

**COUNTY OF MONTEREY
RMA-PLANNING
168 W. ALISAL STREET, 2ND FLOOR
SALINAS, CA 93901
(831) 755-5025**



REQUEST FOR PROPOSALS

FOR

**PEBBLE BEACH COMPANY
INCLUSIONARY HOUSING PROJECT
PLN130447
ENVIRONMENTAL IMPACT REPORT**

December 13, 2013

**PROPOSALS DUE BY
4 P.M. (Pacific Standard Time) on
January 24, 2014**

(THIS PAGE INTENTIONALLY LEFT BLANK)

The County of Monterey, Resource Management Agency – Planning (hereinafter, “County”) is seeking a qualified Consultant (hereinafter, “Consultant”) to prepare an EIR (Environmental Impact Report) for the Pebble Beach Inclusionary Housing Project (hereinafter, “Project”) for The Pebble Beach Company (hereinafter, “Project Applicant”) in accordance with applicable law, including but not limited to, the California Environmental Quality Act (CEQA) and County of Monterey ordinances.

1.0 BACKGROUND

The project applicant (Pebble Beach Company) has requested that an Environmental Impact Report be prepared for this project. This project is related to the Pebble Beach Build-out Project (PLN100138) for which an EIR was certified by the Monterey County Board of Supervisors on June 19, 2012.

2.0 PROJECT DESCRIPTION

Project Name: Pebble Beach Inclusionary Housing Project

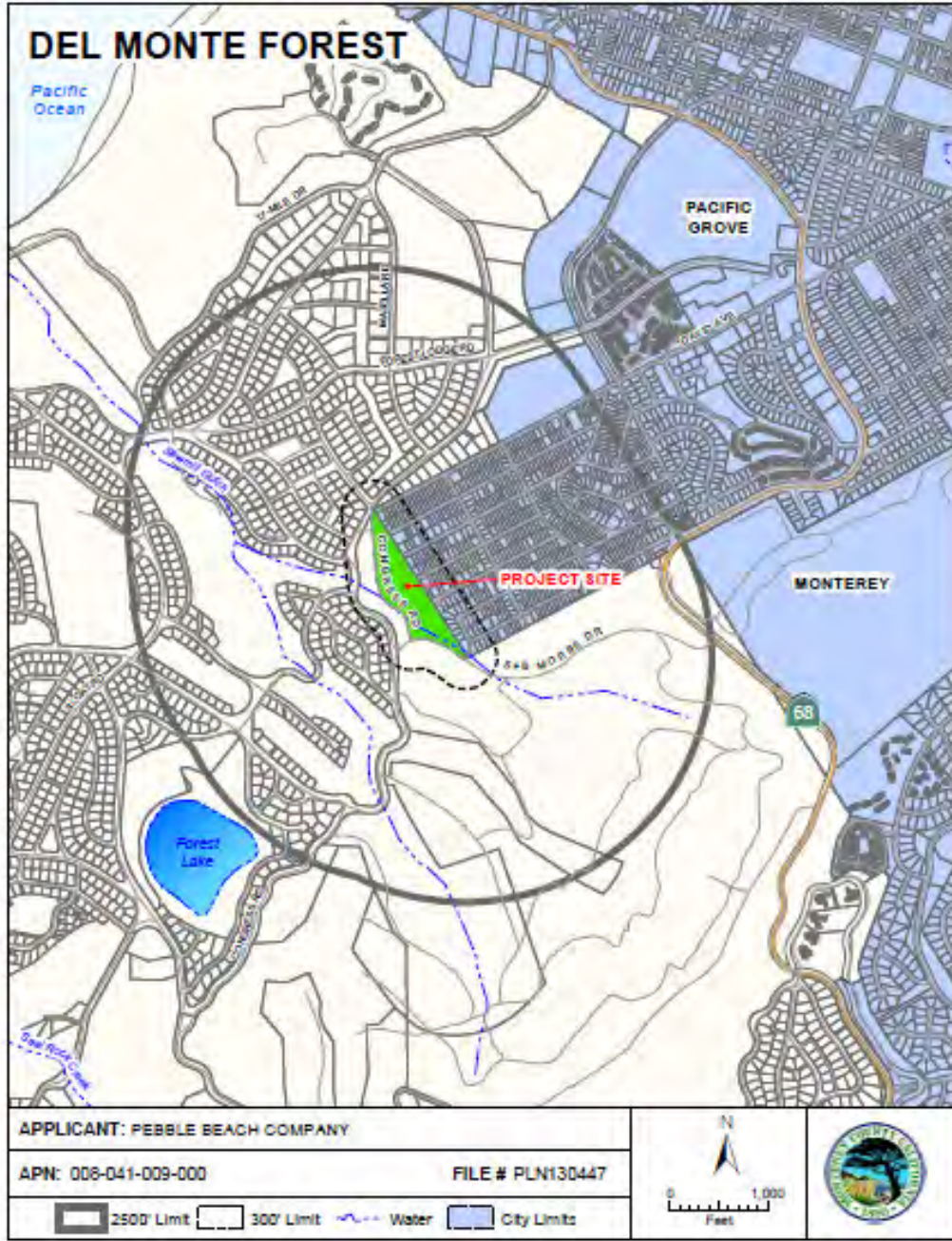
File No.: PLN130447

Location: The property is located approximately 400 feet to the north of the intersection of SFB Morse Drive and Congress Road (portion of Assessor’s Parcel Number 008-041-009-000), the Gowen-Cypress sub-planning area of the Del Monte Forest within the Greater Monterey Peninsula Area Plan.

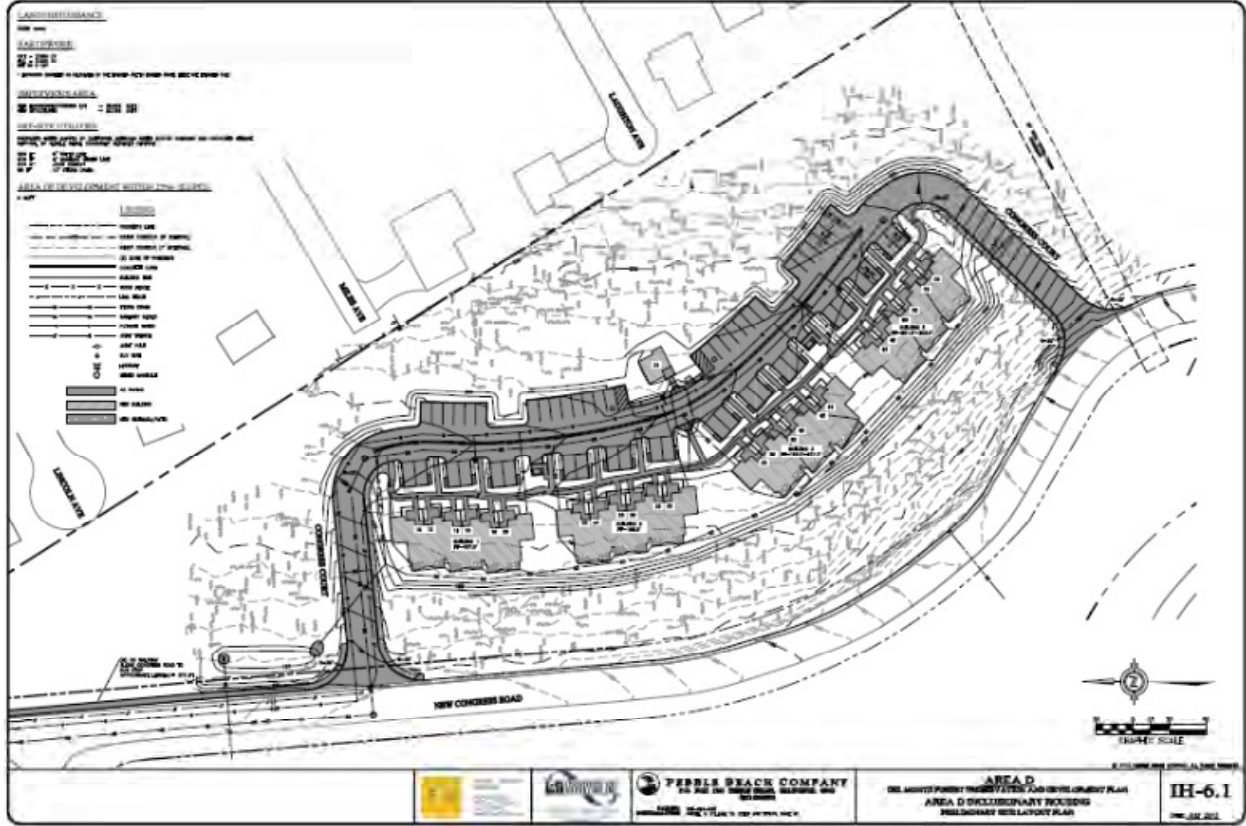
Project Description:

Application for a Combined Development Permit consisting of: 1) a Use Permit and Design Approval to allow the construction of 24 inclusionary housing units (units ranging in size from 1,078 square feet to 1,343 square feet), including patios and decks, carport with small storage closet for each unit, and a 498 square foot manager’s office building (approximately 29,000 total square feet); 2) a Use Permit to allow the removal of approximately 133 Monterey Pine and 583 Oak trees; and grading (approximately 3,050 cubic yards of cut and 3,050 cubic yards of fill).

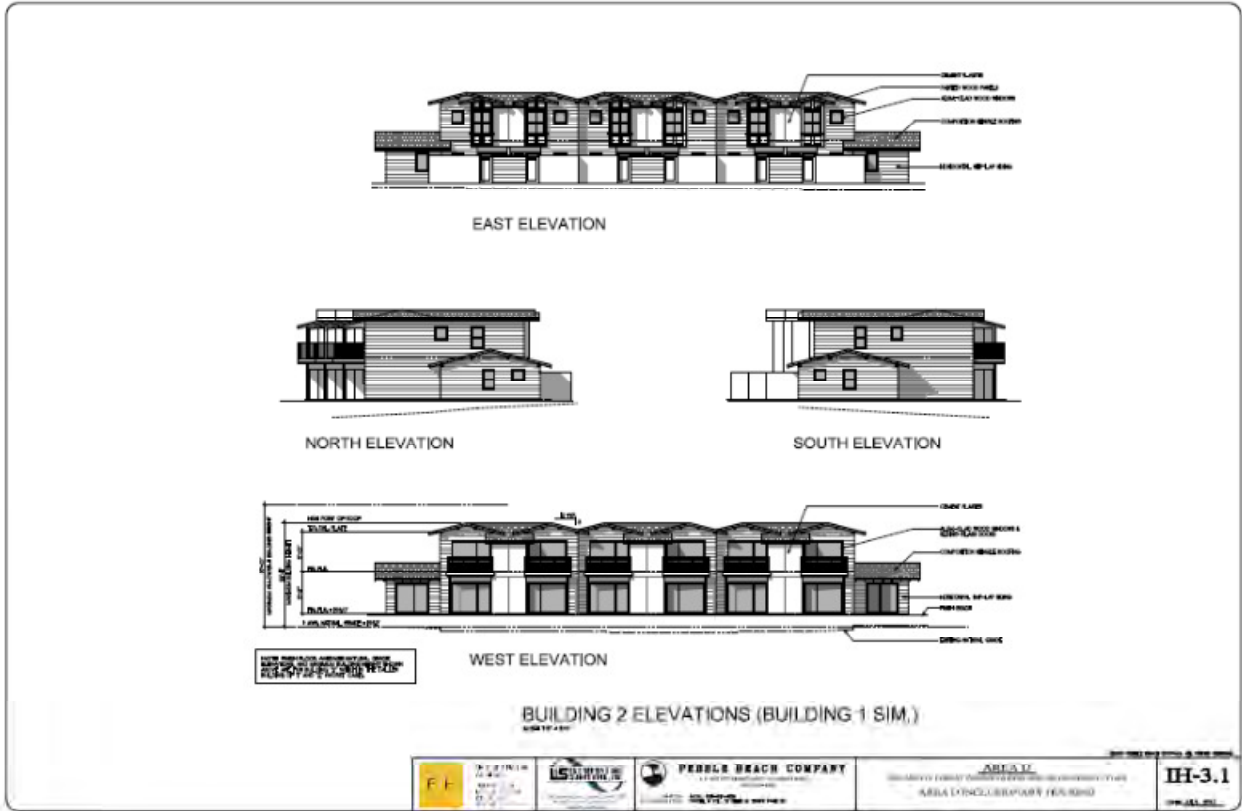
Vicinity Map:

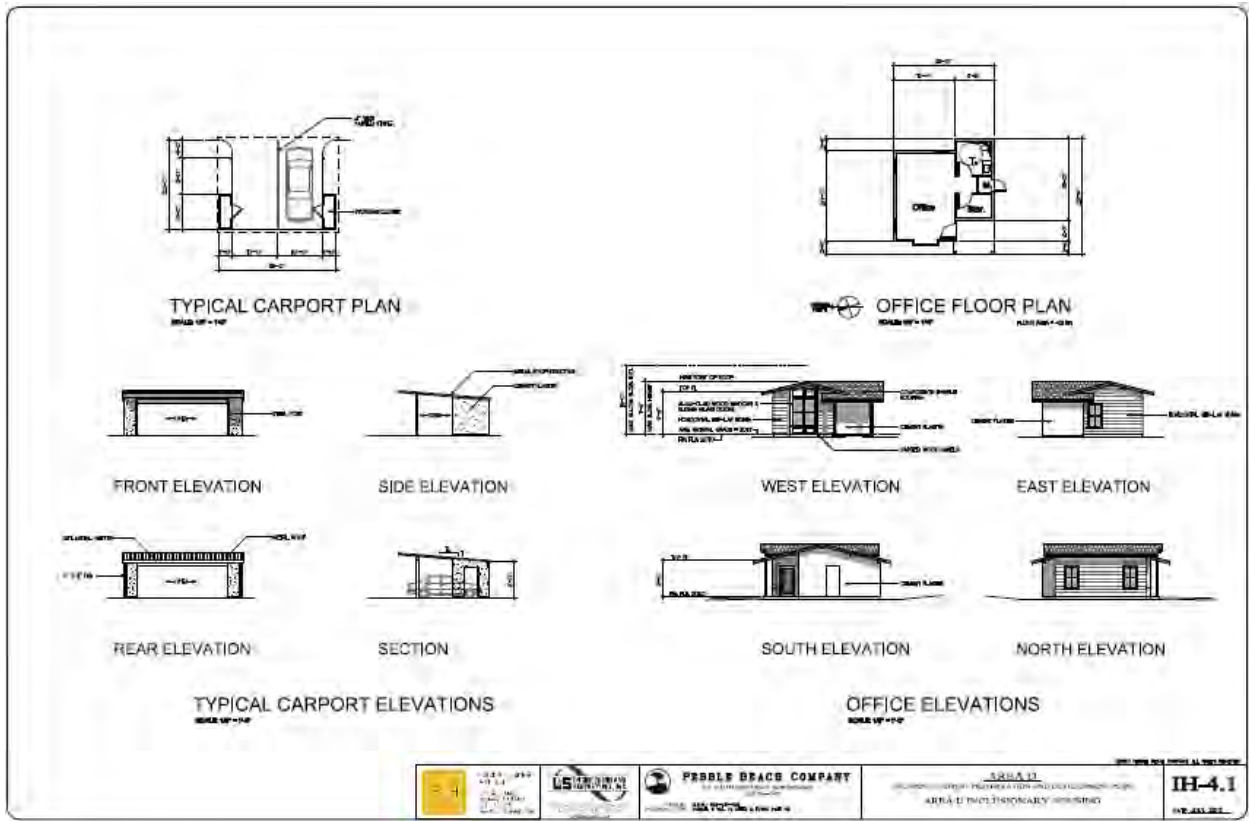


Preliminary Site Plan:



Elevations:





Site Photo
(New Congress Road facing north – Project site on right side of road)



2.1 Project Description and Entitlements.

The Pebble Beach Company is applying for a Combined Development Permit consisting of a Use Permit and Design Approval to allow the construction of 24 inclusionary housing units, with each unit ranging in size from 1,078 square feet to 1,343 square feet. The 24 units will be dispersed within 4 separate buildings of 6,998 square feet each (6 units per building). A 498 square foot manager's office building is also proposed. Proposed vehicle parking will include 24 covered spaces (carports), 26 uncovered spaces and 3 handicapped-accessible spaces (53 total spaces). The area proposed for development is an approximately 2-acre portion of a 9.19-acre undeveloped lot. Lot coverage will include 22,794 square feet of structural coverage, and 38,682 of additional impervious surface coverage (61,476 square feet of total coverage).

Additional components of the proposed development will include:

- The removal of approximately 583 Oak trees and 133 Monterey pine trees
- Grading of approximately 3,050 cubic yards of cut and 3,050 cubic yards of fill
- Two driveway access points off of Congress Road

2.2 Environmental Setting.

The 2-acre project site, comprising a portion of a 9.19 acre lot, is bordered on the west by SFB Morse Dr within the Community of Pebble Beach, and on the East by the “Del Monte Park” residential neighborhood of the City of Pacific Grove. The gently-sloping (generally 3-6% grade) un-developed lot is comprised of sparse Monterey pine forest, with a transitioning stand of dominant height Monterey pine trees and a Coast live oak understory.

The predominant soil type, as identified by the Monterey County Soils Report, is “Narlon loamy fine sand,” which is generally considered as erosion-prone. Test boring have indicated a granitic bedrock underlay. The project area is also located within a highly seismically-active region of the State.

Surrounding land use and development have contributed to the finding that vegetation and wildlife resources on the project parcel have been compromised. The project site has been frequently utilized for public recreational purposes such as hiking, bicycling, etc.

2.3 Zoning and Land Uses.

The project parcel is split-zoned: Pursuant to Monterey County Inland Zoning Code (Title 21): “MDR/4-D-RES” (Medium-Density Residential/4 Units Per Acre - Design Review Overlay – Recreational Equipment Storage Restriction Overlay) and “RC/10-D-RES” (Resource Conservation/10 Acre Minimum Building Site - Design Review Overlay - Recreational Equipment Storage Restriction Overlay). The entirety of the proposed project development footprint will be located within the MDR/4-D-RES-zoned portion of the parcel. The Monterey County General Plan land use designation for the project parcel is also of split-designation: “Residential 4U/AC” (Residential 4 Units/Acre) and “Open Space Forest.” Again, however, the project footprint is located entirely within the “Residential 4U/AC” area.

The areas surrounding the project parcel to the north, west and south are also split-zoned “MDR/4-D-RES” and “RC/10-D-RES”, and also share the same split designation “Residential 4U/AC” (Residential 4 Units/Acre) and “Open Space Forest.” In the case of both the subject parcel, and north, west and south-bordering parcels, the “MDR/4-D-RES” zoning and “Residential 4U/AC” General Plan designations share the same footprints, as do the “RC/10-D-RES” and “Open Space Forest” designations, respectively. The adjoining neighborhood to the east of the project site, known locally as the “Del Monte Park” neighborhood of Pacific Grove, is zoned according to the regulations of the City of Pacific Grove Zoning Code (Title 23), as “R-1” (Single-Family Residential).

2.4 Overview of Existing Resources.

The Project Applicant has commissioned a number of technical reports in connection with the proposed project (see below). Proposals should include peer review of all technical reports submitted by the project applicant.

Available technical reports and supporting materials (provided electronically):

- a. “Tree Report Assessment/Arborist Report” (Monterey County Document No. LIB130210), prepared by Frank Ono (Urban Forestry), Pacific Grove, CA, July 29, 2013

- b. “Archaeological Assessment” (LIB130273), prepared by Gary S. Breschini, Ph.D., RPA (Archaeological Consulting), Salinas, CA, May 14, 2013
- c. “Preliminary Biological Assessment” (LIB130275), prepared by Michael Zander (Zander Associates), San Rafael, CA, March 7, 2012, (Addendum September 13, 2012 & July 9, 2013)
- d. “Geologic Report” (LIB130276), prepared by Haro, Kasunich and Associates, Inc., Watsonville, CA, April 29, 2013
- e. “Geotechnical Investigation” (LIB130277), prepared by Haro, Kasunich and Associates, Inc., Watsonville, CA, April 30, 2013
- f. “Inclusionary Housing – Transportation Analysis” (LIB130416), prepared by Fehr and Peers Associates, Inc., Walnut Creek, CA, November 4, 2013

Proposals may require the preparation of reports addressing other areas of concern as part of the EIR. If additional technical reports are recommended, the proposal shall identify those reports in the scope of work and the associated budget. Additional technical reports should be identified as optional tasks to be discussed with county staff prior to preparation of a Final Scope of Work.

3.0 PROJECT-SPECIFIC POTENTIAL IMPACTS

The following are key issues to be addressed in the EIR. For those resource issues identified as not needing any additional analysis, please include in your proposal how you would incorporate this information into the Draft EIR.

3.1 Aesthetics.

The project site is located within an un-developed 9.19 acre lot. The immediately surrounding areas to the north, west and south are also largely un-developed, with the exception of Congress Road which bisects the area in a north-south direction. The implementation of the proposed project would introduce the first man-made structures within the above-described area. The physical structures, and resultant light emissions, will be visible from Congress Road, and, to a lesser degree, from the neighboring residences within the City of Pacific Grove. The area is not designated as “Visually Sensitive” according to the Monterey County General Plan.

The EIR shall include an evaluation of potential impacts to aesthetics based on the setting of the project, including impacts as viewed from public roads and nearby residences. Mitigation measures shall be identified, if needed.

3.2 Agricultural Resources.

The project site is not designated as Prime, Unique or Farmland of Statewide or Local Importance and project construction would not result in conversion of prime agricultural lands to non-agricultural uses. The site is not under a Williamson Act Contract and is not utilized for commercial agricultural purposes. The site is several miles from the nearest commercial agricultural area. No potential impacts or additional analysis to agricultural resources are expected.

3.3 Air Quality

The Monterey Bay Unified Air Pollution Control District (MBUAPCD) has prepared an Air Quality Management Plan (AQMP) for the Monterey Bay Region. The AQMP addresses the attainment and maintenance of State and federal ambient air quality standards within the North Central Coast Air Basin (NCCAB). Consistency with the AQMP is an indication of a project's cumulative adverse impact on regional air quality (ozone levels). It is not an indication of project-specific impacts, which are evaluated according to the Air District's adopted thresholds of significance.

The development on the project site for multiple residential units must be in accordance with the Association of Monterey Bay Area Governments (AMBAG) population projections, which is accommodated in the AQMP. Consistency of a residential project is determined by comparing the project population at the year of project completion with the population forecast for the appropriate five year increment that is listed in the AQMP. If the population increase resulting from the project would not cause the estimated cumulative population to exceed the relevant forecast, the project would be consistent with the population forecasts in the AQMP.

The CEQA Air Quality Guidelines outline a threshold for construction activities with potentially significant impacts for PM¹⁰ to be 2.2 acres of disturbance per day. Adherence to this standard must be evaluated.

The project will be expected to meet the goals of the Open Space Element section OS-10 (Air Quality) as designated in the Monterey County General Plan.

The EIR shall include an evaluation of potential impacts to Air Quality based on the results of the Project Applicant's Traffic Impact Analysis, consultation with resource agencies, the Consultant's review of the technical reports, and a peer-review of said reports that must be conducted by the selected Consultant. Mitigation measures shall be identified, if needed.

3.4 Climate Change.

The Office of Planning and Research (OPR) is the state-wide, comprehensive planning agency that is responsible for making policy recommendations and coordinating land use planning efforts. The OPR also coordinates the state-level review of environmental documents pursuant to the CEQA. Currently, the OPR's stance on greenhouse gases (GHG) significance thresholds has been to allow each lead agency to determine their own level of significance. At this time, the Monterey Bay Unified Air Pollution Control District (MBUAPCD) has not finalized specific GHG thresholds of significance. However, construction-related air quality impact thresholds are loosely addressed in the MBUAPCD's 2008 Air Quality Management Plan (AQMP) (available here: <http://www.mbuapcd.org/programs/planning/163.html>).

On October 24, 2008, the California Air Resources Board (CARB) released their interim CEQA significance thresholds for GHG impacts dictating that a project would be considered less than significant if it meets minimum performance standards during construction and if the project, with mitigation, would emit no more than approximately 7,000 million metric tons of carbon dioxide per year during operation. There are presently no County-based thresholds for GHG emissions.

The primary short-term source of criteria air pollutant and GHG emissions would stem from the use of heavy equipment; including crew trucks and bull dozers. There will be a minor short-term increase in carbon sequestration due to tree removal; however this is expected to be eventually mitigated by tree replacement requirements. Additional long-term vehicle traffic generated by the proposed project may also be expected to produce localized air pollutant and GHG emissions.

The EIR shall include an evaluation of potential impacts to Climate Change based on the results of the Project Applicant's Traffic Impact Analysis and Construction Management Plan, consultation with resource agencies, the Consultant's review of the technical reports, and a peer-review that must be conducted by the selected Consultant. Mitigation measures shall be identified, if needed.

3.5 Biological Resources.

The project site is located within a stand of fragmented native Monterey pine forest habitat. The project proposes the removal of approximately 133 Monterey Pine and 583 Oak trees. The project area also supports maritime chaparral and Coast live oak understory. The understory is also partially comprised of non-native species including English ivy and French broom. Nesting raptors are likely to occur at or near the project site. A series of preliminary surveys conducted at the site, however, did not indicate the presence of any special-status plant species or special-status wildlife. The project will be expected to meet the goals of the Open Space Element section OS-5 (Biological Resources) as designated in the Monterey County General Plan.

The EIR shall include an evaluation of potential impacts to Biological Resources based on the results of the Project Applicant's technical reports, consultation with resource agencies, the Consultant's review of the technical reports, and a peer-review that must be conducted by the selected Consultant. Impacts resulting from loss of Oak Woodlands are not addressed in the Arborist Report provide by the applicant (LIB130210). Mitigations for the loss of said Oak Woodland will need to be addressed. Additional mitigation measures shall also be identified, if needed.

3.6 Cultural Resources.

The Del Monte Forest area, in which the project site is located, is the location of several known cultural and prehistoric resource sites. The project will be expected to meet the goals of the Open Space Element section OS-6 (Archaeological Resources), OS-7 (Paleontological Resources) and OS-8 (Native Californian Cultural Sites, Sacred Places, and Burial Sites) as designated in the Monterey County General Plan.

The EIR shall include an evaluation of potential impacts to Cultural Resources based on the results of the Project Applicant's Archaeological Assessment, consultation with resource agencies, the Consultant's review of the technical reports, and a peer-review that must be conducted by the selected Consultant. Mitigation measures shall be identified, if needed.

3.7 Geology/Soils.

Preliminary surveys have indicated that potential geologic issues that might be encountered at the site include minor gullying, cut-slopes adjacent to Congress Road, and perched groundwater. The overall soils composition is considered to be of an erodible nature. Additionally, the site is

located within a highly seismically active region. The project will be expected to meet the goals of the Open Space Element section OS-3 (Soils), and Safety Element section S-1 (Seismic and Other Geologic Hazards) as designated in the Monterey County General Plan.

The EIR shall include an evaluation of potential impacts to Geology/Soils based on the results of the Project Applicant's Geologic Report and Geotechnical Investigation, consultation with resource agencies, the Consultant's review of the technical reports, and a peer-review that must be conducted by the selected Consultant. Mitigation measures shall be identified, if needed.

3.8 Hazards/Hazardous Materials.

The proposal would not include use of hazardous materials that would constitute a threat of explosion or other significant release that would pose a threat to neighboring properties. The site location is not included on any list of hazardous materials sites. No additional impacts, or additional analysis, are anticipated regarding this matter.

3.9 Hydrology/Water Quality.

Due to the erodible nature of the soil at the project site, the implementation of drainage control and erosion mitigation measures are of high importance. Preliminary surveys indicate that a perched water table lies between the sandy topsoil and underlying granitic bedrock.

The EIR shall include an evaluation of potential impacts to Hydrology/Water Quality based on the results of the Project Applicant's Hydrogeologic Report, consultation with resource agencies, the Consultant's review of the technical reports, and a peer-review that must be conducted by the selected Consultant. Mitigation measures shall be identified, if needed.

3.10 Land Use/Planning.

The project's requested entitlements shall be consistent with the requirements of Monterey County Zoning Code (Title 21).

Consistency with the 2010 Monterey County General Plan Land Use Element (Section 1.0) must be ensured, with particular attention to the Goals listed within LU-1 (General Land Use), LU-2 (Residential) and LU-8 (Open Space).

Consistency with the Greater Monterey Peninsula Area Plan is also of key importance. The project, as proposed, appears to be largely in compliance with the Area Plan, although Policy GMP-3.5 is a potential area of concern:

GMP-3.5 Removal of healthy, native oak, Monterey pine, and redwood trees in the Greater Monterey Peninsula Planning Area shall be discouraged. An ordinance shall be developed to identify required procedures for removal of these trees. Said ordinance shall take into account fuel modification needed for fire prevention in the vicinity of structures and shall include:

- a. Permit requirements.
- b. Replacement criteria
- c. Exceptions for emergencies and governmental agencies

As numerous trails (informal, but frequently utilized) intersect the project site, the following Area Plan goal may also merit consideration:

GMP-3.13 As development of bike paths and a coordinated, area-wide trails system are essential for circulation, safety, and recreation in the Greater Monterey Peninsula Planning Area, dedication of trail easements may be required as a condition of development approval, notwithstanding *Policy OS-1.10(b)*.

The Consultant shall conduct an assessment of the Project's consistency with Monterey County General Plan and Greater Monterey Peninsula Area Plan policies. The Consistency Analysis shall be included as an Appendix in the EIR. The Consistency Analysis shall analyze whether the project is consistent as designed, as conditioned or mitigated, is inconsistent, or the policy does not apply to the project.

3.11 Mineral Resources.

No mineral resources or resource recovery sites have been identified on the site or in the immediate area, and no impacts or additional analysis regarding mineral resources is anticipated.

3.12 Noise.

The project shall be analyzed for consistency with the Noise Hazards section of the Safety Element of the 2010 Monterey County General Plan. The project is located adjacent to a high-density residential neighborhood and open space. Single family dwellings within the adjacent "Del Monte Park" neighborhood of Pacific Grove are located within 200 feet of the proposed construction area.

The EIR shall include an evaluation of potential short-term and long-term impacts to noise based on the results of the Noise Study and consultation with resource agencies. The Consultant shall prepare the Noise Study for the project. Mitigation measures shall be identified, if needed.

3.13 Population/Housing.

The project proposes the construction of 24 single-family housing units, each of which is expected to be occupied, full-time, by a single family unit. As such, the project is expected to provide a local population increase, within a relatively dense project site of approximately 2 acres. The project is, of course, not expected to create a demand for additional housing, however.

The project will be expected to meet the goals of the Housing Element section 5.2 (Assist in the Development of Housing) as designated in the Monterey County General Plan.

The EIR shall include an evaluation of potential impacts to Population/Housing based on the project description and consultation with resource agencies. Mitigation measures shall be identified, if needed.

3.14 Public Services.

The proposed project consists of the construction of 24 single-family housing units which will be served by the Pebble Beach Community Services District Fire Protection Department and the Monterey County Sheriff's Department. The project has been circulated to both of these

Departments for their preliminary review. The Fire Department has provided comments on the project, which will be incorporated into the project as recommended conditions of approval, and have not indicated that this project would result in potentially significant impacts.

The proposed project is expected to generate additional attendance at local schools. Additional usage of other local Public Services, including hospitals and libraries, is also anticipated.

The EIR shall include an evaluation of potential impacts to Public Services based on the project description and consultation with resource agencies. Mitigation measures shall be identified, if needed.

3.15 Recreation.

The project does not propose the construction of any on-site recreational facilities. County Staff questions the acumen of this decision when considering that the majority of the proposed 24 residential units are expected to be occupied by family units. The County Parks Department is currently re-evaluating the project proposal to gauge any potential requirements for parks, dedication of land, or an in-lieu fee regarding this requirement. The existing public parks, with playgrounds and similar facilities, located nearest the project site are:

- Arnett Park (City of Pacific Grove) - Approximately .75 miles direct distance
- Hilltop Park (City of Monterey) - Approximately 1.15 miles direct distance
- Veterans Memorial Park (City of Monterey) – Approximately 1.5 miles direct distance

The EIR shall include an evaluation of potential impacts to recreational facilities, and the potential benefits of on-site recreational facilities, based on the project plans and description and consultation with relevant agencies. Mitigation measures shall be identified, if needed.

3.16 Transportation/Traffic.

With the proposed construction of 24 single-family dwelling units, the project is expected to generate additional vehicle trips within the immediate project area. Additional usage on public transit, primarily buses (both public transit and school buses), will also likely result from the project. The project will be expected to meet the Goals of the Transportation Element (Section 2.0), particularly as designated within the Policies and Goals as designated within Monterey County General Plan sections C-1 (Level of Service), C-2 (Transportation Facilities), C-3 (Road and Highway Transportation), C-6 (Public transit Services) and C-9 (Bicycle Transportation).

The EIR shall include an evaluation of potential impacts to Transportation/Traffic based on the results of the Project Applicant's Traffic Impact Analysis, consultation with resource agencies, the Consultant's review of the technical reports, and a peer-review that must be conducted by the selected Consultant. Mitigation measures shall be identified, if needed.

3.17 Utilities/Service Systems.

Gas and electricity for the proposed development are expected to be provided by Pacific Gas & Electric Company. Water service is expected to be provided by Cal-Am Water Services mutual water system. Proof of water service must be provided by the applicant. The project will be expected to meet the goals of the Open Space Element section OS-9 (Energy Resources), and the Public Services Element sections PS-1 (Adequate Public Facilities and Services [APFS]), PS-3

(Ensure that new development is assured a long-term sustainable water supply) and PS-4 (Wastewater Treatment) as designated in the Monterey County General Plan. The Applicant intends to use a portion of the remaining available Pebble Beach Company – Monterey Peninsula Water Management District (MPWMD) Water Entitlement from the original 365 AFY granted to Pebble Beach Company (pursuant to its Fiscal Sponsorship Agreement with MPWMD, dated October 3, 1989, as amended), consistent with applicable law and policies for such use.

The EIR shall include an evaluation of potential impacts to Utilities/Service Systems based on the project plans and description and consultation with relevant agencies. Mitigation measures shall be identified, if needed.

3.18 Cumulative Impacts.

Potential Cumulative Impacts associated with the proposed project include:

- Local population increase
- Traffic Impacts
- Removal of native trees and vegetation
- Effects of drainage alterations on erodible soils

The EIR shall include an evaluation of the potential Cumulative Impacts. Mitigation measures shall be identified, if needed.

3.19 Project Alternatives. A reasonable range of alternatives shall be provided to the project that could feasibly attain most of the basic objectives of the project but would avoid or substantially lessen any of the significant effects of the project pursuant to CEQA Guidelines §15126.6. At a minimum, the EIR shall include the following alternatives:

1. An applicant-proposed modified design alternative (Not yet submitted);
2. A consultant/county staff modified design alternative;
3. A reduced-density design alternative for the purpose of lessening one or more of the Cumulative Impacts; and
4. A design alternative including additional parking and a playground/tot-lot facility
5. A minimum of one alternate location within Del Monte Forest, and one alternate location outside of the Del Monte Forest but within the Greater Monterey Peninsula Area.
6. A “no-project” alternative.

Other alternatives may be presented by County staff or the Consultant, in consultation with the Project Applicant to determine feasibility.

4.0 CONSULTANT’S RESPONSIBILITIES

Included below are the requirements, duties, and responsibilities of the Consultant selected to prepare an EIR for this Project. The Consultant's responsibilities and tasks shall include, but not be limited to, the following:

4.1 Agreement. The County of Monterey will enter into a Professional Services Agreement (PSA) with the Consultant selected in response to this RFP. The agreement will include text

which addresses the breadth and quality of the EIR document, including an evaluation of applicable CEQA topical sections and supporting technical reports as outlined above, timing for completion of the documents and related services, payment for services, conflict of interest, insurance requirements, indemnification, and financial disclosure.

This Request for Proposal, Proposal format, selection criteria, proposals submitted, and Agreement including all requirements terms and conditions and submittals, shall be according to the County Request For Qualifications (RFQ) #10403 for establishing a list of consultants to prepare environmental documents for projects submitted for approval by the County of Monterey Resource Management Agency- Planning.

4.2 Term of Agreement. The intended term of the Agreement will be from the date of approval by the Agency through the public hearing process resulting in a decision on the project, with the option to extend the term at the County's discretion.

4.3 Responsible Agencies/Trustee Agencies/Other Agency Contacts. Consultant shall be responsible for early contacts with Responsible Agencies, Trustee Agencies, and interested agencies or persons as determined in consultation with the Project Planner.

4.4 Project Applicant Contact. All discussions between the Consultant and the Project Applicant shall include the Project Planner or their designee. Discussions include, but are not limited to: all meetings, telephone calls, conference calls, and e-mails.

5.0 SCOPE OF WORK

The Consultant Scope of Work shall include the following tasks, at a minimum. Additional tasks and services may be identified by the Consultant based on their experience and review of technical documentation provided by the Project Applicant.

5.1 Application Review/Project Scoping. Under the direction of the County, the Consultant hired shall review and become familiar with planning and environmental documentation, maps and other aspects of the Project, including, but not limited to, application materials submitted by the Project Applicant, and the applicable County policies, procedures, and ordinances. The Consultant shall be prepared to attend up to two (2) meetings with County staff to receive project materials and discuss project needs. The Consultant shall work with County staff to define the specific work program, confirm staff expectations, and define the level of detail required and the project schedule.

Project Scoping Meeting Schedule

Project Initiation Meeting	2-3 hours at County Office
Project Site Visit	4 hours at project site

5.2 Notice of Preparation/Scoping Meeting. The Consultant shall be responsible for the preparation of the Notice of Preparation (NOP) in accordance with the requirements of CEQA Guidelines §15082. The Consultant shall provide an Administrative Draft copy of the NOP to the

County for review and comment. The Consultant shall be responsible for incorporating County comments and finalizing the NOP. County staff will be responsible for distributing the NOP, receiving comments, and transmitting comments received to the Consultant. During the course of the NOP comment period, the Consultant will be responsible for conducting a Community Scoping Meeting.

One (1) electronic copy on a CD or flash drive (Microsoft Word format) of the NOP shall be provided.

5.3 Field Trips. Consultant shall conduct field trips to the project site to prepare an adequate site and/or environmental analysis in consultation with staff from RMA-Planning.

5.4 Meetings/Conference Calls/Public Hearings.

County/Consultant Meeting Schedule

Bi-Weekly Conference Calls	1 hour every two weeks
Community Scoping Meeting	4 hours (location to be determined)
Review Administrative Draft EIR Comments	4 hours (at County office)
Administrative Final EIR Comments	1 hour (at County office)
Planning Commission Field Trip	3 hours (at project site)
Public Hearings – Planning Commission & Board of Supervisors	3 hours each for 4 total meetings (12 hours total)

Note: The above hours do not include travel time.

5.5 Technical Report Peer Reviews. The Consultant shall be responsible for conducting peer reviews of technical reports and supporting documentation submitting by the Project Applicant, as outlined in this RFP. The Consultant shall provide peer review services of the following technical reports that have been submitted to date:

- a. “Tree Report Assessment/Arborist Report” (Monterey County Document No. LIB130210), prepared by Frank Ono (Urban Forestry), Pacific Grove, CA, July 29, 2013
- b. “Archaeological Assessment” (LIB130273), prepared by Gary S. Breschini, Ph.D., RPA (Archaeological Consulting), Salinas, CA, May 14, 2013
- c. “Preliminary Biological Assessment” (LIB130275), prepared by Michael Zander (Zander Associates), San Rafael, CA, March 7, 2012, (Addendum September 13, 2012 & July 9, 2013)
- d. “Geologic Report” (LIB130276), prepared by Haro, Kasunich and Associates, Inc., Watsonville, CA, April 29, 2013
- e. “Geotechnical Investigation” (LIB130277), prepared by Haro, Kasunich and Associates, Inc., Watsonville, CA, April 30, 2013
- f. “Inclusionary Housing – Transportation Analysis” (LIB130416), prepared by Fehr and Peers Associates, Inc., Walnut Creek, CA, November 4, 2013

The Consultant's Scope of Work shall clearly identify technical reports that will be peer-reviewed and a detailed description of peer review services, including any potential sub-consultants that will be retained for each technical report. Qualifications for all sub-consultants shall be included in any proposal. For budgetary purposes, please include the peer review of each technical report as a separate line item.

5.6 Technical Reports. The Consultant shall prepare or cause to be prepared all technical studies and reports not already available or that will be necessary or required to analyze the proposed project and complete the EIR, including those specifically identified in this RFP. The Consultant shall provide a detailed description of the scope of work for those reports. Additional technical studies beyond those identified by the County, but recommended by the Consultant, shall be identified as an optional task. For budgetary purposes, please include the preparation of each technical report as a separate line item.

5.7 Required Documents. The Consultant shall prepare a legally-defensible Environmental Impact Report (EIR) as required by State law. The consultant will prepare all materials for any site visits. The Consultant shall be required to deliver the documents to RMA-Planning in printed and electronic form as specified below. All products shall also be submitted in electronic form (PDF and/or Microsoft Word on a CD or flash drive). RMA-Planning staff will distribute the copies.

5.7.1 Administrative Draft Project Description/Draft Project Description.

The project is described as follows:

Combined Development Permit consisting of: 1) a Use Permit and Design Approval to allow the construction of 24 inclusionary housing units (units ranging in size from 1,078 square feet to 1,343 square feet), including patios and decks, carport with small storage closet for each unit, and a 498 square foot manager's office building (approximately 29,000 total square feet); 2) a Use Permit to allow the removal of approximately 133 Monterey Pine and 583 Oak trees; and grading (approximately 3,050 cubic yards of cut and 3,050 cubic yards of fill). The project site is located near the intersection of New Congress Road and SFB Morse Drive, Pebble Beach (An approximately 2-acre portion of Assessor's Parcel Number 008-041-009-000), Gowen Cypress sub-planning area (also known as Area D), Del Monte Forest, Greater Monterey Peninsula Area Plan.

The information contained in this description, as periodically updated by the Project Applicant and the County, shall be used for the purposes of the CEQA project description. The Consultant shall be responsible for preparing an Administrative Draft Project Description in accordance with CEQA Guidelines §15124. A thorough and detailed project description is critical to the environmental review process and helps 1) avoid uncertainty during the environmental review process; 2) reduce costs; and 3) avoid delays and related expenses. The project description should illustrate all aspects of the project. The County will be responsible for reviewing and commenting on the Administrative Draft Project Description to confirm its technical accuracy and avoid potential project delays.

The Consultant shall be responsible for updating and revising the project description based on comments provided by the County. The final project description shall serve as the final

project description used for the purposes of the CEQA analysis. Any modifications to the description shall be coordinated with the County and Project Applicant, as appropriate.

Copies. One (1) electronic copy on a CD (Microsoft Word format) of the Project Description shall be provided.

5.7.2 Administrative Draft EIR. The Consultant shall prepare an Administrative Draft EIR for the project in accordance with CEQA Guidelines §15120 through §15131 for review and comment by the County. The EIR shall include a summary, description of the proposed project, characterization of the environmental setting, assessment of potential environmental impacts, identification of mitigation measures, alternatives, and cumulative impacts. The Administrative Draft EIR shall evaluate short-term construction related impacts, long-term operational impacts and cumulative impacts associated with the project.

The EIR shall describe in detail the proposed project and the existing environmental conditions on the project site and area. The impact analysis shall apply specific thresholds for determining the significance of impacts, consistent with criteria set forth in CEQA, applicable case law, and the County General Plan. Comments received during the NOP review period shall also be used to determine the scope of the environmental analysis in the Administrative Draft EIR, as appropriate. Feasible mitigation measures shall be identified to avoid or reduce significant impacts to the extent possible as in accordance with CEQA. The major issues to be addressed in the EIR are described in **Section 3.0**.

Copies. Eight (8) printed copies and one (1) electronic copy on a CD (Microsoft Word format) shall be provided.

5.7.3 Draft EIR. The Consultant shall revise the Administrative Draft EIR based on comments provided by the County. The Consultant shall be responsible for preparing a Screencheck Draft EIR for review and approval prior to public circulation. The County will provide final written comments, if necessary, on the Screencheck Draft EIR. The Consultant shall incorporate all final comments and prepare the public-review Draft EIR for distribution. The Consultant shall prepare all associated notices as part of this task, including the Notice of Completion (NOC) and Notice of Availability (NOA). The County will be responsible for distribution of the EIR.

Copies. Twenty-five (25) printed, bound copies, one (1) unbound print-ready copy, and one (1) electronic copy on a CD or flash drive (PDF and Microsoft Word format) shall be provided. One (1) electronic copy on a CD (Microsoft Word format) of the NOC and the NOA shall be provided. In addition, a DVD disk of the Draft EIR in HTML Web-ready format for posting on the County Website shall be provided. Include operational links, electronic copies, or hard copies, to/of all documents and reports used in preparing the Draft EIR.

5.7.4 Administrative Final EIR. Upon conclusion of the public review period, the Consultant shall prepare an Administrative Final EIR that addresses public comments received on the Draft EIR. All public comments shall be codified and responses shall be

provided in accordance with the requirements of CEQA. The Administrative Final EIR shall consist of revisions to the EIR text, as necessary; a list of individuals and agencies commenting on the Draft EIR; copies of letters received on the Draft EIR; and written responses to comments received during the public review period. The Final EIR shall be prepared in accordance with the requirements of CEQA Guidelines §15132 and applicable County requirements. The County will review and comment on the Administrative Final EIR.

Copies. Eight (8) printed copies and one (1) electronic copy on a CD (Microsoft Word format) shall be provided.

5.7.5 Final EIR & Mitigation Monitoring and Reporting Program. Based on comments received on the Administrative Final EIR, Consultant shall revise the Final EIR and incorporate revisions, as appropriate. Subsequently, Consultant shall provide the County with a Screencheck Final EIR for final review. Based on any comments received on the Screencheck Final EIR, the Consultant shall finalize the Final EIR for production. The County will provide all commenting agencies and decision-makers with copies of the Final EIR at least 10 days prior to any public hearing certifying the EIR. This document, together with the Draft EIR, will constitute the Final EIR. As part of this task, Consultant shall also prepare a Mitigation Monitoring and Reporting Program (MMRP). The MMRP will identify responsibility, timing, funding, and reporting of mitigation measures identified in the EIR. The MMRP shall be prepared in accordance with the County's format. The Consultant shall also be responsible for preparing the Notice of Determination (NOD) as part of this task.

Copies. Twenty-five (25) printed, bound copies, one (1) unbound print-ready copy, and one (1) electronic copy on a CD or flash drive (PDF and Microsoft Word format) of the Final EIR, including the MMRP, shall be provided. One (1) electronic copy on a CD (Microsoft Word format) of the NOD shall be provided. In addition, a DVD disk of the Final EIR in HTML Web-ready format for posting on the County Website shall be provided. Include operational links, electronic copies, or hard copies, to/of all documents and reports used in preparing the Final EIR.

5.7.6 CEQA Findings (OPTIONAL). The Consultant shall be responsible for preparing the CEQA findings for the project. CEQA Guidelines §15091 requires that no public agency approve or carry out a project, for which an EIR has been completed and identifies one or more significant effects, unless the public agency prepares findings for each significant effect. The findings shall include information related to whether those significant impacts identified in the EIR will be reduced to below a level of significance by mitigation measures identified in the EIR. CEQA Guidelines §15093 requires that when an agency approves a project that will have a significant adverse environmental effect that is unavoidable, the agency must make a Statement of Overriding Considerations. If a significant and unavoidable impact is identified in the EIR, the Consultant shall prepare a Statement of Overriding Considerations. The Consultant shall provide an administrative draft of the CEQA findings to the County for review and comment.

Copies. One (1) electronic copy on a CD (Microsoft Word format) of the CEQA Findings shall be provided.

6.0 PROPOSAL REQUIREMENTS

To be considered responsive, the Consultant shall submit one (1) original (signed) proposal along with five (5) copies, for a total of six (6) copies. The proposal shall be submitted in bound format with front and back covers and should be prepared on 8½” x 11” paper. Fold out charts, tables and spreadsheets may be included. The proposal shall identify Consultant responsibilities based on the contents of this RFP. Copies or facsimiles of the Monterey County Seal should not be used in any documents submitted in response to this RFP unless clearly attributable to County of Monterey origins. The Proposal shall include the following:

1. **Introductory Letter.** The introductory letter shall include the Consultant’s contact information (include name, address, telephone number, fax number, and e-mail addresses), list any sub-consultants (include name, address, telephone number, fax number, and e-mail addresses), and identify the offices where work will be conducted.
2. **Statement of Qualifications and Experience.** The Statement of Qualifications and Experience (Statement) shall describe the Consultant’s ability and capacity for successfully completing the project. The Statement shall identify the members of the Consultant’s team and describe each member’s role and responsibilities as well as the specific experience of the Consultant and Project Team evaluating the specific type of project and the project’s impacts. The Statement shall include resumes of key staff and describe previous project experience relevant to this project. The Statement should explain how previous experience will enable the Consultant to deliver high quality, cost-effective services. The Statement shall discuss the projected availability of key staff and how the Consultant will assure staff continuity and timely work performance. The Statement shall include at least three references (contact name, company/agency name, and telephone number or e-mail address) for the Consultant and each sub-consultant.
3. **Scope of Services.** The Scope of Services shall address the tasks identified in this RFP. The bidder should provide general information on what resource topics are likely to be addressed in preparing an EIR for the Project. However, the bidder should also suggest any critical issues or unique approach to the suggested scope of work that would distinguish the bidder’s proposal.
4. **Initial Budget.** The proposal shall include a cost breakdown by task and a total budget. Billing rates and an hourly breakdown by task for each person working on the project shall be included. The bidder should provide a realistic budget for the scope of work based upon the scope of work provided by the County in this RFP and the bidder’s assessment of the work that will be required. The budget should include assumptions regarding modifications to the budget and scope of work. This will be a fixed price contract that is based upon deliverables and project milestones.
5. **Project Schedule.** The Project Schedule shall be tied to the date of the execution of the contract with the Consultant, showing the anticipated completion times for each task.

The project schedule should be expedited to the greatest extent possible and also realistic. The schedule will be approved by the County as part of the contract negotiation. The bidder should provide a timeline in response to the “Preliminary Project Schedule” that is consistent with the anticipated workload of the Consultant and Project Team, understanding of the complexities of the analysis that will be required and likely controversy of the Project.

Preliminary Project Schedule

Completion of Administrative Draft EIR (ADEIR):	Based on Consultant’s Proposal
Completion of Draft EIR (DEIR):	Within 3 weeks of receiving County comments on ADEIR
Completion of Administrative Final EIR (AFEIR):	Within 6-8 weeks of the end of the DEIR review period
Completion of Final EIR (FEIR) – ready for copying and publishing on the County Website:	Within 2 weeks of receiving County comments on AFEIR

7.0 PROPOSED PROJECT BUDGET

Consultants shall acknowledge that the County has implemented a “deliverables-based” billing system. Payment for services will be made upon delivery of work products as shown below.

Consultant must be aware of their sub-consultants’ need for reimbursement and timely payment on Consultant’s responsibility to deliver products to the County in a timely manner. Please provide a Project Budget with a proposed amount for each work product delivered. A suggested list of deliverables includes the following:

- Data Collection, Field Work and Technical Analysis (with Peer Review);
- County Staff and Consultant Meetings;
- Delivery of the Administrative Draft EIR;
- Delivery of the Draft EIR;
- Delivery of Final EIR and Mitigation Monitoring and Reporting Program; Preparation of CEQA findings in County of Monterey Staff Report format—including Statement of Overriding Considerations (if necessary);
- Hearings at Planning Commission and Board of Supervisors;
- Completion and delivery of Administrative Record; and
- Completion of all work.

Please include a description of the work to be done and assumptions used in preparing the budget. Budgets for sub-consultants should be identified and included with the associated deliverable. If a sub-consultant will be working on more than one deliverable, distribute the budget accordingly. Attendance at meetings, as required in **Section 5.0**, should be similarly allocated.

8.0 REQUEST FOR PROPOSAL - ADDITIONAL INFORMATION

8.1 RFP Schedule. The following lists key deadlines associated with this RFP. All proposals shall be submitted to the County of Monterey no later than 4:00 P.M. (Pacific Standard Time) on January 24, 2014. Other key dates are identified below.

RFP Issued:	December 13, 2013
Proposal Deadline:	January 24, 2014
Evaluation of Proposals:	10 working days following Proposal Deadline
Contractor Selection:	10 th working day following Proposal Deadline
Board of Supervisors' Consideration:	First Board Hearing 6 weeks following Selection
Agreement Executed:	1 week after Board of Supervisors' Consideration

8.2 RFP Selection Criteria. Proposals will be evaluated based upon the Consultant's ability to perform and knowledge of the following critical areas:

- Working knowledge of municipal/local, state, and federal planning and environmental laws, standards, and practices.
- Collection of planning and environmental data.
- Planning techniques, policies, and procedures.
- Experience in preparing environmental documents and developing land use documents with respect to hydrology, water supply, visual sensitivity, biology, traffic, and noise.
- Demonstrable experience in meeting project deadlines and budgets.

Cost alone will not be the determinant for selection.

The Selection Committee will recommend a Consultant to the Director of Planning. The County shall make the final award and an agreement between County and the selected Consultant shall not become binding until the County and Consultant have executed an Agreement.

8.3 Final Scope of Work. The County, in consultation with Consultant, shall develop a final scope of work, which will be included in the Agreement executed between County and Consultant.

8.4 Sequential Contract Negotiation. The County will pursue contract negotiations with the Consultant who submits the best Proposal in the sole opinion of the County and which is in accordance with the criteria as described within this RFP. If contract negotiations are unsuccessful, in the opinion of either the County or the Consultant, the County may pursue contract negotiations with the Consultant which submitted a Proposal which the County deems to be the next best qualified to provide the services, or the County may issue a new RFP.

8.5 RFP Submittal and Contact Person. One (1) original and five (5) copies, for a total of six (6) copies, of each Proposal must be received no later than 4:00 P.M. (Pacific Standard Time) on January 24, 2014, in the office of RMA - Planning, 168 West Alisal, 2nd Floor, Salinas, CA

93901.

It is the sole responsibility of the Consultant to ensure that the Proposal is received before the deadline. Postmarks and facsimile copies are not acceptable for submittal of Proposals before the deadline. All materials submitted in response to this RFP become the property of the County. All questions and correspondence shall be directed to the following individual:

Steve Mason
Associate Planner
masons@co.monterey.ca.us
(831) 755-5228

Hand deliver or mail to:

Monterey County Resource Management Agency-Planning
168 W. Alisal St., 2nd Floor
Salinas, CA 93901
Attention: Steve Mason, Associate Planner

All questions and correspondence shall be directed to the above individual. Consultants requesting documents from the project file that are not included with the RFP may review these documents at County offices or request copies at Consultant's expense. A charge of 12 cents per page is required for copying services. If documents are available electronically, the Consultant may request an electronic transfer. Project documents also may be found at the following site <https://aca.accela.com/monterey/Default.aspx> using Permit Number PLN130447.

Interested Consultants shall not contact County officers, department representatives or other County personnel with questions or suggestions regarding this RFP without first contacting the individual listed above.

9.0 ATTACHMENTS

All documents cited in this RFP are available upon request. Please contact Steve Mason (See **Subsection 8.5**) to request any documents or utilize the following websites:

- Monterey County RMA-Planning website <http://www.co.monterey.ca.us/planning/>
- Monterey County Accela Citizens Access (permit tracking system) website found at <https://aca.accela.com/monterey/Default.aspx>.

The following attachments are included in the RFP:

1. Project Description prepared by the Project Applicant.
2. Reports (In pdf format):
 - a. "Tree Report Assessment/Arborist Report" (Monterey County Document No. LIB130210), prepared by Frank Ono (Urban Forestry), Pacific Grove, CA, July 29, 2013

- b. “Archaeological Assessment” (LIB130273), prepared by Gary S. Breschini, Ph.D., RPA (Archaeological Consulting), Salinas, CA, May 14, 2013
- c. “Preliminary Biological Assessment” (LIB130275), prepared by Michael Zander (Zander Associates), San Rafael, CA, March 7, 2012, (Addendum September 13, 2012 & July 9, 2013)
- d. “Geologic Report” (LIB130276), prepared by Haro, Kasunich and Associates, Inc., Watsonville, CA, April 29, 2013
- e. “Geotechnical Investigation” (LIB130277), prepared by Haro, Kasunich and Associates, Inc., Watsonville, CA, April 30, 2013
- f. “Inclusionary Housing – Transportation Analysis” (LIB130416), prepared by Fehr and Peers Associates, Inc., Walnut Creek, CA, November 4, 2013

(THIS PAGE INTENTIONALLY LEFT BLANK)