



East Area Specific Plan

for the City of Salinas







Proposal for Services | October 20, 2023

East Area Specific Plan

for the City of Salinas

Prepared By: PlaceWorks

2040 Bancroft Way, Suite 400
Berkeley, California 94704
t 510.848.3815

In Association with:

**RICK
Provost & Pritchard**

ORANGE COUNTY • BAY AREA • SACRAMENTO • CENTRAL COAST • LOS ANGELES • INLAND EMPIRE

PLACEWORKS.COM

October 20, 2023

Grant Leonard, Planning Manager
City of Salinas
200 Lincoln Avenue
Salinas, CA 93901

Subject: Salinas East Area Specific Plan

Dear Grant:

Please accept the attached submittal as PlaceWorks' proposal to prepare the East Area Specific Plan for the City of Salinas.

Our team is honored to be working with the City currently on the General Plan Update Environmental Impact Report and Climate Action Plan, and we would very much appreciate the chance to continue collaborating with you and colleagues on the Specific Plan.

Erika Lindstrom would help bridge from the general plan work by managing the policy portion of the Specific Plan, complemented by Erina Shimanuki from our Orange County office, who would manage the design component. Principal Charlie Knox would assist me as advisor on the project, helping to oversee coordination both with the City and with our GIS and mapping team.

We acknowledge receipt of Addendum No. 1, issued on September 14, 2023. We have included a signed copy of the document in Appendix A.

Please do not hesitate to contact me if you need more information.

Respectfully submitted,

PLACEWORKS



Scott Ashlock
Associate Principal



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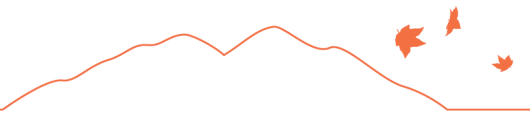


1. EXECUTIVE SUMMARY

As a part of the North of Boronda Future Growth Area, the East Area Specific Plan (EASP or Plan) is expected to satisfy a large portion of the City's Regional Housing Needs Allocation (RHNA) requirements. The Plan provides an opportunity to streamline the production of a variety of housing types, address the pressing need for workforce housing, and create a unique walkable, mixed-income, mixed-use community in Salinas. This will require a comprehensive approach, including meshing land use and urban design concepts, crafting meaningful development and design standards, identifying capital improvement and financing programs, and developing effective implementation strategies. The Specific Plan will act as a blueprint for future development of what will become an active and attractive new neighborhood in Salinas.

The EASP will be driven largely by placemaking principles to promote a well-integrated, self-sufficient community with pedestrian-oriented access to a variety of land uses, as well as connection to existing surrounding neighborhoods and nearby commercial areas. Through meaningful discussion and engagement with community members and stakeholders, we will develop components of urban form that create a functional and welcoming identity and character for the plan area, including building height, development intensity, and public improvements and infrastructure such as the street network, transit hubs, open spaces, public facilities, and other focal elements.

The EASP will be created consistently with the Visión Salinas 2040 General Plan Update and will provide a bridge between the General Plan and forthcoming individual development projects to provide specific goals, clear policies, and feasible implementation measures in the planning area. We will integrate the General Plan Place Types into the Specific Plan to ensure that design in the East Area will result in quality places where people want to live, work, and play. We will tailor the regulatory structure for the plan area to facilitate quality development, promote investment, and advance housing production. Our goal is a Specific Plan that is financially feasible, desirable to build, and best addresses the concerns and preferences of the Salinas community.



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2. LEAD PROJECT CONTACT AND PROJECT TEAM

PlaceWorks has assembled a highly qualified team to complete the Salinas EASP. This chapter describes the qualifications of the firms on the PlaceWorks team and the key personnel that will be assigned to the project.

Resumes for the key staff identified are included in Appendix B at the end of this proposal. Additional materials are available upon request. The organization of the team is shown graphically in Figure 1.

PlaceWorks

PlaceWorks serves both public- and private-sector clients throughout the state in the fields of comprehensive planning, environmental review, urban design, landscape architecture, community outreach, and Geographic Information Systems (GIS). Our talented, multidisciplinary team thrives on working with communities to tackle complex problems and develop workable solutions.

PlaceWorks is all about places and how they work geographically, environmentally, functionally, aesthetically, and culturally. We are also passionate about how we work with our clients. PlaceWorks brings together people from diverse practice areas, offering best-of-all-worlds capability and connectivity. Just as each place we work is distinctly different, so is our thinking.

For the EASP, PlaceWorks will serve as the prime consultant and oversee all aspects of the project and ensure its successful and timely completion.

Key Staff

Scott Ashlock, ASLA, Associate Principal, Principal-in-Charge



Scott will serve as Principal-in-Charge and will ensure that all products are produced on-time, on-budget, and meet the highest standards of quality. Additionally, he will be available to facilitate public workshops and critical meetings throughout the process. Scott's background in architecture and landscape architecture combined with his savvy

technological skills make him well versed in the nuts and bolts of design. His vigorous desire to expand his knowledge of planning and site design has led him around the world and his extensive travels make his approach to any project exciting and remarkable.

Lead Contact
Scott Ashlock Associate Principal 3 MacArthur Place, Suite 1100 Santa Ana, CA 92707 714.966.9220 ext. 2345 sashlock@placeworks.com

Scott has led the navigation of entitlement and implementation with public agencies and private developers for more than a decade in design review, community development, and master planning. His experience in working with developers to craft master-planned communities provides an understanding in the critical issues that development encounters. As a part of leading PlaceWorks private sector design practice and crafting specific plans, community development plans, master development plans, and tentative tract maps, he has worked with city and county staff members and developers to understand issues from all sides as to find common ground and partnership between the public and private sector. With extensive involvement in both private development and public agencies, he recognizes the importance to develop tools that will assist in making the process understandable, streamlined, and most importantly, implementable.

Charlie Knox, AICP, Principal, Advisor



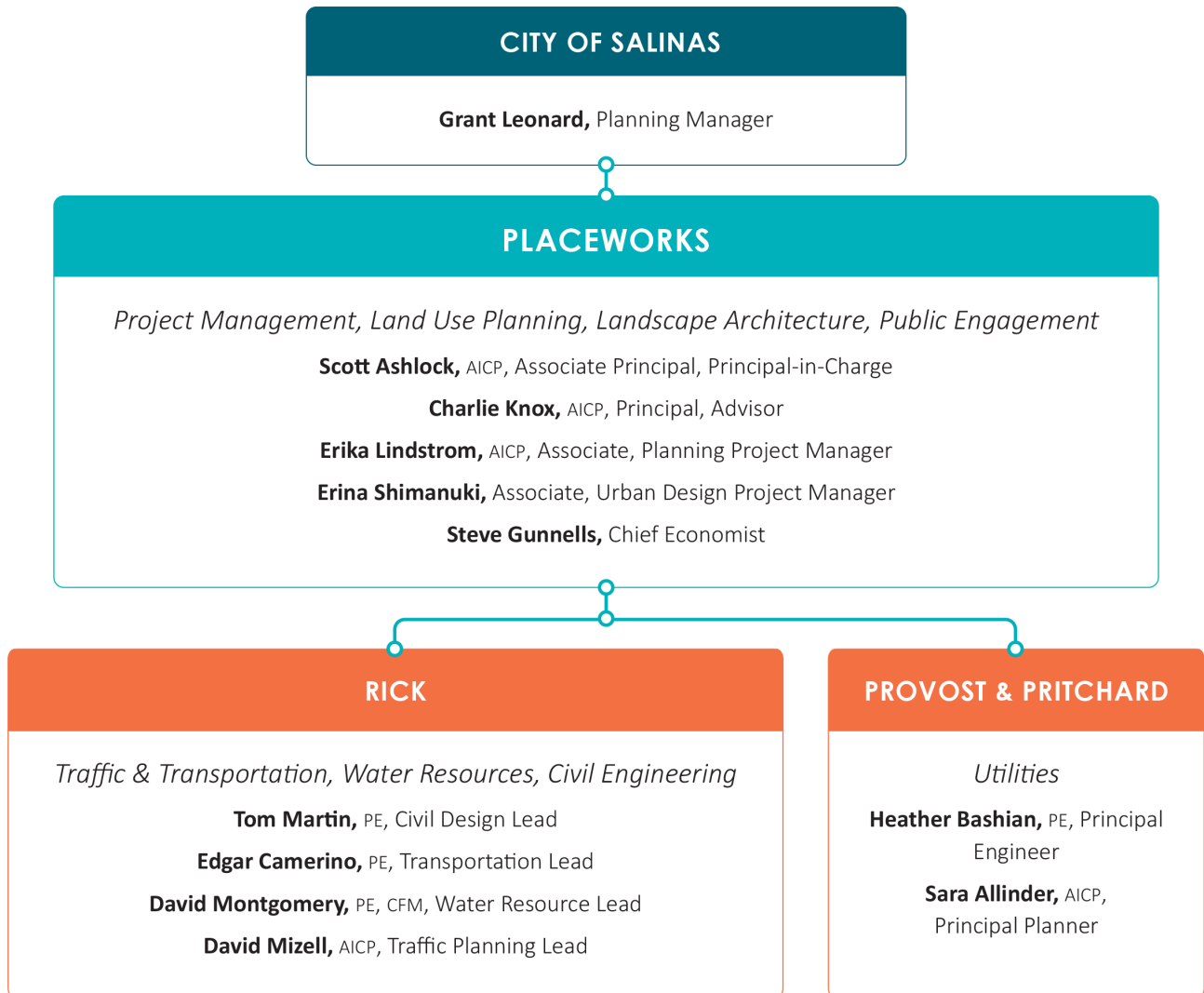
Charlie will serve as an advisor to the PlaceWorks team and provide planning expertise for the project. Charlie has more than 30 years of experience in public and private sector planning and has a thorough understanding of how to manage and coordinate staff and stakeholder efforts to best serve municipal staff, local citizens, city councils, and communities. Charlie's expertise includes shepherding high-profile projects through the approval process, including mixed-use developments and municipal energy-conservation projects. He also specializes in local and regional transportation and transit initiatives to help shorten commutes, reduce single-occupant vehicle travel, support Transit-Oriented Development, establish local Transportation Demand Management programs, and reduce Vehicle-Miles Traveled to meet City, regional, and State objectives.

Erika Lindstrom, AICP, Associate, Planning Project Manager



Erika will serve as a co-Project Manager, alongside Erina, for the planning components of the EASP. Erika and will be responsible for the day-to-day management of the project, as well as for maintaining regular contact with City staff, managing subconsultants, coordinating outreach, and attending all project meetings. Erika brings a wide variety of skills through her education and over seven years of professional planning and housing experience in both the public and private sectors. Her passion for planning is driven by her desire to envision and create unique, enjoyable, and healthy places for all, especially community members who have historically been excluded. At PlaceWorks, Erika works on a wide range of planning projects. She is currently working on General Plan updates for the Cities of Modesto and Salinas, Sacramento County's Infill Program update, Zoning Code updates for the City of Cupertino and Contra Costa County, a transit pass policy for the Santa Clara Valley Transportation Authority, and outreach campaigns.

FIGURE 1 ORGANIZATIONAL CHART



Erina Shimanuki, Associate, Urban Design Project Manager



Erina will serve as a co-Project Manager, alongside Erika, for the urban design components of the EASP. Erina will be responsible for the day-to-day management of the project, as well as for maintaining regular contact with City staff, managing subconsultants, coordinating outreach, and attending all project meetings. Erina works on a variety of design projects at PlaceWorks, providing support to both southern and northern California offices. She has a strong passion for sustainable design and community-oriented planning, which has driven her academic and professional work.

Erina's experience includes developing specific plans for public and private sectors, writing objective design standards, performing design reviews, and conducting meaningful community outreach across California. She develops design standards, public realm design, streetscape design, placemaking, and design reviews. Erina also has strong skills in the Adobe Creative Suite, Lumion, SketchUp, ArcGIS, and AutoCAD.

Steve Gunnells, Chief Economist



Steve will assist with the Economic Market Demand Analysis component of the EASP. As PlaceWorks' in-house economist, Steve focuses on crafting plans, policies, and development projects that are grounded in regional and global economic realities. He helps his clients leverage market forces to achieve their goals. Most importantly, he uses his grasp of economics and real estate markets not only to overcome existing challenges but to help communities create visionary plans that capitalize on the possibilities, not just past trends. Steve works with communities to bridge the gap between long-range

planning policies and economic development—with community organizations and special districts to fund and implement priority projects—and with developers to guide project decision making and obtain entitlements based on sound economic and market analysis.

RICK

Founded in 1955 in San Diego, RICK is an award-winning, multi-disciplinary planning, engineering, and design firm with a history of responding to complex infrastructure challenges throughout San Diego and the western United States. With a broad pool of technical talent and time-tested project management and quality-control protocols, RICK offers a full range of services from initial planning and project studies through final design and construction administration.

RICK has a diverse workforce of more than 450 professionals who collaborate and work seamlessly from offices in California, Arizona, Colorado, and Nevada. Regardless of location, clients have access to the RICK network of industry experts and concentrated project knowledge and best practices.

With a broad range of integrated design disciplines, RICK provides its clients with a suite of services that is managed in-house to facilitate optimum project quality, efficiency, and delivery.

Our role in this project will focus on engineering technical studies. We will provide analysis of existing infrastructure conditions (utilities, traffic, transportation) and high-level preliminary design of new infrastructure components for inclusion in the Specific Plan.

Key Staff

Tom Martin, PE, Civil Design Lead

Tom will serve as the Civil Design Lead. He has experience in design and oversight of engineering projects for both public and private sector clients. Tom has extensive local knowledge, having worked in the San Luis Obispo area for more than 22 years. This includes employment with Caltrans (District 5) and project work for a broad range of municipalities. As an Associate Principal in the firm, he has the ability to secure additional staff resources, if needed.

Edgar Camerino, PE, Transportation Lead

Edgar will serve as the Transportation Lead. His work assignments involve project management for preliminary design, planning, and environmental approvals; preparation of plans, specifications, and estimates (PS&E); and construction support for streets, highways, freeways, and interchange projects. Edgar has delivered projects using both traditional and alternate delivery methods. He has completed a wide variety of projects for both public and private clients.

David Montgomery, PE, CFM, Water Resources Lead

David will serve as Water Resources Lead. He has experience preparing hydrologic, hydraulic, water quality, and sediment transport analyses. David has experience processing Conditional Letters of Map Revisions (CLOMR) and Letters of Map Revision (LOMR) through the Federal Emergency Management Agency and has completed floodplain analyses using one- and two-dimensional models.

David Mizell, AICP, Traffic Planning Lead

David will serve as Traffic Planning lead. His experience includes the preparation of environmental traffic impact studies, technical peer review of traffic studies, corridor and mobility studies, parking studies, and multi-modal analysis studies. He presents at Planning Commission and City Council meetings and provides technical support during the public review and public hearing processes. He also coordinates with staff and consultants in various disciplines to meet client schedule and budget needs.

Provost & Pritchard

Provost & Pritchard began a tradition of excellence in 1968. Over the course of 53 years, Provost & Pritchard has continued to expand the types of services they offer and the reach of their skilled staff with office locations throughout California, including Clovis, Visalia, Bakersfield, Modesto, Los Banos, Chico, Sonora, and Sacramento. With over 190 employees, their staff is diverse in its specialties and includes land use and environmental planners, civil and agricultural engineers, geologists and hydrogeologists, water resources specialists, environmental engineers, Geographic Information System specialists, land surveyors, construction managers and field representatives, and support personnel. This broad range of specialties equips us to better serve our clients in the Central Valley and beyond.

Provost & Pritchard Consulting Group will be providing engineering expertise in the review and evaluation of infrastructure needs for water, wastewater, and stormwater.

Key Staff

Heather Bashian, PE, Project Engineer

Heather has 18 years of civil engineering experience. Her work has included municipal infrastructure projects from grant writing, to master planning and regulatory compliance, through to design and construction oversight. Heather is a graduate of California State University, Fresno with a BS in Civil Engineering and National University with a Master of Business Administration. Ms. Bashian will be managing the research and summary of existing utility services and providing infrastructure analysis for the Specific Plan alternatives.

Sara Allinder, AICP, Principal Planner

Sara has over 20 years of experience in long-range and current planning. She has been involved in and led the development of multiple general plan, specific plan, and development code updates. She has also provided contract staffing services for numerous local planning agencies throughout the San Joaquin Valley and understands how the policies and regulations developed through specific plans are implemented. Sara is a graduate of University of California, Riverside with a BA in Liberal Studies and California State Polytechnic University, San Luis Obispo with a Master of City and Regional Planning degree. Ms. Allinder will be providing support to Ms. Bashian and managing tasks and schedule in coordination with the PlaceWorks Project Manager.



3. FIRM EXPERIENCE AND QUALIFICATIONS

This chapter describes the qualifications and relevant experience of the firms on the PlaceWorks team.

PlaceWorks

Specific Plans

PlaceWorks has prepared specific plans that streamline development throughout California and is recognized as a thought leader in state-of-the-art Specific Plan preparation. Not only have we prepared over 250 Specific Plans that cover every region of the state, we published the *“Practical Guide to the Specific Plan.”* In all cases, PlaceWorks’ approach is to use Specific Plans as a tool to both engender responsible development and to streamline the approval process so that development can proceed efficiently and cost effectively. Specific plans are an invaluable California tool for customizing how future development and public improvement address community needs and create thriving places. Our work is for both public- and private-sector clients, which gives us important insight on housing trends, production needs, and other barriers that exist throughout the state.

Urban Design

To successfully create an urban environment requires an in- depth understanding of both land use planning and design. At PlaceWorks, our approach to urban design is enhanced by our expert understanding of transit-oriented development, downtown revitalization, and corridor planning. We integrate cohesive transit and streetscape networks with their surrounding neighborhoods, buildings, open spaces, and public facilities—all while maintaining the unique character of each community.

Community Outreach

Effective public engagement is a cornerstone of our practice—advancing outcomes that reflect and serve our communities. We seamlessly optimize the use of in-person and online tools—including our customizable online engagement platform—to open dialogues, elicit honest and creative responses, and build support from a wide range of stakeholders. Because we want to design plans that are not only practical and implementable but also embraced by the public and decision makers, we employ a variety of engagement tools. We seek input and involvement online, by phone, in person, and through focus groups from diverse voices in the community. By opening this dialogue and building support, we can help move projects—from the simple to the most challenging—through review and final approval.

Relevant Projects

This section describes examples of PlaceWorks' projects similar in scope to the EASP. Work samples for completed projects can be viewed here:

<https://placeworks.sharefile.com/d-s9d2a644eaa024c4ba635daffeda1a237>.

SALINAS GENERAL PLAN UPDATE ENVIRONMENTAL IMPACT REPORT AND CLIMATE ACTION PLAN (SALINAS, CA)

PlaceWorks is preparing the Environmental Impact Report (EIR) and Climate Action Plan (CAP) for the City of Salinas General Plan Update. With City of Salinas staff preparing the General Plan Update in-house, the PlaceWorks team is the City's prime consultant for the environmental review and climate action planning services accompanying the General Plan Update. The EIR will be prepared to serve as a useful tiering document for future development projects in the city. As part of the CAP, PlaceWorks will update the City's greenhouse gas (GHG) emissions inventory and forecasts, prepare GHG reduction targets, and develop and quantify GHG reduction strategies. PlaceWorks will also assist City staff in developing climate adaptation strategies to improve community resiliency to climate change-related hazards. In addition to the EIR and CAP, PlaceWorks is providing robust project management services to the City and will assist City staff in several aspects of the General Plan Update effort, including the development of buildout projections, a proposed land use map, public engagement events, and engineering and mapping analyses.

Reference

Jonathan Moore, Community Development Department | 831-775-4247 | jonathanm@ci.salinas.ca.us

Dates of Work

2021 – In Progress

CLOVIS GENERAL PLAN UPDATE AND EIR (CLOVIS, CA)

Sixteen years after updating the 1993 General Plan, PlaceWorks was selected again by the City of Clovis to undertake a new effort to modernize the city's comprehensive plan. After a period of remarkable growth and development (almost doubling its population to nearly 100,000 residents), the Central Valley city needed to address a handful of key questions: How will Clovis preserve its small town appeal while diversifying its economic base? How will it meet a growing demand for high-quality services and deliver them cost-effectively and efficiently? How will the City and community respond to the growing regulatory landscape and address air quality, water supply, and the environmental impacts of climate change?

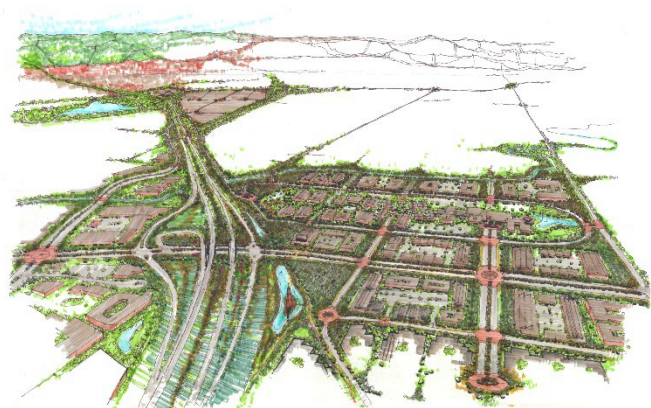
Clovis started the General Plan Update just as it was experiencing a significant municipal budget deficit, a struggling local economy, and a reduction in staffing. PlaceWorks responded by

Reference

Dwight Kroll, Director of Planning & Development Services | 559.324.2349 | [dwightk@cityofclovis.com](mailto:dwrightk@cityofclovis.com)

Dates of Work

2009-2014



designing and executing a phased approach and developing foundational components to guide the first phase. Key deliverables included the land use plan framework, community profile, and an economic analysis report. These documents supported the second phase of focused area land planning, including replanning two urban villages, major commercial corridors, the historic Old Town, and a new central employment center.

PlaceWorks established central themes to engage the public and help direct goals and policies: Gateway to the Sierra (connecting visually and economically to the recreational opportunities and natural resources afforded by proximity to the mountains); Cyclovis (promoting Clovis as a mecca for bicycle ridership in the valley); and Start Here, Stay Here (providing opportunities for businesses, families, individuals, and businesses to originate, grow, and thrive).

SOUTHEAST GREENWAY VISION, GENERAL PLAN AMENDMENT, AND ENVIRONMENTAL IMPACT REPORT (SANTA ROSA, CA)

The Southeast Greenway will be a brand new public open space for the residents of the City of Santa Rosa. It will occupy an undeveloped 57-acre site, 1.5-miles-long, within the Southeast neighborhood of Santa Rosa. The land, currently owned by Caltrans, was proposed as the site for a freeway in the 1960s, but it was never built. In response to grassroots community organizing, the City of Santa Rosa and its partners (including the Sonoma Land Trust and Sonoma Regional Parks)

are planning to acquire the land and transform the corridor into a beautiful, healthy, neighborhood-oriented linear greenspace. PlaceWorks engaged the community and the City and partners in a process to envision and plan for the Greenway. To solicit meaningful public input, the process included broad and intensive community outreach, with workshops of over 200 participants; a website with an interactive survey; and door-to-door canvassing. Community members, the Planning Commission, and the City Council have agreed that a majority of the site will be used as green space incorporating community gardens, natural areas, picnic areas, and playgrounds. The site will also provide an important bicycle and pedestrian connection that will enable users to connect from downtown Santa Rosa to Spring Lake Regional Park. In addition, new housing will be included for certain portions of the site, to help address the shortage of affordable housing in the region as well as to activate the greenway with additional users. PlaceWorks' in-house team of graphic and urban designers, landscape architects, and seasoned environmental professionals worked together to articulate a detailed vision for the site and to refine it with community members, City decision makers, and partners. The vision was studied in an EIR created by PlaceWorks.



Reference

Jessica Jones, Supervising Planner,
City of Santa Rosa | (707) 543-3410 |
jjones@srcity.org

Dates of Work

2016 – 2019

TESORO VIEJO MASTER PLAN (MADERA COUNTY, CA)

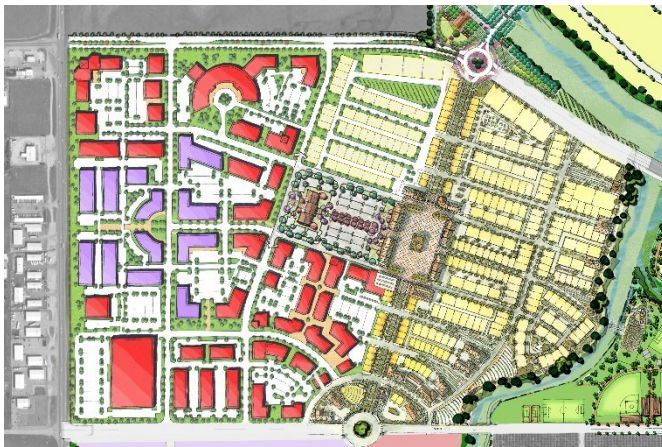
In the lap of Little Table Mountain, a landmark visible for miles around, Tesoro Viejo is a beautiful site of gently rolling hills, vistas, fertile plains, and natural and recreational resources that meet at the San Joaquin River. Stewardship and land conservancy guided PlaceWorks' land plan, which protects over 400 acres of the on-site waterways, wetlands, and wildlife habitat. State-of-the-art environmental conservation practices include low water use design, energy-efficiency, and a plan that promotes multimodal transportation, reducing vehicular trips.

Reference

Brent McCaffrey, President, The McCaffrey Group | 559.256.7000 | bmccaffrey@mccaffreygroup.com

Dates of Work

2012 – 2017



Hillside Village, now complete, is the first phase of this fully contained community, offering a range of single-family housing types. The village's intermingled uses center around the Hub, a bustling Town Center, and Hillside Elementary and Middle School. At full buildout, the community will feature up to 5,190 homes; a high school; 3 million square feet of nonresidential space; 400 acres of recreational open space; and over 15 miles of walking, hiking, and biking trails.

Healthy living and safety were prime considerations, especially walkability for children going to school, and trails connect to internal and external open spaces. In 2014, the Madera County Planning Commission unanimously approved Hillside Village, creating high standards and expectations for the surrounding planned growth area.

MADERA STATION RELOCATION TRANSIT AREA SPECIFIC PLAN (MADERA COUNTY, CA)

The Madera High-Speed Rail Station Transit Area Specific Plan project is a great opportunity for Madera County and its partners to plan for a new regional transportation hub that will provide connectivity to, from, and within Madera County, and will generate economic development for the County. This project will take advantage of the relocation of the Madera San Joaquins rail station, including a future High-speed Rail stop, from north of the city of Merced to the new site near Merced Community College. The new location is better connected to regional transit and the surroundings allow for new economic-generating development.

Reference

Jamie Bax, Director of Community & Economic Development | 559-675-7821 | Jamie.Bax@maderacounty.com

Dates of Work

2023 – In Progress

The area around the new station lies in unincorporated Madera County and is within the Madera State Center Community College Specific Plan area. PlaceWorks will engage the community and stakeholders to update

the existing Specific Plan, and will use our knowledge and insight of transit-oriented development (TOD) and high-speed rail planning to set the table for a vibrant, attractive TOD district.

CONNECTMENLO GENERAL PLAN AND M-2 AREA ZONING UPDATE (MENLO PARK, CA)

PlaceWorks led a two-year effort with a multidisciplinary team to update the Land Use and Circulation Elements of the General Plan, and to create new zoning regulations and high-quality design standards for the rapidly developing innovation hub around the Facebook headquarters. ConnectMenlo balances new office development with housing and the direct provision of real community amenities, such as a grocery store and pedestrian/bicycle safety improvements in the Belle Haven neighborhood between US Highway 101 and the San Francisco Bay. Other community benefits include alternative transportation to alleviate severe traffic congestion and to reduce vehicle-miles traveled, and affordable and market-rate housing to support both the adjacent neighborhoods and the increasing workforce. ConnectMenlo was achieved on an accelerated schedule to enact solutions in the face of a skyrocketing rate of development. The project included an innovative suite of public participation components, including area tours, a mobile app, educational symposia, and focus groups. The final products, including the new zoning ordinance sections, are easy to understand and administer, and are well received by Belle Haven residents, and the environmental and development communities as fair and appropriate.

Reference

Deanna Chow, Senior Planner |
650.330.6733 |
dmchow@menlopark.org

Dates of Work

2016 – 2018



RICK

Relevant Projects

BEECHWOOD SPECIFIC PLAN COMMUNITY PARKS (PASO ROBLES, CA)

Beechwood is a 235-acre master-planned community with 911 homes in the City of Paso Robles, in northern San Luis Obispo County. The project includes approximately 50,000 square feet of mixed-use commercial space, a nine-acre community park, a project-wide multi-purpose pathway system, extensions of two arterial roadway systems, and preserved natural open space.

Reference

Ray Harrod, Harrod Construction | 831.422.1996

Dates of Work

2018 – In Progress

The project's goals are to provide a variety of housing types, from detached single-family homes to condominiums in order to meet the needs of various income levels and buyer's choice. RICK is providing land planning, entitlement services, tentative map design, and final engineering services. Design elements include significant roadway frontage improvements, roundabout design and traffic-calming elements, sewer and water infrastructure, grading, and low-impact development (LID) drainage and stormwater quality design. RICK has been intricately involved in preparation of the Specific Plan Vesting Tentative Maps, related entitlement permits, and is currently working on the Final Design.



DOWNTOWN LEMON GROVE SPECIFIC PLAN AND FORM-BASED CODE (LEMON GROVE, CA)

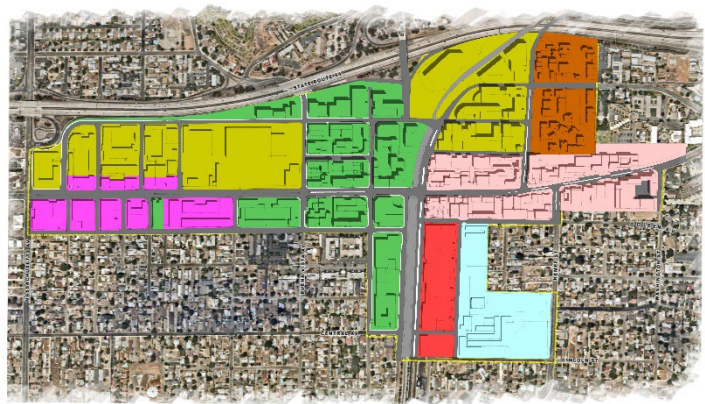
The RICK Team prepared a Specific Plan and form-based code for redeveloping the Downtown Special Treatment Area (STA), a four-quadrant area within historic Downtown Lemon Grove. The Downtown STA includes approximately 10 blocks containing a San Diego Metropolitan Transit System (MTS) trolley station, City Hall and other municipal buildings, and the original business district oriented around the intersection of Lemon Grove Avenue and Broadway. Under direction of a five-member subcommittee and City staff, the project team gathered input at two public workshops. With this input and previous studies, the STA was divided into four districts and several alternative land use plans and development concepts were created for each. The Specific Plan includes design guidelines, custom zoning and development standards, and incentives to encourage property owners to implement their properties in conformance with the Specific Plan. The TOD program included densification of areas around the trolley station while preserving a walkable, revitalized commercial district. The team updated the Specific Plan to expand the commercial corridor along Broadway and create a TOD within a 20-block area. Focus was on integrating a series of plazas and pedestrian-oriented urban pathways that incorporated public art. Additionally, the project expanded mixed uses, including restaurants, entertainment, office, and residential development.

Reference

Mike Viglione, Associate Planner,
Development Services Department,
City of Lemon Grove | 619.825.3807

Dates of Work

2015 – 2018



NORTHSIDE SPECIFIC PLAN (RIVERSIDE, CA)

RICK's Planning + Design Division led an interdisciplinary team of consultants to complete an Environmental Baseline Study, Specific Plan, and Program EIR for the 1,400-acre Northside Specific Plan for the City of Riverside. The plan focused on the revitalization of an existing golf course owned by the City, incorporation of significant historic resources, and a rethinking of underutilized industrial-designated lands and a new master plan for a ranch owned by the Riverside Public Utilities Commission. A special focus is on creating unique neighborhoods with an interlinked mobility system that uses active transportation in association with automobiles.

Reference

Jay Eastman, Project Manager, City of Riverside | 951.826.5371 | jeastman@riversideca.gov

Dates of Work

2016 – 2020

The RICK Team led a series of neighborhood and community open houses and outreach opportunities and engaged with numerous stakeholders in the study area, including property owners, City officials, and community advocates. RICK led bilingual outreach to the significant Latino community in this part of Riverside. The final plan calls for a mixture of commercial uses, open space, and residential development to help meet the significant demand for more housing in the Inland Empire region.

The Northside Specific Plan outlines a vision and design guidance for three main districts within this part of the city: the Northside Village Center, a mixed-use district of residential and commercial uses that leverages adjacency to a major trail system and a new community park; the Main Street Corridor, which ties the revitalizing Downtown of Riverside with the nostalgic and historic Old US 395 corridor extending to Northside

through a mixture of commercial, live/work, and residential development of varying densities; and the Spanish Town area, a neighborhood that draws from the heritage of the historic Trujillo adobe home, one of the oldest buildings in the Inland Empire. The RICK Team used a variety of tools and techniques for visioning efforts with the community, including various renderings, to convey the various options for the plan components.



Provost & Pritchard

Relevant Projects

LIBERTY GROVES SPECIFIC PLAN INFRASTRUCTURE MASTER PLANS (MADERA COUNTY, CA)

The Liberty Groves Specific Plan project is a proposed 1,344-acre master-planned, mixed-use community. Liberty Groves proposes a diverse mixture of residential, commercial, office/light industrial, recreational, and other necessary services and community amenities. Provost & Pritchard has been actively involved in the development of the project since 2009, beginning with an initial Environmental Site Assessment (ESA) and continuing through the completion of a Water Supply Assessment Report (WSA) and other related studies. Recently, Provost & Pritchard has been preparing an Area Plan and a Specific Plan, including the infrastructure master plans for water, wastewater, storm drainage, and roads. Tasks included performance of a hydrologic analysis of three streams using HEC-HMS to determine 200-year flood peaks. The work also included a review of past hydrologic studies, and recommendations to improve the accuracy of peak flow estimates.

Reference

Igal Triebach, President, Greystone Equities, LLC | (310) 829-7111 | igal@greystoneellc.com

Dates of Work

2009 – In Progress

WATER AND RECYCLED WATER MASTER PLANS (CLOVIS, CA)

The City of Clovis updated the Waster Master Plan and Recycled Water Master Plan to address future growth areas within their General Plan and incorporate drought impacts on the reliability of surface water, as well as increasingly stringent water quality regulations. Other key issues addressed in the plan included the dropped regional groundwater levels, groundwater quality, and the outflow of groundwater. As part of the update process, Provost & Pritchard reviewed the City's water supplies, assessed opportunities to increase water supplies and reliability, evaluated existing water use records and developed new usage patterns, developed future water use demands from existing data for land uses within future growth areas, reconciling available water supplies and demands, and used a water model to confirm water system infrastructure. In addition, the project consisted of developing construction cost opinions for infrastructure needed to serve existing and future users within the growth areas.

Reference

Mike Harrison, City Engineer, City of Clovis | (559) 324-2365 | mikeh@ci.clovis.ca.us

Dates of Work

2016 – 2018

BUSINESS AND INDUSTRIAL CAMPUS EXISTING CONDITIONS AND SERVICE CONSIDERATIONS REPORT (FRESNO COUNTY, CA)

The County of Fresno identified an approximately 2,940-acre site for a potential business and industrial campus development. Provost & Pritchard was engaged in summarizing the existing conditions present on-site, identifying conceptual land use plans for the project area, identifying high-level infrastructure demands, and summarizing key service considerations for the County to evaluate prior to progressing with more formal planning efforts. The focus of the existing conditions and service considerations were on water, wastewater, stormwater, traffic, and additional dry utilities. Land use considerations, such as proximity to an existing disadvantaged community and key travel and goods movement corridors were also considered.

Reference

Bernard Jimenez, Planning & Resource Management Officer,
County of Fresno | (559) 600-4234 |
BJimenez@fresnocountyca.gov

Dates of Work

2019 – 2021



4. SCOPE OF WORK

This chapter describes the scope of services to be completed by the PlaceWorks team for the Salinas EASP. To facilitate your review of this proposal, we have prepared a concise scope that emphasizes key components of our approach to this project.

We are flexible regarding the proposed scope of work and will work with you to prepare a more detailed scope when we enter into a contract. We also recognize that it may be necessary to alter the scope as the project progresses and would be happy to work with you to ensure the successful completion of the project.

A summary of the work program is presented in Table 1.

Task 1. Project Kick-off, Coordination, and Management

This task will kick off the project and provide management to ensure the project stays on schedule and on budget.

1.1 Kick-off Meeting

The PlaceWorks team, including Rick Engineering, will coordinate a kick-off meeting with City staff to review project goals, roles, communication protocols, project schedule, work plan, data needs, concerns/issues, and the status of current and planned efforts that are relevant to the project. This meeting will establish the project management procedures, including invoicing terms and communication protocols, and data collection approach. We will also confirm the Specific Plan area boundary (Plan Area), which we assume will be similar to that shown on page 32 of the request for proposals (RFP). In advance of this meeting, the PlaceWorks team will prepare a data request document and detailed work program, including a schedule/timeline for the completion of each task, for review by the project team at the meeting. After the kick-off meeting, PlaceWorks will refine the project scope of work and schedule as needed to reflect desired project goals. We assume this meeting will be held online.

1.2 Project Status Meetings

PlaceWorks will participate in regular status update meetings with City staff to ensure the project remains on task and budget. These meetings will be conducted virtually, via Zoom or by phone, and other team members will attend as needed. Prior to each meeting, we will work with City staff to determine the most appropriate meeting format and identify the necessary participants. PlaceWorks will share a meeting summary with action items following each meeting. We recommend and have scoped for bi-weekly meetings. The length of each meeting will vary depending on the phase and the agenda, but for the purposes of this scope of work, we have assumed that meetings will average one hour each. PlaceWorks will also participate in periodic phone calls with the City's Project Manager (upon the initiation of either party) on an as-needed basis to address any issues that arise between project team meetings.

Table 1 Work Program Summary**Task 1: Project Kickoff, Coordination, and Management**

- | | |
|-----------------------------|--------------------------------|
| 1.1 Kick-off Meeting | 1.3 Ongoing Project Management |
| 1.2 Project Status Meetings | |

Task 2: Preparation of Specific Plan

- | | |
|---|--|
| 2.1 Area Profile/Existing Conditions Report | 2.6 Administrative Draft Specific Plan |
| 2.2 Land Use, Zoning, Circulation | 2.7 Screencheck Draft Specific Plan |
| 2.3 Economic and Fiscal | 2.8 Public Review Draft Specific Plan |
| 2.4 Infrastructure | 2.9 Final Specific Plan |
| 2.5 Design | |

Task 3: Coordination/Consultation with Other Agencies

- | |
|---|
| 3.1 Agency/Department Coordination Meetings |
|---|

Task 4: Plan Adoption

- | | |
|----------------------------------|---------------------------|
| 4.1 Planning Commission Hearings | 4.2 City Council Hearings |
|----------------------------------|---------------------------|

Task 5: Graphics and Final Document Packaging

- | | |
|-----------------------------|------------------------|
| 5.1 Graphics, Figures, Maps | 5.2 Document Packaging |
|-----------------------------|------------------------|

Task 6: Community Engagement

- | | |
|-----------------------------------|----------------------------------|
| 6.1 Community Engagement Strategy | 6.2 Community Outreach Materials |
|-----------------------------------|----------------------------------|

1.3 Ongoing Project Management

PlaceWorks will conduct ongoing project management, ensuring the EASP stays on schedule and budget. As needed, PlaceWorks will contract with other consultants in specific disciplines and manage any subcontracts, including, but not limited to, editing and integration of subconsultant work to ensure consistency of format, management of time schedules and billing, insurances, etc. This subtask includes review of project budget, preparation of monthly invoices and progress reports, and management of subcontract agreements. Our project management team includes Charlie Knox, Principal, as Senior Advisor; Scott Ashlock, Associate Principal, as Principal-in-Charge; Erika Lindstrom, Associate, as Planning Project Manager; and Erina Shimanuki, Associate, as Urban Design Project Manager. Erika and Erina will serve as the day-to-day contacts for overall project management and will oversee coordination of the regular project meetings, budget, and schedule.

Task 1 Deliverables:

- » Kick-off meeting data request document and meeting notes
- » Detailed work program (schedule and timeline)
- » Detailed budget tracking document
- » Bi-weekly meeting notes
- » Project Management: Monthly invoices and progress reports; Management of subcontract agreements



Task 2. Preparation of Specific Plan

This task will consist of data collection, analysis, and report writing related to preparation of the Specific Plan.

2.1 Area Profile/Existing Conditions Report

The PlaceWorks team will analyze the existing conditions that will influence the Plan Area and will complete an analysis of opportunities and constraints based on our findings. PlaceWorks will gather relevant background information/documents relating to the development of the EASP. The existing conditions analysis will be summarized in a memorandum that will include the following:

- **Base Map:** Using GIS data supplied by the City, PlaceWorks will develop an electronic base map for the Plan Area that will serve as the basis of plan development during the project.
- **Demographics:** PlaceWorks will conduct a demographic scan of the Plan Area and will compare local data to Monterey County and the State. We will analyze population and household demographics within the Plan Area and employment trends by sector. The review will include income levels, ethnicity, age levels, educational attainment, employment, transportation preferences, disabilities, and other factors.
- **Land Use and Character:** PlaceWorks will conduct a land use and character analysis, creating a baseline from which ideas for future development will be based. For this task, PlaceWorks will document the urban design and built form in the Plan Area, including existing and surrounding land uses, commercial and residential focus areas, key nodes, open spaces, cultural institutions, destinations, and General Plan and zoning regulations in the Plan Area. The team will assess best practices for typical lot sizes and street patterns, and desired architectural form in the Plan Area. This subtask includes a site visit to document and photograph the area.
- **Transportation Existing Conditions:** RICK will evaluate Plan area and surrounding circulation and mobility conditions and needs in accordance with the City's traffic impact analysis requirements, including modeling and analysis to inform circulation improvements needed to support implementation of the Specific Plan.
- **Infrastructure Existing Conditions:** Provost & Pritchard will characterize the capacity of and condition of the local water supply and distribution as well as wastewater conveyance and treatment systems.
- **Opportunities and Constraints Summary:** PlaceWorks will create an illustrated Opportunities and Constraints summary of input from findings learned in the Area Profile/Existing Conditions Report. The summary will include the identification of potential opportunity sites that will be considered for inclusion in a later subtask looking at development opportunities for key sites in the Plan Area. This summary will be provided in an easy-to-access PowerPoint presentation, suitable for uploading to the web page or for presenting in a public workshop.

Findings from the abovementioned items will be presented in an Area Profile/Existing Conditions Report memorandum that will be provided for City review as a draft document prior to incorporation into the Specific Plan.

2.2 Land Use, Zoning, Circulation

The PlaceWorks team will review all relevant documents pertaining to land use and circulation, including, but not limited to, existing and proposed General Plan Land Use and Circulation Elements, Specific Plans, and the current Zoning Code. PlaceWorks will coordinate with the General Plan Update City and consultant team to consider and maximize the consistency of the Specific Plan with the Visión Salinas 2040 General Plan Update that is underway. PlaceWorks has a unique advantage assisting City staff with the General Plan Update and having previously worked with the City on the shift from land use designations to Place Types. PlaceWorks will also review the City's current Zoning Code and include zoning for the Plan Area that is consistent with the principles of New Urbanism and the Place Types identified in the General Plan Update.

Based on the Area Profile/Existing Conditions Report, the PlaceWorks team will develop a recommended multimodal transportation network for the Plan Area. The network will be built with an intentional effort to create safe and comfortable spaces for people of all ages, abilities, and identities, providing competitive transportation options. Rick Engineering will work with the City using data and public engagement to develop a hierarchy of modal priorities for each major roadway corridor/corridors in the Plan Area to create a more comfortable and convenient user experience. Balanced streets may require design tradeoffs to ensure comfortable and accessible facilities are provided for all users.

The transportation elements of the Specific Plan concept alternatives will build on these principles while making special considerations for varying context and unique challenges, including passenger pick-up and drop-off needs, freight loading and deliveries, and pedestrian activity centers. The concepts may feature elements such as complete streets, mobility hubs, scooter/bike parking, sidewalk extensions, midblock and enhanced pedestrian crossings, wayfinding kiosks, traffic-calming elements, and parklets and plazas. The concepts will also consider new transportation circulation patterns, such as converting underutilized alleys into spaces that support multimodal travel and meet stormwater needs and heat island reduction through green infrastructure.

In addition, the transportation improvements may include recommended modifications to bus routes and stops, new shuttles or transit connections (e.g., micro-transit), and stronger connectivity via first-/last-mile strategies. The final multimodal strategy will use data and engagement to create a network that supports Salinas' community vision, place types, and economic development goals for the EASP. Rick Engineering will analyze and present findings in a Multimodal Access and Connectivity memorandum that will be provided for City review as a draft document prior to incorporation into the Specific Plan.

Provost & Pritchard will identify any water supply and distribution and wastewater treatment and conveyance system capacity issues associated with either one or both of the alternatives, as applicable.

2.3 Economic and Fiscal

PlaceWorks' Chief Economist, Steve Gunnells, will prepare an economic and market assessment for the Plan Area, to document and provide guidance on the community's economic health, challenges, and opportunities. The Economic/Market Demand Analysis will include analysis of real estate market conditions for housing, retail/commercial, and office uses. The focus of the analysis will be on identifying opportunities for inclusive economic development and housing of different types and densities to meet the needs of households across the income spectrum tailored to reflect the unique characteristics of the Plan Area.



PlaceWorks will prepare a draft Economic/Market Demand Analysis for review and comment by City staff. Steve will be available to discuss the draft assessment with City staff and to answer any questions. Upon receipt of a single, consolidated set of comments on the draft assessment, PlaceWorks will make revisions as appropriate and prepare a Final Economic/Market Demand Analysis for incorporation into the Specific Plan.

PlaceWorks will also develop an Implementation Plan containing strategies and programs for needed capital improvements. The Financing Strategy will identify funding resources and financial tools to implement the the Plan actions. The Implementation Plan and Financing Strategy will be provided for City review as a draft document prior to incorporation into the Specific Plan.

2.4 Infrastructure

Provost & Pritchard will assess the capacity of and condition of the local water supply and distribution as well as wastewater conveyance and treatment systems based on the latest available master plan and related documents prepared for the City. Input and guidance will be sought from City public works and engineering representatives, and existing conditions information will inform conclusions regarding needed facilities.

2.5 Design

PlaceWorks has been in the forefront of understanding how cities are changing in the midst of factors such as a global pandemic and people increasingly shopping online instead of frequenting brick-and-mortar stores. New growth areas in communities like Salinas may very well be positioned to take advantage of these changes. We will bring our expertise to Salinas to work with the community and decision makers to create places where people want to congregate, see their neighbors, shop, and entertain themselves. This will require rethinking some of the uses of public space, including streets. As part of this task, PlaceWorks design staff will analyze input from our Existing Conditions work and from the community outreach tasks and propose at least two alternatives for the Plan Area. The alternative scenarios will be developed using smart growth principles and will provide for a mix of housing types. The Alternatives Analysis will include recommendations regarding density, adjustments to place types, modification of development standards, and the incorporation of form-based code to create a pedestrian-friendly, attractive place to spend time. PlaceWorks will present the analysis and findings in an Alternatives Analysis memorandum for City review for incorporation into the Draft Specific Plan.

PlaceWorks will develop a set of objective development and design standards for the Plan Area based on staff guidance and input from community outreach. These standards will be flexible enough to ensure feasibility for new projects, while requiring adherence to concepts that are most valuable to achieve the community's vision. PlaceWorks will provide a fully illustrated document for City review prior to incorporation into the Specific Plan.

PlaceWorks landscape architecture staff will develop the preferred open space to guide planned public spaces, including corridors, libraries, recreation areas, and greenways. PlaceWorks will also provide standards regarding the provision of publicly accessible open space as part of new private development projects. PlaceWorks will document the proposed improvements and recommendations into a Public Space and Uses memorandum for City staff review to be incorporated into the Draft Specific Plan.

2.6 Administrative Draft Specific Plan

PlaceWorks will prepare the Administrative Draft Specific Plan for internal review and comment by City staff. The Administrative Draft will incorporate findings from previous tasks and will include the following components per State law (Government Code Sections 65450–65457, including all the contents required by Section 65451):

- **Area Profile/Existing Conditions Report:** The report will evaluate the existing Plan Area demographics and physical and regulatory conditions, including, but not limited to, existing transportation, infrastructure, land use, and the number of existing housing units or lack thereof.
- **Alternative Analysis:** At least two alternatives will be developed based on input from the community workshops and meetings of the Technical Advisory Committee through the Area Profile and market study. The alternatives will examine different future scenarios and will include recommendations regarding density, adjustments to land use categories, modification of development standards, and the incorporation of form-based code.
- **Economic/Market Demand Analysis:** The analysis will assess real estate market conditions for housing, retail/commercial, and office uses. The focus of the analysis will be on identifying opportunities for inclusive economic development and housing of different types and densities to meet the needs of households across the income spectrum tailored to reflect the unique characteristics of the Plan Area.
- **Public Space and Uses:** The Plan will analyze and evaluate designs for existing and potential public spaces and uses that could serve as the primary community special event gathering area(s).
- **Multi-modal Access and Connectivity:** This plan component will identify and provide recommendations on activities that can be incorporated to ensure the development of complete streets that includes transit, pedestrian, and bicycle networks with well-designed connections to public transportation and other modes of transportation.
- **Implementation Plan and Financing Strategy:** An implementation section will be included in the Plan to identify actions and responsible entities to carry out the proposed plan. Strategies to finance actions and improvement and general timeframes for completion will be included.
- **Infrastructure Development Budget:** The Plan will assess the current public infrastructure facilities, and services to determine whether deficiencies exist that could impact development. An action plan and cost estimate are to be developed.
- **Relationship to the City General Plan:** The Plan will include a discussion of the relationship of the Specific Plan to the City's 2002 General Plan and pending General Plan Update, Visión Salinas 2040. The final Specific Plan shall be consistent with Visión Salinas 2040 goals, policies, and actions.
- **Zoning:** Zoning for the Plan Area should be consistent with the principles of New Urbanism and the Place Types identified in Visión Salinas 2040.

Before embarking on preparation of the Administrative Draft, PlaceWorks will consult with City staff to determine the look and appropriate file format(s) of the report to ensure ease of public use as well as interoperability and editability by City staff.

2.7 Screencheck Draft Specific Plan

PlaceWorks will provide a Screencheck Draft Specific Plan, in Word, to City staff for confirmation that staff's changes were made as requested and to address any typos or errors.

2.8 Public Review Draft Specific Plan

Following receipt of compiled comments from City staff, PlaceWorks will create a Public Review Draft suitable for distribution, including posting on the City's website. PlaceWorks will provide the City with the draft, editable file in InDesign, Word, PDF, or other preferred format, along with six printed copies.

2.9 Final Specific Plan

PlaceWorks will prepare a Final Specific Plan that incorporates a summary of edits and responses to comments on the Draft Specific Plan from staff, Planning Commission, City Council, and the public. PlaceWorks will provide the City with the final, editable file in InDesign, Word, PDF, or other preferred format.

Task 2 Deliverables:

- » Project Area Base Map
- » Area Profile/Existing Conditions Report
- » Economic/Market Demand Analysis Memo
- » Implementation Plan and Financing Strategy Memo
- » Alternatives Analysis Memo
- » Public Spaces and Uses Memo
- » Administrative Draft Specific Plan
- » Screencheck Draft Specific Plan
- » Public Review Draft Specific Plan (six printed copies)
- » Response to Draft Specific Plan comments
- » Final Specific Plan

Task 3. Coordination/Consultation with Other Agencies

The PlaceWorks team will coordinate, as needed, with all appropriate federal, state, regional, and local governmental agencies pertinent to the preparation of the Specific Plan. Relevant agencies and departments include, but is not limited to:

- Monterey County Airport Land Use Commission
- Transportation Agency for Monterey County (TAMC)
- Monterey County Water Resources Agency
- Monterey Bay Air Resources District (MBARD)
- California Department of Transportation,
- California Department of Fish and Wildlife
- Other state agencies, as appropriate
- City Public Works, Recreation-Parks, Police, Fire, Airport, Library, City GIS personnel and Finance Departments

- Monterey One Water
- Monterey-Salinas Transit (MST)
- Local Agency Formation Commission (LAFCO)
- Monterey County Public Works, Planning & Building, and Environmental Resources Policy Departments
- Association of Monterey Bay Area Governments (AMBAG)
- Monterey County Agricultural Commission
- United States Army Corps of Engineers
- All applicable school districts
- All applicable water districts
- Other public agencies, as appropriate

3.1 Agency/Department Coordination Meetings

The PlaceWorks team will facilitate virtual meetings with relevant agencies in coordination with City staff. We offer coordination that matches project needs by conducting a mix of phone, email, and web-based check-in meetings as appropriate to the task. Prior to each meeting, we will work with City staff to draft an agenda, determine the most appropriate meeting format, and identify the necessary participants. PlaceWorks will share a meeting summary with action items following each meeting. The agency/department coordination meetings would be in addition to regular bi-weekly meetings with the project team.

Task 3 Deliverables:

- » Meeting agendas and materials
- » Meeting notes and list of follow-up actions

Task 4. Plan Adoption

The PlaceWorks team will present the Draft Specific Plan at up to four in-person public hearings before the Planning Commission and City Council. PlaceWorks will work with City staff to prepare necessary hearing materials, including draft staff reports, resolutions, ordinances, presentations, and attachments as needed. If necessary, PlaceWorks will also prepare draft materials to support amendments to the General Plan and the Zoning Ordinance. We anticipate these amendments will enable updates necessary for General Plan elements and zoning districts and may include map updates and other graphics. All draft materials will be provided to City staff for one round of review prior to finalization.

4.1 Planning Commission Hearings

The PlaceWorks team will attend two in-person Planning Commission hearings to present the Draft Specific Plan and for adoption of the Final Specific Plan. This scope of work assumes that the Planning Commission will recommend consideration of the Specific Plan to the City Council, and comments regarding potential revisions from the Planning Commission will be forwarded to Council in a staff report.

4.2 City Council Hearings

Following recommendation from the Planning Commission, the PlaceWorks team will attend two in-person hearings before City Council to present the Draft Specific Plan and for adoption of the Final Specific Plan. It is assumed in this scope of work that the City Council will adopt the Specific Plan in one hearing.

Task 4 Deliverables:

- » Draft staff reports, resolutions, ordinances, and presentations for the Planning Commission and City Council
- » Attendance and participation at up to four in-person public hearings

Task 5. Graphics and Final Document Packaging

It is anticipated that the EASP will need to be a highly visual document with extensive use of graphics, figures, images, and charts for improved public usability. PlaceWorks has a dedicated document support team that will be responsible for producing necessary graphics, proofing, and formatting the Specific Plan document.

5.1 Graphics, Figures, Maps

We recognize that many times, the best way to communicate is with clear graphics. PlaceWorks will prepare all graphics, figures, images, supportive diagrams and charts, etc. needed for the EASP to convey the Plan Area vision, policies, development potential, infrastructure improvements, and implementation strategies.

5.2 Document Packaging

PlaceWorks will provide a clean version of the Final Specific Plan document in InDesign, or similar layout software, for final packaging and publishing on the City's website. This task will include formatting support.

Task 5 Deliverables:

- » All graphics, figures, images, charts, etc. needed for the EASP
- » Final Specific Plan document in InDesign (or similar) software format and PDF

Task 6. Community Engagement

Community involvement will be a key component of the EASP. The planning process will aim for maximum inclusivity by tailoring the approach to outreach to the Salinas community. Community stakeholders are anticipated to include residents, business owners, property owners in the Plan Area, developers, transit agencies, community advocates, nonprofits, and surrounding neighborhood groups/homeowners' associations.

6.1 Community Engagement Strategy

PlaceWorks will use input from the kick-off meeting input to develop a Community Engagement Strategy for the project. The Community Engagement Strategy will identify appropriate engagement approach and tools, materials, and anticipated timeline. Preliminary recommendations for engagement efforts include the following:

- At least four public hearings (see Task 4)
- At least two community meetings in the form of an open house or workshop
- Stakeholder meetings
- Project webpage management/support

Each of these components is described in more detail in following subtasks and they may be refined or revised following the kick-off meeting.

6.2 Community Outreach Materials

PlaceWorks will support City staff by developing outreach materials in several formats to be used to inform community members of the EASP project. This effort will include the following:

- **Community Meeting Materials:** Community meetings in the form of an open house or workshop will be held at key points of the planning process to introduce the project, envision the future for the Plan Area, consider land uses, transportation network, and development opportunities and confirm the direction of the Specific Plan. For this effort, PlaceWorks will support City staff by preparing a meeting agenda, presentation, open house boards and/or workshop activity, sign-in sheet, comment cards, and handouts as needed. PlaceWorks will also develop outreach materials for community meetings, including, but not limited to, postcards or mailers, flyers suitable for posting, e-blasts to City subscribers, and social media postings. PlaceWorks will provide City staff draft materials for review. PlaceWorks will also provide translated materials in Spanish, if desired. We assume that staffing for community meetings will be by City staff.
- **Project Website Management:** PlaceWorks will assist City staff in managing the project webpage on the City's website. Webpage management will consist of publicizing project events and key updates, preparing and managing up to two online surveys to accompany community meetings by the City, and providing general maintenance/updates throughout the project.
- **Stakeholder Meetings:** It is anticipated that the City will conduct a series of interviews with key stakeholders to gather information about the Plan Area. PlaceWorks will provide support through the preparation of emailed invitation language, meeting agendas, and interview questions for City review.



5. BUDGET ESTIMATE

As shown in Table 2, the estimated cost to complete the scope of work described in this proposal is \$862,464. PlaceWorks bills for on a time-and-materials basis with monthly invoices, and billing rates for each team member are included in Table 2.

We have included a sample billing invoice in Appendix C at the end of this proposal.

Assumptions

This scope of work and cost estimate assumes that:

- Our cost estimate covers the meetings included in Chapter 4, Scope of Work. Additional meetings can be billed on a time-and-materials basis.
- All products will be submitted to the City in electronic format (PDF or Word).
- City staff will be responsible for meeting logistics, including schedule coordination, document production, printing notices, mailing costs, room reservations, room set-up and take-down, and refreshments.
- California Environmental Quality Act (CEQA) evaluation is not included in this scope of work.

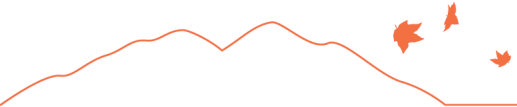


TABLE 2 COST ESTIMATE

		PLACEWORKS									Task Hours	2% Office Expenses	PlaceWorks Task Total	SUBCONSULTANTS		10% Subconsultant Markup	Subconsultant Total	Total Task Budget
		Knox	Ashlock	Gunnells	Lindstrom	Shimanuki		Mazur						RICK	P&P			
		Advisor	PIC	Chief Economist	Planning PM	Design PM	Planners/ Designers	GIS Manager	GIS Staff	Graphics/ Editing					Utilities/ Infrastructure			
Hourly Rate:		\$290	\$265	\$270	\$185	\$155	\$155	\$250	\$145	\$155				Transportation				
TASK 1. Project Kick-off, Coordination, and Management																		
1	Kick-off Meeting	8	8	8	8	8		8			48	\$226	\$11,546	1,800	1,800	\$360	\$3,960	\$15,506
2	Project Status Meetings	32	56		64	64					216	\$918	\$46,798	2,600	1,600	\$420	\$4,620	\$51,418
3	Ongoing Project Management	24	48		64	64		8			208	\$869	\$44,309	9,400	2,200	\$1,160	\$12,760	\$57,069
Task 1. Subtotal		64	112	8	136	136		16			472	\$2,013	\$102,653	\$13,800	\$5,600	\$1,940	\$21,340	\$123,993
TASK 2. Preparation of Specific Plan																		
1	Area Profile/Existing Conditions Report	16	32		48	48	80	24	64		312	\$1,142	\$58,262	10,600	7,200	\$1,060	\$18,860	\$77,122
2	Land Use, Zoning, Circulation	16	16		64	32	48				176	\$662	\$33,782	32,800		\$3,280	\$36,080	\$69,862
3	Economic and Fiscal	8	8	56	16	16	16				120	\$550	\$28,030			\$0		\$28,030
4	Infrastructure	8	16	16	16	16	24				96	\$401	\$20,441		18,400	\$0	\$18,400	\$38,841
5	Design	8	36		16	48	56				164	\$619	\$31,559			\$0		\$31,559
6	Administrative Draft Specific Plan	18	50	10	80	80	96			24	358	\$1,339	\$68,309	23,200		\$2,320	\$25,520	\$93,829
7	Screencheck Draft Specific Plan	8	8	8	8	8	8			16	64	\$261	\$13,301			\$0		\$13,301
8	Public Review Draft Specific Plan	16	16	8	40	40	56			16	192	\$716	\$36,516	8,800	3,200	\$880	\$12,880	\$49,396
9	Final Specific Plan	16	16	8	24	24	16			16	120	\$483	\$24,643	2,400	1,200	\$240	\$3,840	\$28,483
Task 2. Subtotal		114	198	106	312	312	400	24	64	72	1602	\$6,173	\$314,843	\$77,800	\$30,000	\$10,780	\$115,580	\$430,423
TASK 3. Coordination/Consultation with Other Agencies																		
1	Agency/Department Coordination Meetings	32	32	16	40	40					160	\$714	\$36,394					\$36,394
Task 3. Subtotal		32	32	16	40	40					160	\$714	\$36,394					\$36,394
TASK 4. Plan Adoption																		
1	Planning Commission Hearings	16	24	8	40	32	24				144	\$585	\$29,825	1,200	1,200	\$120	\$2,520	\$32,345
2	City Council Hearings	16	24	8	40	32	24				144	\$585	\$29,825	1,200	1,200	\$120	\$2,520	\$32,345
Task 4. Subtotal		32	48	16	80	64	48				288	\$1,170	\$59,650	\$2,400	\$2,400	\$240	\$5,040	\$64,690
TASK 5. Graphics and Final Document Packaging																		
1	Graphics, Figures, Maps	8	8		16	16	8	16	48	240	352	\$1,186	\$60,466					\$60,466
2	Document Packaging	8	8		16	16	8			96	152	\$520	\$26,520					\$26,520
Task 5. Subtotal		16	16		32	32	16	16	48	336	504	\$1,706	\$86,986					\$86,986
TASK 6. Community Engagement																		
1	Community Engagement Strategy	8	16	8	48	48	56	8	16	32	240	\$860	\$43,860					\$43,860
2	Community Outreach Materials	24	32	8	48	48	56	8	16	32	272	\$1,038	\$52,918					\$52,918
Task 6. Subtotal		32	48	16	96	96	112	16	32	64	512	\$1,898	\$96,778					\$96,778
Labor Hours Total		290	454	162	696	680	576	72	144	472	3538							
Labor Dollars Total		\$84,100	\$120,310	\$43,740	\$128,760	\$105,400	\$89,280	\$18,000	\$20,880	\$73,160		\$13,674	\$697,304	\$94,000	\$38,000	\$12,960	\$141,960	\$839,264
EXPENSES																		
Travel, Outreach Translation, Outreach Materials																		\$12,400
Konveio																		\$10,800
EXPENSES TOTAL																		\$23,200
GRAND TOTAL																		\$862,464



6. PROJECT SCHEDULE

This chapter describes the products associated with PlaceWorks' work scope and the schedule by which each of these products will be completed. It also summarizes the meetings that PlaceWorks will attend for the project.

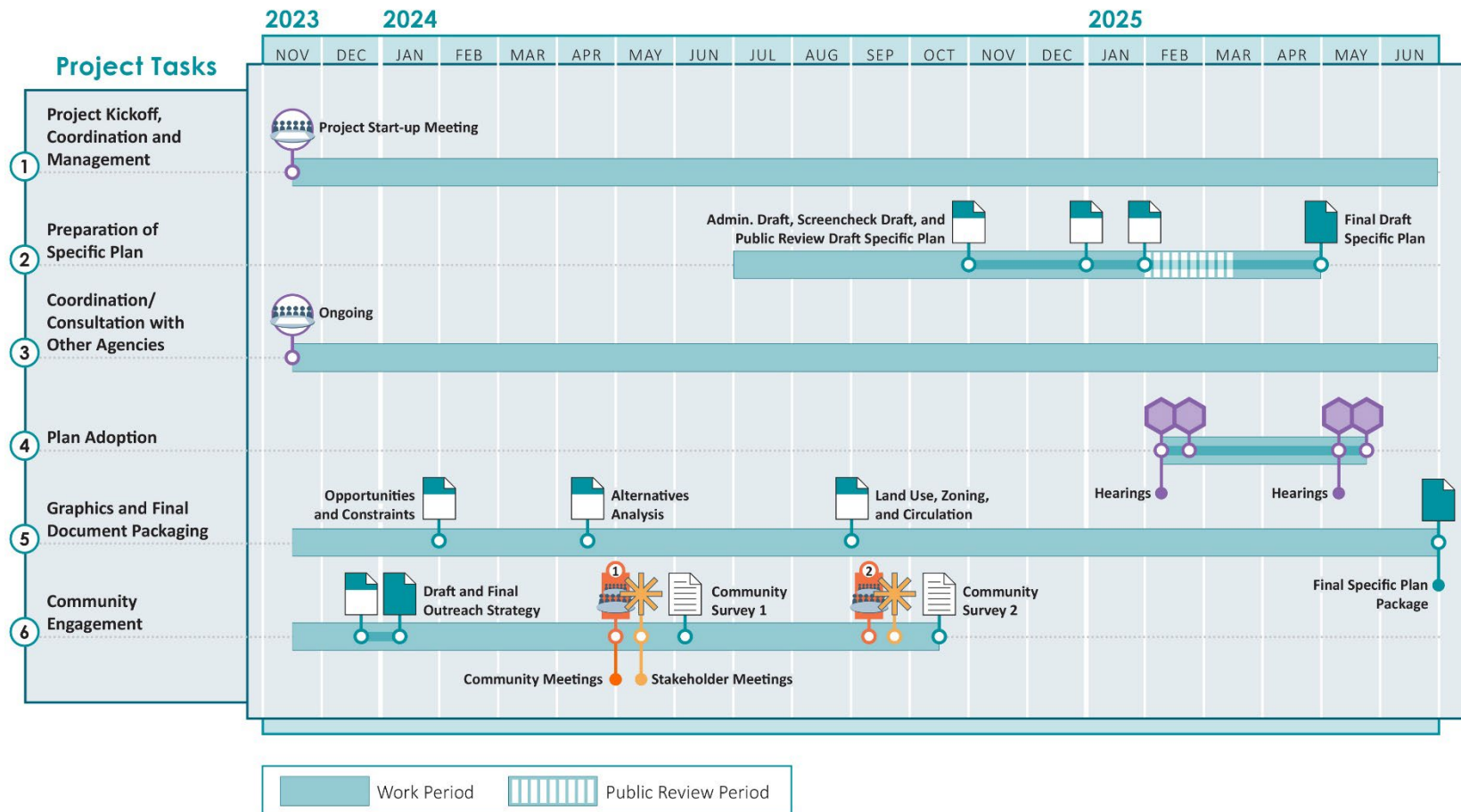
Schedule

The proposed schedule for the Salinas EASP is shown in Figure 2, with estimated completed by June 2025.

PlaceWorks has a strong track record in meeting project schedules and coordinating closely with our clients. Over years of managing projects similar to the EASP, we have developed a variety of tools to keep projects on schedule and ensure that staff are well informed at all times:

- We maintain an up-to-date schedule throughout the project, to ensure that all team members are aware of upcoming meetings and product due dates.
- We stay in close, regular contact with staff and our subconsultants and document important decisions about the project in writing, which ensures that decisions are understood by all team members.
- We schedule project due dates for staff and subconsultants with adequate time for editing and formatting into finished reports.

FIGURE 2 SCHEDULE





6. GENERAL CONTRACT REQUIREMENTS

Proof of Insurability

We have included a summary of our insurance coverage on the following page.

Contract Provisions

PlaceWorks has an Agreement with the City's Assistant City Attorney that the following language for the indemnification is acceptable. We propose no other modifications to the Agreement.

(A) Indemnification and Hold Harmless for Professional Liability. Where the law establishes a professional standard of care for Consultant's services, to the fullest extent permitted by law, Consultant shall indemnify, protect, defend, and hold harmless City and any and all of its officials, employees, and agents ("Professionally Indemnified Parties") from and against any and all liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including reasonable attorney's fees and costs, court costs, interest, defense costs, and expert witness fees) to the extent they arise out of, are a consequence of, or are in any way attributable to, in whole or in part, any negligent or wrongful act, error or omission of Consultant, or by any individual or entity for which Consultant is legally liable.

(B) Indemnification and Hold Harmless for Other than Professional Liability. Other than in the performance of professional services and to the full extent permitted by law, Consultant shall defend, indemnify, and hold harmless the City and its officers, officials, employees, volunteers, and agents ("Indemnified Parties") from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with Consultant's 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.

PlaceWorks
Insurance Summary for 2023-2024

Commercial General Liability Insurance

Amount of Liability Insurance: \$5,000,000 Deductible \$5,000.00
Name of Insurer/Surety Agent: Crum & Forster Specialty Insurance Co. (AMB Rating A XIII)
Policy No. EPK144434
Expiration Date: 07/01/2024

Professional Liability/Contractors' Pollution Insurance

Amount of Liability Insurance: \$5,000,000 Deductible \$25,000.00
Name of Insurer/Surety Agent: Crum & Forster Specialty Insurance Co. (AMB Rating A XIII)
Policy No. EPK144434
Expiration Date: 07/01/2024

Automobile Liability Insurance

Amount of Liability Insurance: \$1,000,000 Deductible \$1,000.00
Name of Insurer/Surety Agent: Travelers Property Casualty Co of America (AMB Rating A+ + XV)
Policy No. BA1N96406A2343G
Expiration Date: 07/01/2024

Worker's Compensation /Employer's Liability Insurance

Amount of Liability Insurance: \$1,000,000
Name of Insurer/Surety Agent: Travelers Property Casualty Co of America (AMB Rating A+ + XV)
Policy No. UB7K7286762343G
Expiration Date: 07/01/2024

Excess Liability Insurance (only extends to Auto Liability and Employee Liability)

Amount of Liability Insurance: \$4,000,000
Name of Insurer/Surety Agent: Travelers Property Casualty Co of America (AMB Rating A+ + XV)
Policy No. EX6J328756243
Expiration Date: 7/1/2024



SIGNED ADDENDUM







ADDENDUM NO. 1 TO RFP

DATE: September 14, 2023
TO: Potential Responders to Request for Proposal
FROM: Grant Leonard, Planning Manager
RE: City of Salinas Request for Proposals for the East Area Specific Plan

NOTICE TO ALL POTENTIAL RESPONDENTS, The Request for Proposals (“RFP”) is modified as set forth in this Addendum. The original RFP documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby incorporated and made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting Respondent’s Proposal.

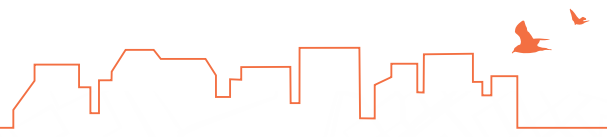
Submittal Deadline and Schedule

This Addendum changes the Proposal submission deadline from October 6, 2023 to October 20, 2023 at 4:00 p.m. Pacific Standard Time (“PST”).

Anticipated Timeline:

- Questions due: September 22, 2023
- Proposal Due: October 20, 2023
- Rating and Ranking of Proposals: November 1, 2023
- Interviews with Finalists: November 9, 2023
- Award of Contract: December 5, 2023
- Project Completion: June 30, 2025

END OF ADDENDUM



RESUMES







SCOTT ASHLOCK ASLA

Associate Principal

Scott's background in architecture and landscape architecture combined with his savvy technological skills make him well versed in the nuts and bolts of design. His vigorous desire to expand his knowledge and his extensive travels make his approach to any project exciting and remarkable. He helps develop creative design solutions and carries them forward from concept to project completion.

Scott's skill with Adobe Creative Suite, ArcGIS, AutoCAD, 3DS Max, and SketchUp has made him a "wearer of many hats." He also has extensive experience handling construction documents, planting plans, and site designs and has worked with contractors and crews to ensure that the design intent and vision of a project are captured. Scott develops creative design solutions and carries them forward from concept to project completion. For CEQA/NEPA documentation, he leads his group's efforts in Visual Impact Analysis, which consists of visual simulations and shade & shadow and light & glare analyses, with capabilities in drone photography and videography.

HIGHLIGHTS OF EXPERIENCE

Master Plans

- Irvine Company Community Master Planning | Irvine CA
- Tesoro Viejo Master Plan | Madera CA
- Skyline Ranch Master Plan | Los Angeles County CA
- Berge Val Vista Master Plan | Gilbert AZ
- Waterston Master Plan | Gilbert AZ
- Brookside Master Plan | Walnut CA
- Lost Canyon Master Plan and video modeling simulation | Simi Valley CA
- Daybreak Reno Master Plan and video modeling simulation | Reno NV
- Natomas Meadows Master Plan | Natomas CA
- Hawks Ridge Master Plan | Duvall WA
- Tesoro Del Valle Master Plan | Los Angeles County CA
- Mission Bay Park Master Plan Amendment | San Diego CA
- Centennial New Town Master Plan | County of Los Angeles CA
- Newhall Ranch Master Plan | County of Los Angeles CA
- Calimesa Creek Master Plan | Calimesa CA

Specific Plans and Other Planning Services

- Westminster Mall Specific Plan | Westminster CA
- Millerton Lake Specific Plan | Fresno County CA
- West Ming Specific Plan | Bakersfield CA
- Meadowood Specific Plan | San Diego County CA
- Angels Crossing Specific Plan | Stanislaus County CA
- Butterfield Specific Plan | Banning CA



EDUCATION

- BS, Landscape Architecture, California State Polytechnic University, Pomona

REGISTRATIONS

- Licensed Landscape Architect in California, No. 6177

AFFILIATIONS

- Urban Land Institute
- American Society of Landscape Architects

Team member since 2011



SCOTT ASHLOCK

Associate Principal

sashlock@placeworks.com

- South West Village Specific Plan | San Diego CA
- NorthLake Specific Plan | Los Angeles County CA
- De Anza Park Revitalization Plan | San Diego CA
- Tesoro Viejo Site Planning | Madera CA
- Greenspot Specific Plan | Highland CA
- CollegeTown Specific Plan | Fullerton CA
- French Valley Specific Plan | County of Riverside CA
- Garrett Ranch Specific Plan | Hemet CA
- Mill Creek Specific Plan | Chino CA
- Arbor Vista Specific Plan | Temecula CA
- Renaissance Specific Plan | Rialto CA
- Seven Oaks Business Park Design Guidelines | Bakersfield CA
- March Airforce Base Joint Powers Association Design Charrette | Riverside CA
- Carmenita Truck Center Planning Services | Santa Fe Springs CA
- Desert Horizons Community Amenity Planning | Indian Wells CA

Corridor Planning and Transit-Oriented Development

- San Bernardino Transportation-Oriented Development | San Bernardino CA
- Beach Boulevard Corridor Fly-through Model | Buena Park CA
- Highland Baseline Corridor Fly-through Model | Highland CA
- Harbor Boulevard Corridor Plan and Vision | Santa Ana CA

Lighting and Viewshed Studies

- Visual Simulations of Proposed Solar Array Installations at Various High Schools and District Office | Capistrano Unified School District
- Yorba Linda High School Pool Lighting | Yorba Linda CA
- The Forum Lighting and View Shed Analysis | Inglewood CA
- The Forum Sign Project | Inglewood CA
- Indian Springs High School Stadium Lighting Study | Indian Springs CA
- Corona del Mar High School Stadium Lighting Study | Corona del Mar CA
- Target at Hillsdale Shopping Center EIR | San Mateo CA
- West Carson TOD Specific Plan | Los Angeles County CA
- CalWater Water Tank Assessment View Simulations
- Rosewood Park Elementary School Billboard Project | Montebello CA
- Crummer Site Subdivision | Malibu CA
- El Toro High School Lighting & Bleachers Lighting Study | Laguna Hills CA

AWARDS

- Tesoro Viejo Master Plan | 2023 Master Planned Community of the Year, National Association of Home Builders; 2016 Innovation in Green Community Planning, APACA, Central Section
- Westminster Mall Specific Plan | 2023 Economic Planning and Development Award of Excellence, APACA, Orange



CHARLIE KNOX AICP

Principal

Charlie has more than 30 years of experience in public and private sector planning and has a thorough understanding of how to manage and coordinate staff and stakeholder efforts to best serve municipal staff, local citizens, city councils, and communities. Charlie's expertise includes shepherding high-profile projects through the entitlement process, including mixed-use developments and municipal energy-conservation projects. He also specializes in local and regional transportation and transit initiatives to help shorten commutes, reduce single-occupant vehicle travel, support Transit-Oriented Development, establish local Transportation Demand Management programs, and reduce Vehicle-Miles Traveled to meet City, regional, and State objectives. Prior to joining PlaceWorks, Charlie led the City of Benicia Public Works and Community Development Departments and used innovative leadership skills to provide superior customer service to residents despite significant resource constraints.

HIGHLIGHTS OF EXPERIENCE

Comprehensive Planning

- Menlo Park General Plan and Zoning Update | Menlo Park CA
- Stockton 2035 General Plan Update | Stockton CA
- Santa Rosa General Plan Update | Santa Rosa CA
- Vallejo Integrated Revitalization Program and Comprehensive General Plan Update | Vallejo CA
- Livermore Housing Element Implementation and Environmental Review | Livermore CA
- Marin Countywide Plan | Marin County CA
- Ventura General Plan | San Buenaventura CA
- Pleasant Hill General Plan | Pleasant Hill CA
- Morgan Hill General Plan | Morgan Hill CA
- Citrus Heights General Plan | Citrus Heights CA
- Cotati General Plan Background Report | Cotati CA
- Sonoma General Plan and EIR | Sonoma CA

Specific Plans and Zoning

- Oroville Sustainable Code Update and Climate Action Plan | Oroville CA
- Marinship Specific Plan Assessment and Evaluation | Sausalito CA
- Benicia Downtown Mixed Use Master Plan | Benicia CA
- Cotati Downtown Specific Plan | Cotati CA
- Morros Area Specific Plan | San Luis Obispo County CA

Entitlements

- Fourth and University Project | Berkeley CA



EDUCATION

- MA, Communications, University of Washington, Seattle WA
- BA, English, Whitman College, Walla Walla WA

CERTIFICATIONS

- American Institute of Certified Planners

AFFILIATIONS

- American Planning Association
- Bay Area Planning Directors Association

Team member since 2013



CHARLIE KNOX

Principal

cknox@placeworks.com

- Bayside Village Project | Hercules CA
- Mountain Village Subdivision (Now Incorporated) | Telluride CO
- Aldasoro Ranch Subdivision | Telluride CO
- Lawson Hill Mixed-Use and Affordable Housing Subdivision | Telluride CO
- Telluride Ski Area Expansion | Telluride CO

Public Works Projects

- Telluride/Mountain Village Gondola Transportation System | Telluride CO
- Benicia High School Traffic Signal & Safety Enhancement Project | Benicia CA
- Interstate 780 Rose Drive Overcrossing Project | Benicia CA
- Benicia/Martinez Bridge-Bay Area Ridge Trail Connector | Benicia CA
- SolTrans Route 78 and Pedestrian Safety Support Project with the Solano Transportation Authority | Benicia CA

Sustainability Initiatives

- Sustainable Communities Strategy Base-Case Scenario and Implementation Project | Monterey Bay Area CA
- Vulnerability Assessment and Adaptation Plan | Benicia CA
- Renewable Energy and Conservation Project | Benicia CA
- Electric Vehicle Fast Charger and Solar Battery Backup Project | Benicia CA
- Valero Benicia Refinery Flue Gas Scrubber | Benicia CA
- Valero/Good Neighbor Steering Committee Settlement Agreement | Benicia CA
- Benicia Boatyard Marine Debris Cleanup | Benicia CA

SPEAKING ENGAGEMENTS

- Panelist, "The Future of Smart Cities," Redefining Mobility Summit, San Ramon, CA 2017
- "Planning 2.0: The Drivers of Regional and Global Change and Land Use Innovation," Plenary Lunch, 2015 APA California Annual Conference, Oakland CA
- "Company Town 2.0: How Facebook and Google are Rethinking the Corporate Campus," Mobile Workshop, 2015 APA California Annual Conference, Oakland CA

LEADERSHIP & COMMUNITY

- Bay Area Planning Director's Association, Steering Committee Member, 2006 to Present
- Association of Bay Area Governments, Regional Planning Commissioner, 2009 to 2011

AWARDS

- 2019 APA CA Statewide and Sacramento Valley Section, Comprehensive Planning Award: Large Jurisdiction, Envision Stockton 2040 General Plan
- 2018 APA CA Northern Section, Comprehensive Planning Award: Large Jurisdiction, Propel Vallejo General Plan 2040
- 2013 Green California Leadership, Benicia Renewable Energy Project
- 2011 California Preservation Foundation, Benicia Historic Context Statement
- 2010 California State Legislature Transportation Safety Project, Rose Drive Bridge
- 2008 APA National Planning Excellence Award for Implementation, Marin Countywide Plan
- 2008 APA CA Comprehensive Planning, Marin Countywide Plan



ERIKA LINDSTROM AICP

Associate



Erika brings a wide variety of skills through her education and over seven years of professional planning and housing experience in both the public and private sectors. Her passion for planning is driven by her desire to envision and create unique, enjoyable, and healthy places for all, especially community members who have historically been excluded.

At PlaceWorks, Erika works on a wide range of comprehensive planning projects. She is currently working on General Plan updates for the Cities of Modesto and Salinas, Sacramento County's Infill Program update, Zoning Code updates for the City of Cupertino and Contra Costa County, a transit pass policy for the Santa Clara Valley Transportation Authority, and an outreach campaigns.

In her previous roles in local government, Erika worked closely with the public and served as project manager for residential and commercial planning entitlements. Through this work, Erika gained valuable experience in zoning and policy implementation and understands the value of clear, implementable content in policies, ordinances, development standards, and processes.

HIGHLIGHTS OF EXPERIENCE

Comprehensive Planning

- Modesto General Plan Update | Modesto CA
- Salinas General Plan Update | Salinas CA
- Sacramento County Infill Program Update | Sacramento County CA

Zoning

- Contra Costa County Zoning Update Report | Contra Costa County, CA
- Cupertino Housing Element Update (Rezoning) | Cupertino CA

Entitlement Review

- 2127 Dwight Way Housing Project | Berkeley CA
- Vista Del Grande Housing Project | San Carlos CA

Transportation

- Santa Clara VTA Transit Pass Policy | Santa Clara County CA

Public Outreach

- 15-Minute Neighborhood Plan | Sacramento CA
- East Santa Clara Affordable Housing Project | San Jose CA
- BCAG 2024 Sustainable Communities Strategy | Butte County CA

EDUCATION

- Master of Geography, San Francisco State University
- Bachelor of Environmental Studies, San Diego State University

CERTIFICATIONS

- American Institute of Certified Planners

AFFILIATIONS

- American Planning Association

Team member since 2022



ERIKA LINDSTROM

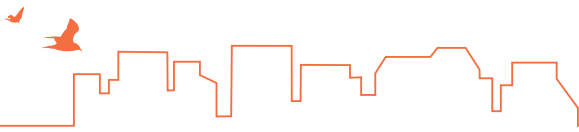
Associate

elindstrom@placeworks.com

PREVIOUS EXPERIENCE

City of Cupertino | Associate Planner | 2016 - 2022

- Project manager for residential and commercial planning entitlements: efficiently managed project review timelines for multiple departments, agencies, and consultants; organized and approved project reports; regularly corresponded with applicants
- Project manager for the Heart of the City Specific Plan update: prepared and submitted grant funding application; prepared project scope of work; coordinated with regional agencies, City staff, and project consultant; prepared staff reports and presentations
- Assisted with 6th Cycle Housing Element update: assisted with consultant search and contract coordination; prepared staff reports and presentations; Attended staff and consultant meetings; assisted with sites inventory
- Prepared staff reports and presented to elected and appointed bodies, including City Council, Planning Commission, and Housing Commission at regular meetings and study sessions
- Prepared written materials such as RFQs, RFPs, and grant applications for City funding
- Project manager for the City's Rotating Safe Car Park partnership: conducted program research and evaluation; coordinated with service providers, legal counsel, and City Manager's Office; presented recommendations to decision makers; reviewed and processed applications



ERINA SHIMANUKI

Associate

Erina works on a variety of design projects at PlaceWorks, providing support to both southern and northern California offices. She has a strong passion for sustainable design and community-oriented planning, which has driven her academic and professional work. Her professional experience in sustainability began when she co-founded a Sunrise Movement chapter in San Luis Obispo.

Erina's background in urban design was formed when she started as an urban designer in the Bay Area, where she worked on placemaking and streetscape design projects to improve people's quality of life and enhance local communities. Her recent experiences include developing specific plans for public and private sectors, writing objective design standards, performing design reviews, and conducting meaningful community outreach across California.

Erina's focus at PlaceWorks will be developing design standards, public realm design, streetscape design, placemaking, and design reviews. She also has strong skills in the Adobe Creative Suite, Lumion, SketchUp, ArcGIS, and AutoCAD.

HIGHLIGHTS OF EXPERIENCE

- Metrolink Station Area Analysis—a project of the Southern California Association of Governments (SCAG), as a subconsultant to BAE Urban Economics | Southern California CA
- South Coast Village Specific Plan for CJ Segerstrom & Sons | Costa Mesa CA
- City of Murrieta Objective Design Standards | Murrieta CA
- City of Anaheim Objective Design Standards | Anaheim CA

PRIOR EXPERIENCE

- **City of Torrance Housing Corridor Overlay** | Torrance CA. Completed due diligence and analyzed existing zoning code and development standards; identified potential housing overlay sites using GIS and produced maps; produced objective design standards graphics using SketchUp to streamline the housing development process; compiled a HCO document in InDesign to guide the City in addressing RHNA allocations for the 6th Cycle Housing Element Cycle.

EDUCATION

- BS, City and Regional Planning, Minors in Sustainable Environments and Landscape Architecture, California Polytechnic State University, San Luis Obispo

Team member since 2023



ERINA SHIMANUKI

Associate

eshimanuki@placeworks.com

- **City of Capitola Housing Element Update** | Capitola CA. Managed project webpage; produced and launched an online housing needs survey on Typeform; conducted seven virtual stakeholder interviews to identify issues, opportunities, and potential sites for housing; created a PowerPoint presentation for community workshop and study session.
- **Design Reviews for the cities of El Monte, Temple City, and Cupertino** | Reviewed architectural plans, met with city planners, analyzed zoning code and development standards; wrote 7- to 8-page memorandums; produced supplemental graphics.
- **13th Street Commons** | Oakland CA. Led a pavement-to-plaza project in Downtown Oakland as an assistant project manager; prepared concept design plans, installation plans, and cost estimates, and assisted in construction; and attended meetings with the City and non-profit organizations.

LEADERSHIP AND COMMUNITY

- Sunrise SLO Co-Founder, 2019
- Associated Students in Planning, College of Architecture and Environmental Design Representative, 2017-2018



STEVE GUNNELLS

Chief Economist

Steve's career spans the spectrum of community planning and economic development. As PlaceWorks' in-house economist, he plays a role in a great many of the firm's active projects. He focuses on crafting plans, policies, and development projects that are grounded in regional and global economic realities. He helps his clients leverage market forces to achieve their goals. And most importantly, he uses his grasp of economics and real estate markets not only to overcome existing challenges but to help communities create visionary plans that capitalize on the possibilities, not just past trends.

Steve works with communities to bridge the gap between long-range planning policies and economic development—with community organizations and special districts to fund and implement priority projects—and with developers to guide project decision-making and obtain entitlements based on sound economic and market analysis. Steve has also served as the field director for a consulting team on a World Bank project in Yemen, an Economic Development Fellow with the International Economic Development Council, a county planning director in Virginia, and a planning and economic consultant in Michigan and Ohio.

HIGHLIGHTS OF EXPERIENCE

Economic and Market Analysis

- Logistics Industry Analysis | San Bernardino County CA
- TDR Bank Benefits Analysis | Santa Fe County NM
- Fiscal Impact Analysis, New Jersey Highlands Water Quality Protection and Regional Planning Act | Chester NJ
- Economic Analysis, Collier County Rural Fringe Mixed-Use District TDR Restudy | Naples FL
- Evaluation of Irvine Business Complex TDR Program | Irvine CA
- Market Analysis for the Downtown Redding Specific Plan | Redding CA
- Market Analysis, Southwest Fresno Specific Plan | Fresno CA
- Economic, Market, and Fiscal Analysis | San Clemente CA
- Market Analysis and Mixed-Use Development Feasibility Study | Chino CA
- Downtown Market Assessment and TOD Feasibility Study | Fontana CA
- Washoe County Economic Forecast and Analysis | Washoe County NV
- Fresno Marketplace | Fresno CA
- Dole Foods Atwater Plan and Market Analysis | Atwater CA

Economic Development Planning

- Economic Development Element and Economic Development Strategic Action Plan | Corcoran CA
- Re-envisioning Chino: Implementing the 2025 General Plan | Chino CA



EDUCATION

- MSc, Development Management, London School of Economics
- Master of Urban and Environmental Planning, University of Virginia
- BA, Urban Planning, Virginia Tech

AFFILIATIONS

- American Planning Association
- Urban Land Institute

AWARDS

- 2013 Best of the Best Award, ULI Orange County/Inland Empire | WRCOG Sustainability Framework
- 2012 SCAG Compass Blueprint Recognition Award, Achievement in Sustainability | Re-envisioning Chino: Implementing the 2025 General Plan
- Michael A. Hoffman Award (co-recipient), Council of Virginia Archaeologists | Acquisition and Preservation of the Morgan Jones Kiln Site, a National Register Site

Team member since 2007



STEVE GUNNELLS

Chief Economist

sgunnells@placeworks.com

- Economic Development Feasibility Study for the California Community Foundation | El Monte CA
- North Hemet Revitalization Plan | Riverside County CA
- Economic Development Recommendations for the Southeast Industrial Area, SCAG Compass Blueprint Demonstration Project | Fullerton CA
- Coachella Commercial Entertainment District Planning Study | Coachella CA

Comprehensive Planning

- San Bernardino Countywide Plan | San Bernardino County CA
- Bloomington Community Plan | Bloomington CA
- Westminster General Plan and EIR | Westminster CA
- CollegeTown Specific Plan | Fullerton CA
- Yucca Valley General Plan and EIR | Yucca Valley CA
- San Clemente General Plan and EIR | San Clemente CA
- Menifee General Plan and EIR | Menifee CA
- Industry General Plan Update and EIR | Industry CA
- Clovis General Plan Update and EIR | Clovis CA
- Economic Development Element, El Monte General Plan | El Monte CA
- Economic Development Element, The Ontario Plan | Ontario CA
- Strategic Plan Update: Community Profile and Environmental Scan | Torrance CA

Urban and Regional Planning

- Sustainability Plan Framework, Western Riverside COG | Riverside County CA
- 2015–2050 Growth Forecast Update | Kern Council of Governments
- San Joaquin Valley Demographic Forecasts 2010 to 2050, Fresno COG | San Joaquin Valley CA
- Life on State Corridor Plan, Wasatch Front Regional Council | Multi-jurisdictional, Salt Lake County UT
- 5600 West BRT Phase I Station Area Plan | Salt Lake County UT
- Development Options around Transit Stations, SCAG Compass Demonstration Project | Azusa CA

PRIOR EXPERIENCE

- Downtown Development Plan, Buena Vista Charter Township | Saginaw County MI
- Downtown Development Plan and Tax Increment Financing Plan, Lyon Charter Township | Oakland County MI
- Development Plan and Tax Increment Financing Plan, Van Buren Charter Township | Wayne County MI
- Tax-Increment-Financing Plan, Detroit Armory Redevelopment | Oak Park MI
- Economic Development Program | Richmond County VA
- Overall Economic Development Program | Westmoreland County VA
- Urban Development, Management, and Tourism Assessment, World Bank | Republic of Yemen

SPEAKING ENGAGEMENTS

- “Rail and TOD: Getting on the Right Track” | 2015 ULI OC/IE District Council | Santa Ana CA
- “Economic Development for Planners” | 2011 Southern California Association of Governments’ Toolbox Tuesdays | Los Angeles CA
- “TOD and Downtown Development Opportunities” | 2010 Downtown Fontana Technical Advisory Roundtable | Fontana CA
- “Mixed-Use Development: Myth or Must” (Panelist) | 2009 Developer Conference, Multifamily Executive Conference | Las Vegas NV

Tom Martin PE

Tom Martin is an Associate Principal at RICK and manages the San Luis Obispo branch office. He has 30+ years of experience in design and oversight of engineering projects for both public and private sector clients. Tom has worked in the San Luis Obispo area for 23 years, including employment with Caltrans (District 5) and currently in the private sector. Prior to San Luis Obispo, Tom worked in San Diego, CA and Seattle, WA in both the private and public sectors.

A list of Mr. Martin's related projects is shown below:

Beechwood Specific Plan, Paso Robles, CA: Tom served as the Entitlements Project Manager for the Beechwood Specific Plan and associated Master Tentative Tract map and Phase 1A Subdivision Tract Map. The 234-acre Beechwood Specific Plan provides for the development of 911 single-family and multi-family dwellings, 47,000 square feet of mixed-use development, a nine-acre community park, and improved and natural open spaces. The Phase 1A tract map authorizes development 205 single family homes and both onsite and offsite public and private infrastructure improvements.

West Creek, Tract 3083, San Luis Obispo, CA: Tom served as Project Manager for the development of a 172-unit residential subdivision with mixed products including single family, condominiums, and medium density parkway homes. The project is complete and included, offsite improvements with a roundabout intersection, a final map, grading, drainage, stormwater quality and utility plans, and coordination with a multi-disciplinary team.

River Terrace Subdivision, Lompoc, CA: Tom served in Responsible Charge for the design of this 257 unit single and multi-family development. The project is currently in design and includes final and condominium maps, onsite grading, drainage and utility designs, drainage improvements, a FEMA CLOMR/LOMR, a Class I offsite bike path and offsite public street improvements.

Housing Authority of San Luis Obispo (HASLO), San Luis Obispo, CA: Tom served in Responsible Charge for the design of three affordable housing projects for HASLO. Each project was centered on redevelopment of existing sites that had previous uses. The projects range from single story existing house modifications to multi-story complexes with structure parking, residential and commercial uses.

Hyatt Grand Seaside Hotel, Seaside, CA: Tom served in Responsible Charge for the civil design components of this redevelopment project on the Bayonet Golf Course in Fort Ord. The multi-story hotel includes mass grading and earth retention systems, new master utilities and offsite infrastructure, parking lot redevelopment and extensive drainage systems.

PROJECT ASSIGNMENT

Associate Principal

YEARS OF EXPERIENCE

30

YEARS WITH RICK

15

EDUCATION

BS, Civil Engineering
Old Dominion University

REGISTRATION

Professional Civil Engineer in
CA, No. 64222

PROFESSIONAL AFFILIATIONS

American Society of Civil
Engineers (ASCE)
- Past President

Home Builders Association of
the Central Coast (HBACC)

American Public Works
Association (APWA)

American Council of
Engineering Companies (ACEC)
Past President

COMMUNITY INVOLVEMENT

Habitat for Humanity of SLO
County – Building Committee



EDGAR CAMERINO PE

Edgar Camerino is an Associate Principal in RICK's Transportation Division. Work assignments consist of Project Management for preliminary design/planning/environmental approvals and preparation of plans, specifications and estimates (PS&E) and construction support for streets, highways, freeways and interchange projects.

Representative projects include:

Barioni Lakes Commercial Development, Imperial, CA: Edgar served as Project Manager for the decertification process of the proposed improvements along SR-86. The proposed project identifies widening the existing roadway along SR-86 and providing 5 new access points at various locations along SR-86. Tasks included meeting and coordinating with Carmen Mullenix, Caltrans Decertification Coordinator, and the preparation of decertification exhibits and cross sections for approval/submittal to Caltrans.

Black Mountain Ranch, Santaluz & Del Sur, San Diego, CA: Edgar served as Project Engineer for a number of major arterial street improvement projects and freeway projects throughout the Black Mountain Ranch Development. Work included street design, drainage and utility design, coordination with consultants on bridge design, traffic signal design, freeway ramp modifications, traffic control and striping/signage design.

Campo Road/Jamacha Road (SR-54/SR-94), San Diego, CA: Edgar served as Project Manager/Engineer/Design Engineer for project study report/project report and preparation of plans, specifications, and estimates to upgrade existing four-lane facility to highway standards. Responsibilities included performing and/or overseeing the geometric/roadway design, equestrian trail design, site/parking lot design, retaining wall design, grading design, construction details, analyzing drainage requirements in direct coordination with Caltrans Hydraulic Department, utility coordination and design, water quality/BMP design, erosion control, landscape and irrigation, traffic signing and striping, traffic control, and traffic signal modifications, specifications, and quantities/estimate. Project was designed to meet Caltrans and County of San Diego standards and requirements. A Caltrans Encroachment Permit was obtained for the work involved.

West Mission Bay Drive Bridge Replacement, San Diego, CA: Edgar served as the Project Manager for the preparation of a project study report/project report (equivalent) and the final design and the plans, specifications, and estimate (PS&E) for the largest Highway Bridge Program (HBP) bridge project in this region's history. The project proposes to replace the existing bridge and upgrade the existing facility to 4/5 lanes to accommodate existing and future traffic volumes. Responsibilities include geometric design, environmental support, traffic analysis, project scheduling, analyzing hydraulic requirements of the San Diego River, stormwater design, water quality, bicycle/pedestrian facility design, stage construction/traffic control, utility design and coordination, and public outreach.

PROJECT ASSIGNMENT

Traffic Engineer

YEARS OF EXPERIENCE

32

YEARS WITH RICK

28

EDUCATION

BS, CIVIL ENGINEERING, SAN DIEGO STATE UNIVERSITY, 1991

REGISTRATION

PROFESSIONAL ENGINEER IN CA, NO. 58844

PROFESSIONAL AFFILIATIONS

SAN DIEGO HIGHWAY DEVELOPMENT ASSOCIATION (SDHDA) - PAST PRESIDENT

INDUSTRY ADVISORY BOARD SDSU MESA ENGINEERING PROGRAM (MEP) - PAST-CHAIRPERSON

APWA TRANSPORTATION GROUP - PAST SECRETARY

AMERICAN SOCIETY OF CIVIL ENGINEERS (ASCE)

AMERICAN PUBLIC WORKS ASSOCIATION (APWA)

RICK
ENGINEERING COMPANY

David Montgomery PE, CFM

David Montgomery is an Associate Water Resources Project Engineer at RICK. He has experience preparing hydrologic, hydraulic, water quality, and sediment transport analyses. David has experience processing Conditional Letters of Map Revision (CLOMR) and Letters of Map Revision (LOMR) through the Federal Emergency Management Agency and has completed floodplain analyses utilizing 1-Dimensional and 2-Dimensional models. He has experience preparing and processing hydrologic and hydraulic studies through various municipal agencies within California, Nevada, and Arizona.

A few of David's representative projects include:

Beechwood Specific Plan, Paso Robles, CA: Drainage Engineer for the Beechwood Specific Plan and associated Master Tentative Tract map and Phase 1A Subdivision Tract Map. The 234-acre Beechwood Specific Plan provides for the development of 911 single-family and multi-family dwellings, 47,000 square feet of mixed-use development, a nine-acre community park, and improved and natural open spaces. The Phase 1A tract map authorizes development 205 single family homes and both onsite and offsite public and private infrastructure improvements.

Master Drainage Plan (MDP) for SDA 3, Bonita, CA: Prepared a Geographic Information System (GIS) based Master Drainage Plan (MDP) within the County of San Diego for Special Drainage Area 3 near Bonita, CA. This project involved preparing 100-year rational method calculations for a 21-square mile watershed that incorporated rural and urbanized watersheds. GIS applications combined with AES-SIMS created and interactive MDP for the County of San Diego that provided ultimate discharges, proposed facility sizes and approximate replacement costs for future development. Where possible natural drainage patterns were maintained, and proposed facilities were designed considering the requirements of the environmental permitting agencies with respect to the use of natural vegetated channels.

River Terrace Subdivision, Lompoc, CA: Drainage Engineer for this 257 unit single and multi-family development. The project is currently in design and includes final and condominium maps, onsite grading, drainage and utility designs, drainage improvements, a FEMA CLOMR/LOMR, a Class I offsite bike path and offsite public street improvements.

Housing Authority of San Luis Obispo (HASLO), San Luis Obispo, CA: Drainage Engineer for three affordable housing projects for HASLO. Each project was centered on redevelopment of existing sites that had previous uses. The projects range from single story existing house modifications to multi-story complexes with structure parking, residential and commercial uses.

Hyatt Grand Seaside Hotel, Seaside, CA: Drainage Engineer for this redevelopment project on the Bayonet Golf Course in Fort Ord. The multi-story hotel includes mass grading and earth retention systems, new master utilities and offsite infrastructure, parking lot redevelopment and extensive drainage systems.

PROJECT ASSIGNMENT

Water Resources

YEARS OF EXPERIENCE

9

YEARS WITH RICK

8

EDUCATION

BS, Civil Engineering
University of California, Davis

REGISTRATION

Professional Civil Engineer in
CA, No. 86325
Exp. Date: 03/21/2019

CFM, No. US-16-09239

PROFESSIONAL AFFILIATIONS

Floodplain Management
Association (FMA)

Association of State Floodplain
Managers (ASFPM)

California Stormwater Quality
Association (CASQA)



David Mizell, AICP

David Mizell has 21 years of experience in preparing transportation planning studies throughout both Southern and Northern California. His experience includes the preparation of environmental traffic impact studies, technical peer review of traffic studies, corridor and mobility studies, parking studies, and multi-modal analysis studies. David has extensive experience attending Planning Commission and City Council meetings and providing technical support during the public review and public hearing processes. He also has experience in coordinating staff and consultants in various disciplines to meet client schedule and budget needs. He has been responsible for managing and preparing traffic impact studies for a variety of private developments as well as public facilities improvement projects. Representative projects include:

Downtown Taft Specific Plan Transportation Study, Taft, CA: While at RICK, Mr. Mizell was responsible for overseeing the preparation of a transportation for the Downtown Taft Specific Plan EIR, which evaluated the vehicle miles traveled (VMT) impacts and need for transportation improvements associated with the development of approximately 3,100 dwelling units, approximately 1.6 million square-feet of office/industrial uses, and approximately 890,000 square-feet of retail uses. Mr. Mizell oversaw the VMT analysis of the proposed Specific Plan land uses for the baseline and horizon year scenarios of the KernCOG regional travel demand model, and recommended VMT-reducing measures based on the CAPCOA methodology to mitigate the VMT impacts of the proposed land uses. Mr. Mizell also oversaw the analysis of 6 intersections and 10 roadway segments for existing and horizon year scenarios, and evaluated the existing and future pedestrian, bicycle and transit networks to determine the improvement needs for all transportation modes.

Northside Specific Plan Traffic Impact Analysis, Riverside, CA: While at RICK, Mr. Mizell was responsible for overseeing the preparation of a traffic impact study for the Northside Specific Plan EIR, which evaluated the potential traffic impacts of development of approximately 11,000 dwelling units, approximately 6 million square-feet of office/business park/industrial uses, and approximately 200 acres of park space. Two land use scenarios were evaluated, based on a Transition Overlay Zone within the Specific Plan area that included either residential or office/business park/industrial uses. Mr. Mizell oversaw the analysis of 22 intersections and 24 roadway segments for a total of eight study scenarios. He identified the traffic impacts and recommended mitigation measures for each Specific Plan land use and roadway network scenario.

Carroll Canyon Master Plan (aka 3 Roots) Traffic Impact Analysis, San Diego, CA: Prior to joining RICK, Mr. Mizell was responsible for overseeing the preparation of a traffic impact study for the 3 Roots EIR, which evaluated the potential traffic impacts of 1,800 residential dwelling units and 140,000 square-feet of commercial retail proposed for the Carroll Canyon Master Plan site. Mr. Mizell conducted the technical analysis for 50 existing intersections and 10 future internal project intersections using the SYNCHRO software program. He coordinated with SANDAG to conduct Select Zone model runs for two near-term project scenarios and one long-range future scenario. He reviewed the Mira Mesa Community Plan's Public Facilities Financing Program (PFFP) to determine the planned roadway improvements that would mitigate project-related impacts based on the feasibility of the improvements being completed by project opening year. For mitigation improvements not included in the City's PFFP, Mr. Mizell recommended full project responsibility to mitigate direct impacts, and fair share contributions to mitigate cumulative impacts.

PROJECT ASSIGNMENT
Associate Traffic Planner

YEARS OF EXPERIENCE
21

YEARS WITH RICK
5

EDUCATION
BA, Geography with
Emphasis in Urban
Planning,
San Diego State
University, 2002

CERTIFICATIONS
American Institute of
Certified Planners (AICP)
No. 21447 – 2007

**PROFESSIONAL
AFFILIATIONS**
Institute of
Transportation Engineers
(ITE), *Former Newsletter
Chair*

American Planning
Association (APA),
Member



Heather Bashian, PE

Principal Civil Engineer

Education

- Master's in Business Administration
National University
- B.S. Civil Engineering,
California State University, Fresno
- QSD/QSP Construction General Permit
Training, WGR Southwest, Inc., 2011

Registration/Certifications

- Civil Engineer, California #73075
- Qualified SWPPP Developer (QSD)
#00542
- Air Quality Management Certificate,
San Joaquin Valley Air Pollution
Control District, 2006

Affiliations

- American Society of Civil Engineers
(ASCE)
- Society of Women Engineers (SWE)

Areas of Expertise

- Municipal Infrastructure Development
- Grant Preparation
- Urban Water Management Plans
- Regional Water Management
Planning
- Regulatory Compliance

Professional Summary

Heather Bashian is a principal engineer and project manager at Provost & Pritchard. With 17 years of municipal infrastructure planning and design, master planning, and grant writing and administration experience, she has been involved with projects related to all aspects of municipal infrastructure. She has extensive experience in design engineering for infrastructure projects including water supply and distribution, water main replacements, water metering, wastewater collection and rehabilitation, wastewater lift stations, stormwater collection projects, and recycled/reclaimed water distribution.

Relevant Experience

Liberty Groves Infrastructure Master Plan, Madera County, Project Engineer – Ms. Bashian is preparing the Infrastructure Master Plan for a new development community consisting of approximately 5,400 residential units on more than 1,400 acres, including commercial and industrial areas. The Plan evaluates and recommends backbone facilities for infrastructure elements including water supply and distribution, wastewater collection and treatment, stormwater collection and storage, and groundwater recharge. The Plan further discusses power, gas, telephone, television, fire, public safety, solid waste collection, and street circulation elements.

Groundwater Sustainability Plan, South Kings Groundwater Sustainability Agency, Project Manager/Project Engineer – Ms. Bashian authored and provided coordination for the preparation of the Groundwater Sustainability Plan for five agencies. Topics addressed in the Plan include groundwater conditions, groundwater monitoring, Hydrogeologic Conceptual Model, water budget, groundwater policies, overdraft analysis, development of long-term goals, and conceptual evaluation of overdraft mitigation projects. The project also encompassed community outreach and involvement, including coordinating and conducting community meetings, providing public presentations, and receiving and responding to public comment on the Draft GSP. The GSP was adopted in December 2019 and submitted to DWR in January 2020.

Storm Water Resources Plan, Kings Basin Water Authority, Fresno County, California, Project Engineer – Ms. Bashian was the project engineer for development of the Kings Basin Water Authority's Storm Water Resources Plan (SWRP). The SWRP was prepared to meet Department of Water Resources guidelines. The SWRP includes documentation of quantifiable benefits associated with storm water flooding mitigation projects and documentation of how the projects meet the goals for the region. Ms. Bashian also coordinated and conducted multiple community meetings to receive feedback on projects to be developed for the Plan and receive comments on the Draft Plan. The SWRP is under review for concurrence and has been adopted by the Kings Basin Water Authority. Ms. Bashian assisted with authoring the document, meeting coordination and facilitation, and coordinating reviewing agency comments.

Program Management, City of Fresno, California, Project Engineer – Ms. Bashian provided consulting services for the City of Fresno's Program Management in conjunction with CH2M Hill. The project spanned several

years, and included such duties as overseeing construction management, consulting on program impacts, and grant assistance. The program resulted in policy changes, community participation on a broad scale, and implementation of several milestone projects for the City.

Water Master Plan, City of Clovis, California, Project Engineer – The project involved preparing a water master plan for the City of Clovis with an ultimate planning horizon of more than 60 years and an intermediate planning horizon of 20 years. The plan discusses current and projected supplies and demands including a sustainable approach to water supplies utilizing groundwater, surface water and recycled water. The plan reviews past conservation methods that have been implemented as well as continued conservation methods necessary to meet future demands. The final chapters discuss capital improvement needs to maintain operations as the community grows. The capital improvement plan is presented in two ways: (1) divided based on subareas within the City and (2) divided on time-based phasing through buildout of the community. The Plan was adopted in summer 2018.

Recycled Water Master Plan, City of Clovis, California, Project Engineer – The project included preparing a recycled water master plan that correlates with the City's water and wastewater master plans. The plan includes a discussion of existing and future uses of recycled water by the City, methods to utilize recycled water to be more sustainable and a capital improvement plan to address conveyance and ongoing use of the system. The capital improvement plan is presented through buildout of the City and separated by phases based on anticipated growth within the City over the next 20-years and when new demands will be realized. The plan was adopted in summer 2018.

2015 Urban Water Management Plan, Bakman Water Company, Fresno, California, Project Engineer/Manager – The project involved preparing the five-year update to the 2010 Urban Water Management Plan for Bakman Water Company. As a groundwater-only purveyor, the update included a discussion of the 2012-2015 drought response and conservation methods implemented, and how future droughts might be addressed. Additionally, the report included historical data, analysis of current water usage quantities, projection of future water usages and effects of conservative efforts. Also included were detailed calculations of conservation goals for Bakman Water Company to comply with water conservation legislation which imposes a 20 percent reduction by 2020. The report was adopted by Bakman and submitted to the Department of Water Resources in June 2016.

Integrated Regional Water Management Plan Update, Kings Basin Water Authority, Fresno County, California, Project Engineer – Ms. Bashian was the project engineer for development of the Kings Basin Water Authority's Integrated Regional Water Management Plan (IRWMP) Update. The Authority's existing IRWMP was updated to meet the new Department of Water Resources IRWMP guidelines and reflect changing conditions in the basin with regards to water supply and use. The IRWMP includes goals and measurable objectives for the region and addresses all of the required criteria from the Department of Water Resources' guidelines. Ms. Bashian lead the overall document preparation effort, assisted with meeting coordination and facilitation, and coordinated stakeholder comments. The Update was completed in Fall 2018.

On-Call Water Resources Grant Researching and Writing Services, City of Modesto – Project Manager - Provost & Pritchard received a contract to provide on-call grant research and writing services to the City of Modesto for water resources projects. The research involved collecting project specific information regarding the City's current and future projects. The project information is reviewed in regards to potential grant funding sources or programs. A grant funding/project eligibility matrix was developed and is maintained on a monthly basis. The project team prepares quarterly memos for the City, updating staff on changes to the funding matrix.

Matheny Tract Wastewater System Feasibility Report and Wastewater Collection System Design, County of Tulare, California, Project Manager – Ms. Bashian completed a Project Feasibility Report for the County of Tulare to research feasible alternatives to replace on-site septic systems for the community of Matheny Tract. The Matheny Tract is located adjacent to the southwest area of City of Tulare and has a population of 1,212. There are 230 primarily rural residential lots with average size being 0.5 acres; however, many lots have multiple dwellings or mobiles homes on the property. The residents currently use septic systems located on each lot to dispose of their effluent discharge. These systems are failing due to age, lack of maintenance, and insufficient percolation capacity of the underlying soils. Following completion of the Feasibility Study, she led the design of the recommended improvements noted in the study. The design project includes a wastewater collection system with approximately 21,500 lineal feet of 8" and 10" sewer gravity main, 3,050 lineal feet of 12" sewer force main, 325 sewer services and a lift station.

Sara Allinder, AICP

Principal Planner

Education

- Master of City and Regional Planning, Emphasis in Land Use Planning, California State Polytechnic University, San Luis Obispo
- B.A., Liberal Arts
- Major Emphasis: Environmental Science
- Minor Emphasis: English
- University of California, Riverside

Registration/Certifications

- American Institute of Certified Planners (AICP), 2003, #018445

Affiliations

- American Planning Association (APA)
- Association of Environmental Professionals (AEP)

Areas of Expertise

- General Plans
- Zoning Codes
- Subdivision Ordinances
- Strategic Implementation Plans
- Entitlement Applications
- Annexations
- Environmental Review
- Contract Staffing

Professional Summary

Sara Allinder, AICP, is a Principal Planner with Provost & Pritchard who has over 20 years of experience in both current and long-range planning. During her career she has been involved in and led the development of multiple general plan and development code updates. She has also provided contract staffing services for numerous local planning agencies throughout the San Joaquin Valley and understands how the policies and regulations developed through general plans and zoning codes are implemented at the counter every day.

Relevant Experience

Long-Range and Implementation Plans

General Plan Update, City of Fowler, California, Project Director – Ms. Allinder is currently overseeing a comprehensive update to the City of Fowler's General Plan. This is the first comprehensive update to the City's General Plan in forty years and includes a potential expansion of the City's sphere of influence by about 750 acres. The update will address all recent legislative updates to the requirements for general plans, including air quality, complete streets, fire hazards, military planning, and environmental justice, among other issues.

General Plan Update, City of Modesto, California, Assistant Project Manager – Ms. Allinder is working in partnership with PlaceWorks, serving as the Assistant Project Management for the update to the City's General Plan. The update is the first comprehensive update to the General Plan since 1995 and will bring the document into compliance with all recent state legislation. An extensive public outreach process is being implemented to engage the community and provide shared framework to address the needs of the community.

General Plan Update, City of Elk Grove, California, Assistant Project Manager and Consultant – Ms. Allinder served as the Assistant Project Manager for the update to the City's General Plan, which included incorporating vehicle miles traveled thresholds and environmental justice. Ms. Allinder subsequently provided consultation services to the prime consultant during the public review and adoption phase of the General Plan Update. A Program EIR was prepared and certified for the adopted General Plan. The Elk Grove General Plan received the APA Sacramento Valley Section Award of Excellence in the category of Comprehensive Plan, Large Jurisdiction.

General Plan Strategic Implementation Work Plan, County of Mariposa, California, Assistant Project Manager – Ms. Allinder worked to identify and prioritize primary work tasks for effective implementation of the existing General Plan. The work plan included development of preliminary scopes of work for primary work tasks, including anticipated project duration, budget, level of community engagement, and level of CEQA review. The Mariposa County General Plan Strategic Implementation Work Plan received the APA Central Section Best Practice Award for 2018.

Traffic Calming and Safety Enhancement Plan, City of Parlier, California, Project Manager – The City of Parlier was awarded a Caltrans Sustainable Communities Grant to develop a Traffic Calming and Safety Enhancement Plan (Plan) to address challenging transportation conditions, including vehicular and non-vehicular traffic patterns. The outcome of the Plan is to identify areas of concern based on statistical and observed incident data, recommend transportation improvements to address the identified challenges, and prepare a strategy for implementing the recommended improvements. Ms. Allinder is managing the effort, which includes development of a community outreach program, conducting visual assessments to confirm existing conditions using a GIS-enabled survey protocol, and preparation of the Plan document, including the implementation strategy.

General Plan Update (Comprehensive), City of Taft, California, Project Manager – Ms. Allinder managed the consultant project team and subconsultants, the project budget, preparation and review of the updated General Plan, and facilitation of public workshops for the City of Taft's General Plan update. The update included an expansion of the existing Planning Area by over 200 square miles and an Implementation Plan. The updated City of Taft General Plan received the 2010 Regional Award of Merit from Kern Council of Governments.

Zoning Ordinance and Development Code Updates

Zoning Code Update, City of Fowler, California, Project Manager – Ms. Allinder is managing a comprehensive update to the City of Fowler's Zoning Code. The update will focus on streamlining the development review process and ensuring compliance with recent housing legislation and the City's Housing Element. One objective of the comprehensive update is to produce a Code that is better organized and easier to understand, which will in turn make it easier to design and propose projects consistent with the City's growth and development goals.

Zoning and Subdivision Ordinance Updates, City of Parlier, California, Project Manager – Ms. Allinder is managing a comprehensive update to the City of Parlier's Zoning and Subdivision Ordinances. The update to the Zoning Ordinance will focus on streamlining the development review process and ensuring compliance with recent housing legislation and the City's Housing Element. One objective of the Zoning and Subdivision Ordinance updates is to produce regulations that are better organized and easier to understand, which will in turn make it easier to design and propose projects consistent with the City's growth and development goals.

Development Code Update, City of Menifee, California, Assistant Project Manager and Zoning Technical Manager – Ms. Allinder established new code regulations for the City of Menifee, including zoning, subdivision, and grading ordinances. The new regulations represent an update to the current standards established Menifee-specific standards and procedures in a user-friendly format that implements the City's first adopted General Plan. Ms. Allinder managed client coordination, public outreach, analysis of existing regulations, and development of new regulations as part of the comprehensive update effort. The Menifee Development Code received the APA Inland Empire Section Best Practices Award.

Current Planning

Development and Resource Management Department, City of Fresno, California, Special Projects Manager – Ms. Allinder processed entitlement applications and worked on special projects, including the establishment of new review procedures and the creation of informational brochures for use by staff and the public.

Contract Staffing and Application Processing Review and Update, City of Wasco, California, Acting Community Development Director – As acting community development director for the City of Wasco, Ms. Allinder managed the day-to-day operations of the planning, building, and code enforcement divisions, prepared department budgets, prepared and presented staff reports to the Planning Commission and City Council, and acted as advisor to the city manager on special issues including high-speed rail. Ms. Allinder also conducted a review of the current entitlement processing procedures, made recommendations for the improvement of entitlement processing, and implemented those recommendations. Process improvements included updates to the Planning and Building fee schedule, which revised existing fees and added new fees reflective of the current planning and building processes.



SAMPLE BILLING INVOICE







PlaceWorks
3 MacArthur Place, Suite 1100
Santa Ana, Ca 92707
Phn No. 714.966.9220
Tax Registration Number: 95-2975827

Project Manager Alexis Mena
Jonathan Moore
City of Salinas
200 Lincoln Avenue
Salinas, CA 93901

September 30, 2023
Invoice No: 89379

Project CSAL-02.0 Salinas General Plan Update EIR and CAP

Professional Services from September 1, 2023 to September 30, 2023

Task 1 Project Initiation, Management and Communication

Sub-Task 1.2 Bi-Weekly Status Meetings

Professional Fees

	Hours	Rate	Amount
Mena, Alexis	1.75	235.00	411.25
Totals	1.75		411.25
Total Professional Fees			411.25

Additional Fees

Office Expenses			8.23
Total Additional Fees		8.23	8.23

Total this Sub-Task \$419.48

Sub-Task 1.3 EIR Project Management

Professional Fees

	Hours	Rate	Amount
Kha, Vivian	.25	150.00	37.50
Knox, Charlie	.50	265.00	132.50
Mena, Alexis	4.00	235.00	940.00
Miller, Madeline	3.00	135.00	405.00
Totals	7.75		1,515.00
Total Professional Fees			1,515.00

Additional Fees

Office Expenses			30.30
Total Additional Fees		30.30	30.30

Total this Sub-Task \$1,545.30

Sub-Task 1.5 General Plan Staff Assistance

Professional Fees

	Hours	Rate	Amount
Knox, Charlie	2.00	265.00	530.00
Krispi, Eli	3.75	210.00	787.50
Lindstrom, Erika	41.50	170.00	7,055.00
Mena, Alexis	6.50	235.00	1,527.50
Robbins, Jessica	9.00	140.00	1,260.00

Project	CSAL-02.0	Salinas General Plan Update EIR and CAP	Invoice	89379
Seale, Tammy		.25	250.00	62.50
Tovar Gonzalez, Raul		19.00	125.00	2,375.00
Totals		82.00		13,597.50
Total Professional Fees				13,597.50
Additional Fees				
Office Expenses			271.95	
Total Additional Fees			271.95	271.95
Total this Sub-Task				\$13,869.45
Total this Task				\$15,834.23
Task	10	Additional Data Collection and Forecasting		
Sub-Task	10.4	Draft GHG Reduction Strategies		
Professional Fees				
		Hours	Rate	Amount
Krispi, Eli		.75	210.00	157.50
Robbins, Jessica		9.00	140.00	1,260.00
Seale, Tammy		.25	250.00	62.50
Totals		10.00		1,480.00
Total Professional Fees				1,480.00
Additional Fees				
Office Expenses			29.60	
Total Additional Fees			29.60	29.60
Total this Sub-Task				\$1,509.60
Total this Task				\$1,509.60
Task	2	EIR Scoping		
Sub-Task	2.1	Notice of Preparation		
Professional Fees				
		Hours	Rate	Amount
Mena, Alexis		.25	235.00	58.75
Miller, Madeline		.50	135.00	67.50
Totals		.75		126.25
Total Professional Fees				126.25
Additional Fees				
Office Expenses			2.53	
Total Additional Fees			2.53	2.53
Total this Sub-Task				\$128.78
Sub-Task	2.2	Scoping Meeting		
Professional Fees				
		Hours	Rate	Amount
Mena, Alexis		2.25	235.00	528.75
Miller, Madeline		11.75	135.00	1,586.25
Noack, Steve		7.00	260.00	1,820.00
Totals		21.00		3,935.00
Total Professional Fees				3,935.00

Project	CSAL-02.0	Salinas General Plan Update EIR and CAP	Invoice	89379
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Additional Fees

Office Expenses			78.70	
Total Additional Fees			78.70	78.70
		Total this Sub-Task		\$4,013.70
		Total this Task		\$4,142.48

Task	3	Engineering and Mapping Analysis
Sub-Task	3.1C	Evaluation of Growth Impacts on Utilities

Professional Fees

	Hours	Rate	Amount	
Kha, Vivian	4.50	150.00	675.00	
Mena, Alexis	1.75	235.00	411.25	
Totals	6.25		1,086.25	
Total Professional Fees				1,086.25

Additional Fees

Office Expenses			21.73	
Total Additional Fees			21.73	21.73
		Total this Sub-Task		\$1,107.98
		Total this Task		\$1,107.98

Task	4	Administrative Draft EIR
Sub-Task	4.2	Project Description

Professional Fees

	Hours	Rate	Amount	
Kha, Vivian	3.00	150.00	450.00	
Mena, Alexis	3.50	235.00	822.50	
Miller, Madeline	13.25	135.00	1,788.75	
Noack, Steve	2.00	260.00	520.00	
Totals	21.75		3,581.25	
Total Professional Fees				3,581.25

Additional Fees

Office Expenses			71.63	
Total Additional Fees			71.63	71.63
		Total this Sub-Task		\$3,652.88

Sub-Task	4.3	Environmental Analysis
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Professional Fees

	Hours	Rate	Amount	
Kha, Vivian	.25	150.00	37.50	
Lukondi, Amanda	1.25	125.00	156.25	
Mena, Alexis	5.25	235.00	1,233.75	
Miller, Madeline	2.50	135.00	337.50	
Munoz, Laura	3.50	125.00	437.50	
Totals	12.75		2,202.50	
Total Professional Fees				2,202.50

Project	CSAL-02.0	Salinas General Plan Update EIR and CAP	Invoice	89379
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Additional Fees

Office Expenses			44.05	
	Total Additional Fees		44.05	44.05
		Total this Sub-Task		\$2,246.55
		Total this Task		\$5,899.43

Task	8	CAP Project Management
Sub-Task	8.2	CAP Project Management and Check-in Meetings

Professional Fees

	Hours	Rate	Amount	
Krispi, Eli	2.50	210.00	525.00	
Seale, Tammy	.50	250.00	125.00	
Totals	3.00		650.00	
	Total Professional Fees			650.00

Additional Fees

Office Expenses			13.00	
	Total Additional Fees		13.00	13.00
		Total this Sub-Task		\$663.00
		Total this Task		\$663.00

Task	X	Expenses
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Expenses

Travel Expense			247.73	
	Total Expenses		247.73	247.73
		Total this Task		\$247.73

Billing Limits

	Current	Prior	To-Date	
Total Billings	29,404.45	387,816.98	417,221.43	
Limit			1,148,381.00	
Remaining			731,159.57	
		Total this Invoice		\$29,404.45

Project	CSAL-02.0	Salinas General Plan Update EIR and CAP	Invoice	89379
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Billing Backup

Tuesday, October 10, 2023

PlaceWorks

Invoice 89379 Dated 9/30/2023

7:06:53 PM

Project	CSAL-02.0	Salinas General Plan Update EIR and CAP
Task	1	Project Initiation, Management and Communication
Sub-Task	1.2	Bi-Weekly Status Meetings

Professional Fees

			Hours	Rate	Amount
MENA	Mena, Alexis	9/5/2023	1.00	235.00	235.00
MENA	Mena, Alexis	9/19/2023	.75	235.00	176.25
	Totals		1.75		411.25
Total Professional Fees					411.25

Total this Sub-Task \$411.25

Sub-Task	1.3	EIR Project Management
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Professional Fees

			Hours	Rate	Amount
KHA	Kha, Vivian	9/6/2023	.25	150.00	37.50
KNOX	Knox, Charlie	9/1/2023	.50	265.00	132.50
MENA	Mena, Alexis	9/1/2023	.25	235.00	58.75
MENA	Mena, Alexis	9/6/2023	.25	235.00	58.75
MENA	Mena, Alexis	9/7/2023	.25	235.00	58.75
MENA	Mena, Alexis	9/11/2023	.25	235.00	58.75
MENA	Mena, Alexis	9/12/2023	.75	235.00	176.25
MENA	Mena, Alexis	9/13/2023	.25	235.00	58.75
MENA	Mena, Alexis	9/19/2023	.50	235.00	117.50
MENA	Mena, Alexis	9/20/2023	.25	235.00	58.75
MENA	Mena, Alexis	9/22/2023	1.00	235.00	235.00
MENA	Mena, Alexis	9/29/2023	.25	235.00	58.75
MILLER	Miller, Madeline	9/7/2023	1.00	135.00	135.00
MILLER	Miller, Madeline	9/20/2023	.25	135.00	33.75
MILLER	Miller, Madeline	9/21/2023	.25	135.00	33.75
MILLER	Miller, Madeline	9/22/2023	.75	135.00	101.25
MILLER	Miller, Madeline	9/29/2023	.75	135.00	101.25
	Totals		7.75		1,515.00
Total Professional Fees					1,515.00

Total this Sub-Task \$1,515.00

Sub-Task	1.5	General Plan Staff Assistance
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Professional Fees

			Hours	Rate	Amount
KNOX	Knox, Charlie	9/5/2023	1.00	265.00	265.00
KNOX	Knox, Charlie	9/28/2023	.50	265.00	132.50
KNOX	Knox, Charlie	9/29/2023	.50	265.00	132.50
KRISPI	Krispi, Eli	9/5/2023	.75	210.00	157.50
KRISPI	Krispi, Eli	9/11/2023	.50	210.00	105.00

Project	CSAL-02.0	Salinas General Plan Update EIR and CAP	Invoice		89379
KRISPI	Krispi, Eli	9/13/2023	1.25	210.00	262.50
KRISPI	Krispi, Eli	9/14/2023	.75	210.00	157.50
KRISPI	Krispi, Eli	9/15/2023	.50	210.00	105.00
LINDSTROM	Lindstrom, Erika	9/1/2023	1.00	170.00	170.00
LINDSTROM	Lindstrom, Erika	9/5/2023	1.50	170.00	255.00
LINDSTROM	Lindstrom, Erika	9/6/2023	.50	170.00	85.00
LINDSTROM	Lindstrom, Erika	9/7/2023	.50	170.00	85.00
LINDSTROM	Lindstrom, Erika	9/12/2023	.25	170.00	42.50
LINDSTROM	Lindstrom, Erika	9/14/2023	.50	170.00	85.00
LINDSTROM	Lindstrom, Erika	9/15/2023	.75	170.00	127.50
LINDSTROM	Lindstrom, Erika	9/19/2023	6.50	170.00	1,105.00
LINDSTROM	Lindstrom, Erika	9/20/2023	3.00	170.00	510.00
LINDSTROM	Lindstrom, Erika	9/21/2023	3.00	170.00	510.00
LINDSTROM	Lindstrom, Erika	9/22/2023	6.25	170.00	1,062.50
LINDSTROM	Lindstrom, Erika	9/25/2023	2.75	170.00	467.50
LINDSTROM	Lindstrom, Erika	9/26/2023	3.00	170.00	510.00
LINDSTROM	Lindstrom, Erika	9/27/2023	2.75	170.00	467.50
LINDSTROM	Lindstrom, Erika	9/28/2023	5.25	170.00	892.50
LINDSTROM	Lindstrom, Erika	9/29/2023	4.00	170.00	680.00
MENA	Mena, Alexis	9/5/2023	2.00	235.00	470.00
MENA	Mena, Alexis	9/6/2023	1.00	235.00	235.00
MENA	Mena, Alexis	9/7/2023	3.00	235.00	705.00
MENA	Mena, Alexis	9/8/2023	.50	235.00	117.50
ROBBINS	Robbins, Jessica	9/12/2023	6.75	140.00	945.00
ROBBINS	Robbins, Jessica	9/13/2023	2.25	140.00	315.00
SEALE	Seale, Tammy	9/15/2023	.25	250.00	62.50
TOVARGONZA LEZ	Tovar Gonzalez, Raul	9/6/2023	2.50	125.00	312.50
TOVARGONZA LEZ	Tovar Gonzalez, Raul	9/12/2023	3.00	125.00	375.00
TOVARGONZA LEZ	Tovar Gonzalez, Raul	9/14/2023	.25	125.00	31.25
TOVARGONZA LEZ	Tovar Gonzalez, Raul	9/20/2023	1.00	125.00	125.00
TOVARGONZA LEZ	Tovar Gonzalez, Raul	9/21/2023	4.75	125.00	593.75
TOVARGONZA LEZ	Tovar Gonzalez, Raul	9/25/2023	2.50	125.00	312.50
TOVARGONZA LEZ	Tovar Gonzalez, Raul	9/27/2023	5.00	125.00	625.00
Totals			82.00		13,597.50
Total Professional Fees					13,597.50
Total this Sub-Task					\$13,597.50
Total this Task					\$15,523.75

Task	10	Additional Data Collection and Forecasting			
Sub-Task	10.4	Draft GHG Reduction Strategies			
Professional Fees					
			Hours	Rate	Amount
KRISPI	Krispi, Eli	9/25/2023	.75	210.00	157.50
ROBBINS	Robbins, Jessica	9/27/2023	6.50	140.00	910.00

Project	CSAL-02.0	Salinas General Plan Update EIR and CAP			Invoice	89379
ROBBINS	Robbins, Jessica	9/28/2023	2.50	140.00	350.00	
SEALE	Seale, Tammy	9/25/2023	.25	250.00	62.50	
	Totals		10.00		1,480.00	

Total Professional Fees 1,480.00

Total this Sub-Task \$1,480.00

Total this Task \$1,480.00

Task	2	EIR Scoping
Sub-Task	2.1	Notice of Preparation

Professional Fees

			Hours	Rate	Amount
MENA	Mena, Alexis	9/1/2023	.25	235.00	58.75
MILLER	Miller, Madeline	9/5/2023	.25	135.00	33.75
MILLER	Miller, Madeline	9/8/2023	.25	135.00	33.75
	Totals		.75		126.25
	Total Professional Fees				126.25

Total this Sub-Task \$126.25

Sub-Task	2.2	Scoping Meeting
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Professional Fees

			Hours	Rate	Amount
MENA	Mena, Alexis	9/15/2023	.25	235.00	58.75
MENA	Mena, Alexis	9/18/2023	.50	235.00	117.50
MENA	Mena, Alexis	9/25/2023	1.50	235.00	352.50
MILLER	Miller, Madeline	9/13/2023	2.75	135.00	371.25
MILLER	Miller, Madeline	9/18/2023	1.25	135.00	168.75
MILLER	Miller, Madeline	9/19/2023	3.25	135.00	438.75
MILLER	Miller, Madeline	9/22/2023	.75	135.00	101.25
MILLER	Miller, Madeline	9/27/2023	2.50	135.00	337.50
MILLER	Miller, Madeline	9/28/2023	1.25	135.00	168.75
NOACK	Noack, Steve	9/19/2023	1.00	260.00	260.00
NOACK	Noack, Steve	9/25/2023	1.00	260.00	260.00
NOACK	Noack, Steve	9/27/2023	5.00	260.00	1,300.00
	Totals		21.00		3,935.00

Total Professional Fees 3,935.00

Total this Sub-Task \$3,935.00

Total this Task \$4,061.25

Task	3	Engineering and Mapping Analysis
Sub-Task	3.1C	Evaluation of Growth Impacts on Utilities

Professional Fees

			Hours	Rate	Amount
KHA	Kha, Vivian	9/1/2023	.25	150.00	37.50

Project	CSAL-02.0	Salinas General Plan Update EIR and CAP	Invoice	89379
KHA	Kha, Vivian	9/5/2023	1.00	150.00
KHA	Kha, Vivian	9/7/2023	1.00	150.00
KHA	Kha, Vivian	9/13/2023	.50	150.00
KHA	Kha, Vivian	9/18/2023	1.75	150.00
MENA	Mena, Alexis	9/13/2023	.50	235.00
MENA	Mena, Alexis	9/14/2023	.50	235.00
MENA	Mena, Alexis	9/15/2023	.75	235.00
Totals		6.25		1,086.25
Total Professional Fees				1,086.25
Total this Sub-Task				\$1,086.25
Total this Task				\$1,086.25

Task	4	Administrative Draft EIR
Sub-Task	4.2	Project Description

Professional Fees

			Hours	Rate	Amount
KHA	Kha, Vivian	9/29/2023	3.00	150.00	450.00
MENA	Mena, Alexis	9/19/2023	.50	235.00	117.50
MENA	Mena, Alexis	9/20/2023	.75	235.00	176.25
MENA	Mena, Alexis	9/22/2023	.75	235.00	176.25
MENA	Mena, Alexis	9/26/2023	1.50	235.00	352.50
MILLER	Miller, Madeline	9/5/2023	2.25	135.00	303.75
MILLER	Miller, Madeline	9/6/2023	1.75	135.00	236.25
MILLER	Miller, Madeline	9/7/2023	.75	135.00	101.25
MILLER	Miller, Madeline	9/12/2023	.50	135.00	67.50
MILLER	Miller, Madeline	9/13/2023	1.00	135.00	135.00
MILLER	Miller, Madeline	9/15/2023	4.00	135.00	540.00
MILLER	Miller, Madeline	9/18/2023	.50	135.00	67.50
MILLER	Miller, Madeline	9/19/2023	.25	135.00	33.75
MILLER	Miller, Madeline	9/27/2023	.75	135.00	101.25
MILLER	Miller, Madeline	9/28/2023	1.50	135.00	202.50
NOACK	Noack, Steve	9/29/2023	2.00	260.00	520.00
Totals			21.75		3,581.25
Total Professional Fees					3,581.25
Total this Sub-Task					\$3,581.25

Sub-Task	4.3	Environmental Analysis
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Professional Fees

			Hours	Rate	Amount
KHA	Kha, Vivian	9/7/2023	.25	150.00	37.50
LUKONDI	Lukondi, Amanda	9/27/2023	.25	125.00	31.25
LUKONDI	Lukondi, Amanda	9/28/2023	1.00	125.00	125.00
MENA	Mena, Alexis	9/1/2023	1.75	235.00	411.25
MENA	Mena, Alexis	9/5/2023	1.25	235.00	293.75
MENA	Mena, Alexis	9/13/2023	.25	235.00	58.75
MENA	Mena, Alexis	9/15/2023	.50	235.00	117.50
MENA	Mena, Alexis	9/18/2023	.50	235.00	117.50
MENA	Mena, Alexis	9/20/2023	.25	235.00	58.75

Project	CSAL-02.0	Salinas General Plan Update EIR and CAP			Invoice	89379
MENA	Mena, Alexis	9/29/2023	.75	235.00	176.25	
MILLER	Miller, Madeline	9/20/2023	1.00	135.00	135.00	
MILLER	Miller, Madeline	9/26/2023	.25	135.00	33.75	
MILLER	Miller, Madeline	9/29/2023	1.00	135.00	135.00	
MILLER	Miller, Madeline	9/29/2023	.25	135.00	33.75	
MUNOZ	Munoz, Laura	9/19/2023	.50	125.00	62.50	
MUNOZ	Munoz, Laura	9/20/2023	3.00	125.00	375.00	
Totals			12.75		2,202.50	
Total Professional Fees						2,202.50
Total this Sub-Task						\$2,202.50
Total this Task						\$5,783.75

Task	8	CAP Project Management				

Sub-Task	8.2	CAP Project Management and Check-in Meetings				
Professional Fees						
			Hours	Rate	Amount	
KRISPI	Krispi, Eli	9/12/2023	.25	210.00	52.50	
KRISPI	Krispi, Eli	9/13/2023	.25	210.00	52.50	
KRISPI	Krispi, Eli	9/15/2023	.50	210.00	105.00	
KRISPI	Krispi, Eli	9/19/2023	1.00	210.00	210.00	
KRISPI	Krispi, Eli	9/29/2023	.50	210.00	105.00	
SEALE	Seale, Tammy	9/19/2023	.25	250.00	62.50	
SEALE	Seale, Tammy	9/27/2023	.25	250.00	62.50	
Totals			3.00		650.00	
Total Professional Fees						650.00
Total this Sub-Task						\$650.00
Total this Task						\$650.00

Task	X	Expenses				
Expenses						
Travel Expense						
EX	000000012145	9/27/2023	Noack, Steve / GP EIR Scoping Meeting		149.34	
EX	000000012145	9/27/2023	Noack, Steve / bridge toll		7.00	
EX	000000012145	9/27/2023	Noack, Steve / Dinner		44.23	
EX	000000012132	9/27/2023	Miller, Madeline / Went to Scoping Meeting		47.16	
Total Expenses					247.73	247.73
Total this Task						\$247.73
Total this Project						\$28,832.73
Total this Report						\$28,832.73

MEMORANDUM

DATE October 10, 2023
TO Jonathan Moore, Project Manager
FROM Alexis Mena, Project Manager
RE **City of Salinas General Plan Update Environmental Impact Report and Climate Action Plan**

Please see the budget tracking table on the following pages. As shown, we have \$731,159.59, or 64 percent, remaining in our budget.

Budget Remaining

	Total Budget				Percent	
	Budget	Billed	Current Invoice	Remaining	Billed + Current Invoice	Remaining
Task Number: 0 Contingency	48,340.00			48,340.00	0%	100%
Task Number: 1 Project Initiation, Management, and Communications						
Sub-Task Number: 1.1 Kick-off Meeting	4,903.00	2,771.35		2,131.65	57%	43%
Sub-Task Number: 1.2 Bi-Weekly Status Meetings	64,096.00	24,890.60	419.48	38,785.93	39%	61%
Sub-Task Number: 1.3 EIR Project Management	50,497.00	31,773.07	1,545.30	17,178.63	66%	34%
Sub-Task Number: 1.4 Commission Meetings	10,486.00			10,486.00	0%	100%
Sub-Task Number: 1.5 General Plan Staff Assistance	202,429.00	153,873.42	13,869.45	34,686.13	83%	17%
Total for 1	332,411.00	213,308.44	15,834.23	103,268.34	69%	31%
Task Number: 2 EIR Scoping						
Sub-Task Number: 2.1 Notice of Preparation	12,133.00	5,408.56	128.78	6,595.67	46%	54%
Sub-Task Number: 2.2 Scoping Meeting	7,217.00		4,013.70	3,203.30	56%	44%
Total for 2	19,350.00	5,408.56	4,142.48	9,798.97	49%	51%
Task Number: 3 Engineering and Mapping Analysis						
Sub-Task Number: 3.1A Data Collection	8,323.00	8,555.27		-232.27	103%	-3%
Sub-Task Number: 3.1B Existing Conditions Analysis	16,034.00	15,956.65		77.35	100%	0%
Sub-Task Number: 3.1C Evaluation of Growth Impacts on Utilities	12,260.00	4,054.51	1,107.98	7,097.52	42%	58%
Sub-Task Number: 3.2 Natural Resources Inventory Maps and Rep	3,733.00	3,717.91		15.09	100%	0%
Sub-Task Number: 3.3 Environmental Hazards Maps and Reports	5,728.00	5,624.04		103.96	98%	2%
Sub-Task Number: 3.4 Climate Change Vulnerability Assessment	14,933.00	11,816.72		3,116.28	79%	21%
Total for 3	61,011.00	49,725.10	1,107.98	10,177.93	83%	17%

	Total Budget				Percent	
	Budget	Billed	Current Invoice	Remaining	Billed + Current Invoice	Remaining
Task Number: 4 Administrative Draft EIR						
Sub-Task Number: 4.1 Buildout Projections	33,582.00	33,765.84		-183.84	101%	-1%
Sub-Task Number: 4.2 Project Description	14,861.00	909.08	3,652.88	10,299.05	31%	69%
Sub-Task Number: 4.3 Environmental Analysis	148,510.00	22,839.10	2,246.55	123,424.35	17%	83%
Sub-Task Number: 4.3.1 GHG/AQ/Energy	36,032.00	2,575.51		33,456.49	7%	93%
Sub-Task Number: 4.3.2 Noise	22,710.00	3,380.03		19,329.97	15%	85%
Sub-Task Number: 4.4 Cumulative Analysis	12,464.00			12,464.00	0%	100%
Sub-Task Number: 4.5 Alternative Analysis	29,888.00			29,888.00	0%	100%
Sub-Task Number: 4.6 Administrative Draft EIR	55,200.00	22,387.34		32,812.66	41%	59%
Total for 4	353,247.00	85,856.90	5,899.43	261,490.68	26%	74%
Task Number: 5 Draft EIR & Public Review						
Sub-Task Number: 5.1 Screencheck Draft EIR	35,313.00			35,313.00	0%	100%
Sub-Task Number: 5.2 Public Review Draft EIR	21,909.00			21,909.00	0%	100%
Sub-Task Number: 5.3 Public Review	7,691.00			7,691.00	0%	100%
Total for 5	64,913.00			64,913.00	0%	100%
Task Number: 6 Final EIR						
Sub-Task Number: 6.1 Administrative Final EIR	52,947.00			52,947.00	0%	100%
Sub-Task Number: 6.2 Final EIR	30,856.00			30,856.00	0%	100%
Sub-Task Number: 6.3 MMRP	2,938.00			2,938.00	0%	100%
Total for 6	86,741.00			86,741.00	0%	100%

	Total Budget				Percent	
	Budget	Billed	Current Invoice	Remaining	Billed + Current Invoice	Remaining
Task Number: 7 Certification						
Sub-Task Number: 7.1 Findings	6,814.00			6,814.00	0%	100%
Sub-Task Number: 7.2 Certification Hearings	12,158.00			12,158.00	0%	100%
Sub-Task Number: 7.3 Notice of Determination	1,805.00			1,805.00	0%	100%
Total for 7	20,777.00			20,777.00	0%	100%
Task Number: 8 CAP Project Management						
Sub-Task Number: 8.1 CAP Kick-off Meeting and Review of Exist	2,693.00	2,400.83		292.17	89%	11%
Sub-Task Number: 8.2 CAP Project Management and Check-in Meet	10,282.00	7,625.78	663.00	1,993.22	81%	19%
Sub-Task Number: 8.3 General Plan Update and EIR Coordination	4,855.00	160.65		4,694.35	3%	97%
Total for 8	17,830.00	10,187.26	663.00	6,979.74	61%	39%
Task Number: 9 Community Engagement Assistance						
Sub-Task Number: 9.1 Support to City staff for Community Outr	10,373.00	5,224.95		5,148.05	50%	50%
Sub-Task Number: 9.2 Attend Community Workshops and/or Meetin	15,320.00	2,138.18		13,181.82	14%	86%
Sub-Task Number: 9.3 Lead Community Climate Action Planning	5,304.00	4,006.05		1,297.95	76%	24%
Sub-Task Number: 9.4 Support City staff with English to Spani	3,784.00	678.30		3,105.70	18%	82%
Total for 9	34,781.00	12,047.48		22,733.52	35%	65%
Task Number: 10 Additional Data Collection and Forecasting						
Sub-Task Number: 10.1 Review and Update GHG Inventory and Fore	6,028.00	5,917.28		110.72	98%	2%
Sub-Task Number: 10.2 Identify and Quantify GHG Reduction Targ	3,193.00			3,193.00	0%	100%
Sub-Task Number: 10.3 Identify and Quantify Existing and Plann	3,723.00	255.00		3,468.00	7%	93%
Sub-Task Number: 10.4 Draft GHG Reduction Strategies	15,422.00		1,509.60	13,912.40	10%	90%
Sub-Task Number: 10.5 Quantify GHG Reduction Strategies	20,604.00			20,604.00	0%	100%

	Total Budget				Percent	
	Budget	Billed	Current Invoice	Remaining	Billed + Current Invoice	Remaining
Sub-Task Number: 10.6 Support Climate Adaptation Strategies	6,773.00	44.63		6,728.37	1%	99%
Total for 10	55,743.00	6,216.91	1,509.60	48,016.49	14%	86%
Task Number: 11 Draft Climate Action Plan						
Sub-Task Number: 11.1 Prepare Administrative Draft CAP	21,094.00	3,803.33		17,290.67	18%	82%
Sub-Task Number: 11.2 Prepare Public Review Draft CAP	10,486.00			10,486.00	0%	100%
Sub-Task Number: 11.3 Public Review Draft CAP in Adobe InDesig	4,060.00			4,060.00	0%	100%
Total for 11	35,640.00	3,803.33		31,836.67	11%	89%
Task Number: 12 Final Climate Action Plan						
Sub-Task Number: 12.1 Prepare Final CAP	5,396.00			5,396.00	0%	100%
Total for 12	5,396.00			5,396.00	0%	100%
Task Number: X Expenses	12,201.00	1,263.00	247.73	10,690.27	12%	88%
Total	1,148,381.00	387,816.98	29,404.43	731,159.59	36%	64%





2040 Bancroft Way, Suite 400
Berkeley, California 94704
t 510.848.3815

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