Office. All products will be provided in their native file format and as accessible PDFs for online posting.
- City staff will be responsible for meeting logistics, marketing and promotions, including schedule coordination, press releases, media interviews, promotions online and in print, document production, printing and distributing public notices, mailing costs, room reservations, room set-up and take-down, and refreshments.

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TABLE 1 COST OF SERVICES (EIR)

		PLACEWORKS																		SUBCONSULTANTS					
		Noack	Seale	Mena	Dagg	Vermilion	Fitzgerald	Carman	Krispi	John Vang	Bush	Nguyen/ Robbins	Garcia	Watson	GIS/ GRAPHICS	TECH. EDITOR				Environmental Collaborative	Albion	Page & Turnbull			
	Hourly Rate:	Principal-in-Charge $240	Principal-in-Charge $230	Project Manager $205	Assistant Project Manager $140	Associate Principal $220	Hydrology $230	Senior Associate $200	Senior Associate $175	Senior Associate $190	Senior Engineer $165	Project Planner $125	Associate $140	Associate Geologist $140	$115	Golden-Harrell $115	PlaceWorks Hours	PlaceWorks 2% Office Expenses	PlaceWorks Total	Biological Resources	Cultural & Tribal Cultural Resources	Historic Resources	10% Subconsultant Markup	Subconsultant Total	Total Task Budget
TASK 1. PROJECT INITIATION, MANAGEMENT AND COMMUNICATION																									
1	Kick-Off Meeting	4		4	8												16	$58	$2,958	0	698	1,070	$177	$1,945	$4,903
2	Bi-Weekly Status Meetings	60		120	120	4	4	4									312	$1,168	$59,568	0	1,396	2,720	$412	$4,528	$64,096
3	EIR Project Management	24		100	40												164	$637	$32,497	0	0	0	$0	$0	$32,497
4	Commission Meetings	16		16	16										8		56	$206	$10,486	0	0	0	$0	$0	$10,486
5	General Plan Staff Assistance	32		76	68	4	4	4	4	2	2	2	2	4	40	16	260	$886	$45,206	0	956	0	$96	$1,052	$46,258
	Task 1. Subtotal	**136**	**0**	**316**	**252**	**8**	**8**	**8**	**4**	**2**	**2**	**2**	**2**	**4**	**48**	**16**	**808**	**$2,955**	**$150,715**	**$0**	**$3,050**	**$3,790**	**$685**	**$7,525**	**$158,240**
TASK 2. EIR SCOPING																									
1	Notice of Preparation	8		24	32										4	1	69	$238	$12,133	0		0	$0	$0	$12,133
2	Scoping Meeting	4		12	22										4	1	43	$142	$7,217	0	0	0	$0	$0	$7,217
	Task 2. Subtotal	**12**	**0**	**36**	**54**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**8**	**2**	**112**	**$380**	**$19,350**	**$0**	**$0**	**$0**	**$0**	**$0**	**$19,350**
TASK 3. ENGINEERING AND MAPPING ANALYSES																									
1a	Data Collection	2		8	30		8										48	$163	$8,323	0	0	0	$0	$0	$8,323
1b	Existing Conditions Analysis	6		16	40		12				16						90	$314	$16,034	0	0	0	$0	$0	$16,034
1c	Evaluation of Growth Impacts on Utilities	6		8	30		12				12						68	$240	$12,260	0	0	0	$0	$0	$12,260
2	Natural Resources Inventory Maps and Reports	1		4	12										8		25	$73	$3,733	0	0	0	$0	$0	$3,733
3	Environmental Hazards Maps and Reports	2		8	40						4			6	8		68	$203	$10,343	0	0	0	$0	$0	$10,343
4	Climate Change Vulnerability Assessment		8						20			56			4	16	104	$293	$14,933	0	0	0	$0	$0	$14,933
	Task 3. Subtotal	**17**	**8**	**44**	**152**	**0**	**32**	**0**	**20**	**0**	**32**	**56**	**0**	**6**	**20**	**16**	**403**	**$1,286**	**$65,626**	**$0**	**$0**	**$0**	**$0**	**$0**	**$65,626**
TASK 4. ADMINISTRATIVE DRAFT EIR																									
1	Buildout Projections	8		40	60										40		148	$462	$23,582	0	0	0	$0	$0	$23,582
2	Project Description	6		30	40										8	4	88	$291	$14,861	0	0	0	$0	$0	$14,861
3	Environmental Analysis	56		100	278	33	82	36	29	72	8	8	44	48	71	0	865	$2,966	$151,266	7,920	24,620	17,520	$5,006	$55,066	$206,332
4	Cumulative Analysis	8		12	16		8			8			8	8			68	$244	$12,464	0	0	0	$0	$0	$12,464
5	Alternatives Analysis	16		24	40	4	4	4	4	4	4	4	4	4	4		120	$423	$21,583	0	0	7,550	$755	$8,305	$29,888
6	Administrative Draft EIR	16		50	60	7		10		64			18	8	8	40	281	$947	$48,297	4,320	1,955	0	$628	$6,903	$55,200
	Task 4. Subtotal	**110**	**0**	**256**	**494**	**44**	**94**	**50**	**33**	**148**	**12**	**12**	**74**	**68**	**131**	**44**	**1570**	**$5,333**	**$272,053**	**$12,240**	**$26,575**	**$25,070**	**$6,389**	**$70,274**	**$342,327**
TASK 5. DRAFT EIR & PUBLIC REVIEW																									
1	Screencheck Draft EIR	20		40	60	4	8	4	2	4	4	4	2	8	4	30	194	$650	$33,150	720	446	800	$197	$2,163	$35,313
2	Public Review Draft EIR	16		36	40	2	4	2							4	12	116	$408	$20,828	360	223	400	$98	$1,081	$21,909
3	Public Review	8		12	16										8		44	$151	$7,691	0	0	0	$0	$0	$7,691
	Task 5. Subtotal	**44**	**0**	**88**	**116**	**6**	**12**	**6**	**2**	**4**	**4**	**4**	**2**	**8**	**16**	**42**	**354**	**$1,209**	**$61,669**	**$1,080**	**$669**	**$1,200**	**$295**	**$3,244**	**$64,913**
TASK 6. FINAL EIR & MMRP																									
1	Administrative Final EIR	40		60	80	4	8	4		8			8	8	8	40	268	$918	$46,818	1,440	892	3,240	$557	$6,129	$52,947
2	Final EIR	32		40	50	2	4	2		4			4	4	2	12	156	$563	$28,693	720	446	800	$197	$2,163	$30,856
3	MMRP	2		4	8											4	18	$58	$2,938	0	0	0	$0	$0	$2,938
	Task 6. Subtotal	**74**	**0**	**104**	**138**	**6**	**12**	**6**	**0**	**12**	**0**	**0**	**12**	**12**	**10**	**56**	**442**	**$1,539**	**$78,449**	**$2,160**	**$1,338**	**$4,040**	**$754**	**$8,292**	**$86,741**
TASK 7. CERTIFICATION																									
1	Findings	4		8	16											16	44	$134	$6,814	0	0	0	$0	$0	$6,814
2	Certification Hearings	16		24	16										8		64	$238	$12,158	0	0	0	$0	$0	$12,158
3	Notice of Determination	1		2	8												11	$35	$1,805	0	0	0	$0	$0	$1,805
	Task 7. Subtotal	**21**	**0**	**34**	**40**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**8**	**16**	**119**	**$407**	**$20,777**	**$0**	**$0**	**$0**	**$0**	**$0**	**$20,777**
	Labor Hours Total	**414**	**8**	**878**	**1246**	**64**	**158**	**70**	**59**	**166**	**50**	**74**	**90**	**98**	**241**	**192**	**3808**								
	Labor Dollars Total	**$99,360**	**$1,840**	**$179,990**	**$174,440**	**$14,080**	**$36,340**	**$14,000**	**$10,325**	**$31,540**	**$8,250**	**$9,250**	**$12,600**	**$13,720**	**$27,715**	**$22,080**		**$13,109**	**$668,639**	**$15,480**	**$31,632**	**$34,100**		**$89,335**	**$757,974**
	PlaceWorks Percent of Total Labor	11%	0%	23%	33%	2%	4%	2%	2%	4%	1%	2%	2%	3%	6%	5%									
EXPENSES																									
PlaceWorks Reimbursable Expenses																									$5,294
Subconsultants' Reimbursable Expenses																									$132
	EXPENSES TOTAL																								$5,426
TOTAL																									**$763,400**
Contingency (10% of Project Total)																									**$76,340**
GRAND TOTAL (WITH CONTINGENCY)																									**$839,740**

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TABLE 2 COST OF SERVICES (CAP)

		PLACEWORKS										
		Seale	Krispi	Wilson	Robbins	Garcia	GRAPHICS/ GIS	TECH. EDITOR	WP/ CLERICAL	Total Labor Hours	2% Office Expenses	Total Task Budget
		Principal-in-Charge	Project Manager	Associate/ Asst PM	Climate Action Planner	Planner						
	Hourly Rate:	$230	$175	$130	$125	$115	$115	$115	$115			
TASK 1. Project Management												
1.1	CAP Kick-off Meeting and Review of Existing Documents	4	4	4	4					16	$53	$2,693
1.2	CAP Project Management and Check-in Meetings	12	24	24						60	$202	$10,282
1.3	General Plan Update and EIR Coordination with City staff and consultants	4	16	8						28	$95	$4,855
	Task 1. Subtotal	**20**	**44**	**36**	**4**	**0**	**0**	**0**	**0**	**104**	**$350**	**$17,830**
TASK 2. Community Engagement Assistance												
2.1	Support to City staff for Community Outreach and Engagement	8	16	16		2	20	4	4	70	$203	$10,373
2.2	Attend Community Workshops and/or Meetings of the CAP Subcommittee, Advisory Bodies, and/or City Co	16	48	12			4	4	4	88	$300	$15,320
2.3	Lead Community Climate Action Planning 101 Webinar	8	8	8			2	4	2	32	$104	$5,304
2.4	Support City staff with English to Spanish translation and interpretation			2		30				32	$74	$3,784
	Task 2. Subtotal	**32**	**72**	**38**	**0**	**32**	**26**	**12**	**10**	**222**	**$681**	**$34,781**
TASK 3. Additional Data Collection and Forecasting												
3.1	Review and Update GHG Inventory and Forecasts	3	4	4	32					43	$118	$6,028
3.2	Identify and Quantify GHG Reduction Targets	4	4	2	10					20	$63	$3,193
3.3	Identify and Quantify Existing and Planned Emission Reductions	3	4	2	16					25	$73	$3,723
3.4	Draft GHG Reduction Strategies	12	24	32	32					100	$302	$15,422
3.5	Quantify GHG Reduction Strategies	8	32	2	100					142	$404	$20,604
3.6	Support Climate Adaptation Strategies	8	16		16					40	$133	$6,773
	Task 3. Subtotal	**38**	**84**	**42**	**206**	**0**	**0**	**0**	**0**	**370**	**$1,093**	**$55,743**
TASK 4. Draft Climate Action Plan												
4.1	Prepare Administrative Draft CAP	6	24	16	60		8	16	24	154	$414	$21,094
4.2	Prepare Public Review Draft CAP	6	12	8	24			8	16	74	$206	$10,486
4.3	Public Review Draft CAP in Adobe InDesign Template (Optional)		4	4			24			32	$80	$4,060
	Task 4. Subtotal	**12**	**40**	**28**	**84**	**0**	**32**	**24**	**40**	**260**	**$700**	**$35,640**
TASK 5. Final Climate Action Plan												
5.1	Prepare Final CAP	4	4	4	16			4	6	38	$106	$5,396
	Task 5. Subtotal	**4**	**4**	**4**	**16**	**0**	**0**	**4**	**6**	**38**	**$106**	**$5,396**
	Tasks 1 - 5 Total Labor Hours	**106**	**244**	**148**	**310**	**32**	**58**	**40**	**56**	**994**		
	Tasks 1 - 5 Total Labor Dollars	**$24,380**	**$42,700**	**$19,240**	**$38,750**	**$3,680**	**$6,670**	**$4,600**	**$6,440**		**$2,930**	**$149,390**
	PlaceWorks Percent of Total Labor	**11%**	**25%**	**15%**	**31%**	**3%**	**6%**	**4%**	**6%**			
Expenses												
	Reimbursable Expenses for travel-related costs, meeting materials, and production											**$3,080**
Total - All tasks, expenses, and contingency												**$152,470**
Total - Excluding optional task 4.3												**$148,410**