

1.0.6 The CONTRACTOR shall work with COUNTY staff to conduct tribal consultations in conjunction with SB18 and AB52.

**1.1 Prepare Requisite CEQA documentation**

1.1.1 The proposed projects the CONTRACTOR shall be responsible for shall include a General Plan Amendment as well as potential changes to General Plan policies and programs and are therefore considered a project under the California Environmental Quality Act (CEQA). The CONTRACTOR shall prepare the requisite CEQA documentation that could take the form of an Addendum, MND, EIR or other appropriate CEQA document that addresses all aspects of the proposed project and any corollary modifications to other General Plan Elements, Area Plans and Appendices as necessary. Early on in the project development, the CONTRACTOR shall meet with the COUNTY to identify the necessary components of the proposed project and identify the corresponding CEQA documentation requirements.

1.1.2 The CONTRACTOR shall prepare all necessary amendments to the General Plan text, tables, figures and appendices to ensure consistency between the proposed GPAs and all other General Plan components.

**1.1.3 Preparation of a Project Description, Initial Study Checklist, and Notice of Preparation**

1.1.3.1 The CONTRACTOR shall prepare a complete project description that shall be used in the Notice of Preparation (NOP) for a Draft EIR or other appropriate CEQA document. The CONTRACTOR shall also prepare an Initial Study that shall help focus the content of the EIR and accompany the NOP. The CONTRACTOR shall review the draft project description and Initial Study with the COUNTY prior to completion of the NOP. The CONTRACTOR shall prepare for and conduct a minimum of one scoping meeting to discuss the content of the CEQA document and the extent of technical studies (if any) used to complete the analysis. For this project, the technical analyses may include but may not be limited to the following:

**1.1.4 Administrative Draft EIR**

1.1.4.1 Should an EIR be required for this project, the CONTRACTOR shall provide an Administrative Draft EIR for review by the COUNTY. The CONTRACTOR shall attend a meeting at the COUNTY to review comments on the administrative draft. The CONTRACTOR shall prepare a screen check version of the Draft EIR for final review prior to duplication or distribution.

**1.1.5 Public Review Draft EIR**

1.1.5.1 Should an EIR(s) be required for these Community Plans, the CONTRACTOR shall be required to prepare a public draft CEQA document and submit to the COUNTY four bound copies, one unbound copy, and one copy of each Draft CEQA (and GPA) document on CD or DVD in Adobe PDF and Microsoft Word format. Appendices to the draft document shall be provided on CD or DVDs and inserted into the hard copies of the draft CEQA document. The CONTRACTOR shall be expected to assist the COUNTY with all aspects of mailing out the required public notices and draft documents for public review including maintaining an official project mailing list, providing as many as 150 CDs or more of the draft documents in Adobe PDF form ready for distribution by the COUNTY. The Planning Department shall handle postage and final distribution. In addition, the CONTRACTOR shall deliver 15 copies of the Executive Summary and draft CEQA (with appendices) to the State Clearinghouse on behalf of the COUNTY. The CONTRACTOR shall prepare drafts of the public notices for consideration by the COUNTY. The COUNTY shall ensure publication of the notices. The CONTRACTOR shall also provide Adobe PDF versions of all submittals suitable for posting on the COUNTY's website.

1.1.5.2 The CONTRACTOR shall handle all transmittals to the State Clearing House and OPR in a timely and complete manner.

- 1.1.5.3 The CONTRACTOR shall develop and maintain the project mailing database with input from the COUNTY.

**1.1.6 Administrative Draft Final EIR**

- 1.1.6.1 Should an EIR be necessary for these projects, the CONTRACTOR shall be required to organize and draft initial responses to comments and work with the COUNTY to finalize the responses. Upon completion, the CONTRACTOR shall provide one unbound copy of the Administrative Final CEQA document and shall forward that Administrative Final CEQA to the COUNTY to review each project.

**1.1.7 Public Draft Final CEQA Document**

- 1.1.7.1 Should an EIR be required for these projects, the CONTRACTOR shall prepare the Draft EIR, list of commenters on the Draft EIR, comment letters, responses, and errata to the Draft EIR and other components that comprise the Final EIR. The CONTRACTOR shall provide five bound copies, one unbound copy, and one copy of the Final EIR on CD or DVD in Adobe PDF and Microsoft Word format to the COUNTY.

**1.1.8 Response to Comments, Findings, and MMRP**

- 1.1.8.1 Should an EIR be required for these projects, the CONTRACTOR with respect to the Final EIR and response to comments, this scope anticipates 10 comment letters of normal detail (two to three pages in length). Comment letters in excess of 10 total letters and/or comment letters that are considered very complex which require substantial effort or additional analysis to respond to, shall be considered outside of this scope of work and cost estimate.
- 1.1.8.2 The CONTRACTOR shall prepare a comprehensive Mitigation Monitoring and Reporting Program (MMRP) pursuant to Section 21081.6 of the Public Resources Code. The CONTRACTOR shall draft the MMRP using the information contained in the environmental analysis, including the specific mitigation measures, assignments of responsibility, relationships to project implementation, and time frames for implementation.
- 1.1.8.3 The CONTRACTOR shall draft findings for the EIR for review and comment by the COUNTY as part of the Final EIR process. The CONTRACTOR shall also assist with resolutions of certification for the EIR and completion of all forms for transmittal of documents.

**1.1.9 Staff Reports and Adoption Hearings**

- 1.1.9.1 The CONTRACTOR shall assist with the preparation of staff reports, hearing materials, zoning maps and documents, and prepare presentation materials for hearings before the Planning Commission and the Board of Supervisors' including an adoption hearing for the EIR.
- 1.1.9.2 The CONTRACTOR shall prepare the appropriate notices and documents for the COUNTY required to ensure that proper notice is provided to the public for all hearings.

**1.2 Technical Studies in Support of GPA**

- 1.2.1 The CONTRACTOR shall prepare any needed technical studies in support of the GPAs and prospective Consistency Zoning changes.

**1.3 Assist RCIT- GIS in Preparation of Maps**

- 1.3.1 The CONTRACTOR shall work with COUNTY Information Technologies Department's GIS Division and Planning staff to prepare any necessary updates to the Riverside COUNTY General Plan. The CONTRACTOR shall provide the updated maps to the COUNTY in a format acceptable to the COUNTY's Information Technologies Department's GIS Division.

**1.4 Consultations with Property Owners and Stakeholder**

- 1.4.1 Unless otherwise indicated by the COUNTY, the CONTRACTOR shall hold a minimum of three outreach and/or stakeholder meetings (for each community planning effort) to discuss the proposed community planning effort.

**1.5 Assist in Preparation of Staff Reports**

- 1.5.1 The CONTRACTOR shall assist COUNTY staff in preparation of staff reports for one to two Planning Commission hearings and one Board of Supervisor hearing to adopt the General Plan Amendments.

**1.6 Attend Planning Commission and Board of Supervisors meetings**

- 1.6.1 The CONTRACTOR shall attend one to two Planning Commission hearings and one Board of Supervisor hearing to adopt the General Plan amendments and any prospective zoning changes. The CONTRACTOR shall prepare and participate in the presentation of a PowerPoint presentation for each meeting.

**1.7 Deliverables: CONTRACTOR shall prepare a screencheck, draft and final General Plan Amendment and Subsequent EIR (or other appropriate CEQA documentation)**

**2.0 Public Outreach Program**

- 2.1 The CONTRACTOR shall develop, coordinate and execute a community outreach program that shall solicit input from all segments of the community. With this outreach program, the CONTRACTOR shall assume three outreach meetings for each Community Planning effort unless otherwise indicated by the COUNTY.

**2.2 Public Hearings:**

- 2.2.1 The CONTRACTOR shall prepare the presentations and other materials and exhibits and provide support to COUNTY staff as needed for all public hearings including one workshop and two public hearings before the Planning Commission and one public hearing before the Board of Supervisors for each Community Plan.

**2.3 Outreach Deliverables:**

- 2.3.1 The CONTRACTOR shall provide web-ready versions of all documents for posting on the COUNTY's website, which shall include current information regarding the schedule of the Housing Element, public meetings, drafts, and other pertinent data.

**4.0 Office of Planning and Research (OPR) Requirements**

- 4.1 CONTRACTOR shall be responsible for all timely coordination with OPR.

**5.0 Project Management Coordination**

5.1 The CONTRACTOR is expected to lead these efforts with input from COUNTY staff. To that end, the CONTRACTOR shall coordinate with the COUNTY as needed through in-person meetings and conference calls to complete the four Community Plans, develop the respective GPAs and corollary CEQA documentation in an efficient and timely fashion.

5.2 Deliverables

5.2.1 Regular project meetings and regular project schedules (with critical paths identified) shall be prepared by the CONTRACTOR periodically for the duration of the projects. The CONTRACTOR is expected to lead these efforts with input from COUNTY staff.

**Exhibit B****PAYMENT PROVISIONS**

Hourly Rate must be an all-inclusive rate and include administration, travel, training and operating costs.

<b>Profession Title</b>	<b>Hourly Rate</b>
Principal	\$275.00/hour
Senior Project Manager	\$215.00/hour
Principal Planner	\$180.00/hour
Principal Biologist	\$150.00/hour
Technical Manager	\$160.00/hour
Sr. Air Quality/Greenhouse Gas Specialist	\$140.00/hour
Project Planner	\$145.00/hour
Air Quality/Greenhouse Gas Staff	\$115.00/hour
CEQA Specialist	\$120.00/hour
Senior Environmental Analyst	\$140.00/hour
Staff Planner	\$115.00/hour
GIS Staff	\$105.00/hour
Graphic Artist	\$100.00/hour
Office/Admin./Editing Support Staff	\$80.00/hour