

## **Exhibit “A”**

### **Scope of Services and Schedule of Performance**

This section outlines the proposed work program for the Napa General Plan Update. The program is organized into seven tasks, from project initiation to hearings and adoption. All requested topics in the RFP are included. The sequence of work products, community workshops, General Plan Advisory Committee (GPAC) meetings, Planning Commission meetings, and City Council hearings are graphically illustrated in Section 3, Schedule.

The task-by-task descriptions that follow present our approach to community outreach, data collection, alternatives analysis, policy formulation and preparation of documents. Each task description includes a purpose statement at the beginning in italics followed by a detailed description of deliverable formats and content.

Initials in parentheses identify the lead firm for each sub-task:

- D&B: Dyett & Bhatia, Urban and Regional Planners
- DKS: DKS Associates, Transportation Planners
- EPS: Economic & Planning Systems, Economists
- ICF: ICF International, Environmental Planners
- PT: Page & Turnbull, Historic Resources Specialists
- WY: West Yost Associates, Civil Engineers

## **Phase I: Project Initiation, Visioning, and Issue Identification**

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### **TASK 1: PROJECT INITIATION**

*Objective: The consultant team will engage with City staff and other appropriate representatives to understand key issues, organize background materials and baseline data, clarify the work plan and launch key aspects of the public outreach program.*

- A. Kick off Speaker Series (D&B).** D&B will assist City staff with the planned May and June 2018 kickoff speaker series meetings. The first meeting will be on “TechTalk”, and second on “Smart Downtown”. D&B will support staff as needed in identifying speakers, coordinating, and attending the events.
- B. Conduct a Kick-Off Meeting with City Staff (Team).** Meet with key staff members to discuss their ideas and aspirations for the project. At this meeting, data sources will be identified, roles and responsibilities will be clarified, and communication protocols will be established. Following the kickoff meeting, we will tour the planning area with staff.
- C. Review Background Information (Team).** The consultants will review materials

including the current General Plan, 2015-2023 Housing Element, Zoning Ordinance, major development projects, and any other relevant documentation such as public facility plans. The consultants will also become familiar with the City’s development entitlement process, existing conditions and community character, other relevant planning efforts underway, and the history of community input processes to date.

- D. Prepare GIS Database (D&B).** We will use pertinent documents and GIS data provided by City staff to prepare base maps showing existing roads and rights-of-way and surrounding land uses. Additional maps will be produced as part of the existing conditions analysis (Task 3).
- E. Branding and Logo (D&B).** To set the foundation for the community engagement effort and project-related materials (print and digital), D&B will design a logo and branding to uniquely identify the Napa General Plan Update (GPU). The logo will be used on all project documents and outreach materials, which will also include a website address to quickly and easily connect people to the project’s online presence and opportunities for online input. We will develop up to three optional logos to brand the GPU for the City to choose between.
- F. Establish Project Website (D&B).** D&B will design a project website that will serve as the primary web portal for the GPU. The site will contain four primary purposes: 1. Provide general information about the project, such as purpose, schedule, “General Plan 101”, and FAQs; 2. Serve as a regularly updated library of project documents, presentations, and meeting materials as they are completed; 3. Alert the public to upcoming meetings and other means of participation; and 4. Provide opportunities to engage and provide input in creative and convenient ways at any point in the process. This allows us to receive online feedback at key project milestones by offering concise information and engaging online exercises that participants can complete at their convenience, particularly in conjunction with workshops which some community members may not be able to attend in person. Social media and online engagement platforms will link to and be accessed from this site.

<i>Meetings</i>	<i>Products</i>
Speaker Series Kick-off meeting and tour with staff	Base Map Draft and Final Branding and Logo Project Website

**TASK 2: ISSUE IDENTIFICATION AND KEY STRATEGIES; ONGOING OUTREACH**

*Objective: The objective of this task is to identify and understand community concerns and establish a coordinated and realistic direction for the future founded on a community-based strategic vision. We will lead a community outreach program that reaches and engages a broad range of citizens, generates a constructive dialogue, and addresses the core attributes that a general plan can shape: sustainability, economic health, physical character and community identity. We will engage the community on specific aspects of*

*the General Plan, including their preferred direction for land use changes, circulation facilities, sustainability initiatives, and others. In addition, this task includes ongoing neighborhood, pop-up, and youth outreach, as well Spanish translation.*

- A. GPAC Meeting #1 on Community Outreach and Visions (D&B).** The first GPAC meeting will formally introduce the project and the GPAC's role. We will discuss the first phase of community outreach and hear the committee's goals, issues, and priorities.
- B. Kickoff Workshop with Planning Commission/City Council (D&B).** In a joint session of the Planning Commission and City Council, we will kick off the project with decision makers and seek their input on vision, goals, and priorities for the General Plan Update overall and any identified key issues in particular.
- C. Stakeholder Interviews (D&B).** Representatives of public agencies, community members, major property owners, business associations, local advocacy organizations, cultural groups, commission members, etc. will be interviewed. Our budget provides for up to 16 such meetings over a two-day period. This will also provide an opportunity to speak directly with landowners and/or businesses in areas where land use changes are being considered. Comments and input from the stakeholder meetings will be summarized in a memorandum.
- D. Native American Outreach (D&B, ICF).** Pursuant to SB 18 and AB 52, we will provide support for the City's notification of the Native American Heritage Commission (NAHC) of the planning process and assist the City in contacting tribes active in the planning area. This assumes that these outreach activities will not require any in-person site visits; support will consist of preparing correspondence, tracking responses, and recommending any action.
- E. E-Newsletter #1 (D&B).** The first e-newsletter will explain the objectives of the General Plan update program, key issues to be addressed, and upcoming opportunities for public participation. The newsletter will be designed to be distributed electronically, but may also be designed to be printed and mailed; City staff will be responsible for printing and mailing if desired, or D&B can provide this service for an additional fee.
- F. Community Workshop #1: Vision, Issues and Priorities (D&B).** The first workshop will be held at the inception of the update process to introduce the planning effort and encourage participants to articulate the issues challenging the community, express values about what is important, and think in visionary terms about opportunities for the future. The project team will gather this information through the use of interactive tools and activities to engage the community in a discussion about existing conditions and the future of the city. The workshop will be designed to engage adults and children and may also enlist the participation of other departments to make this a fun and meaningful event. Results of the workshop will be summarized in a memo, and together with the results from other outreach activities at this stage will be the foundation for a Vision Statement.
- G. Online Survey #1: Vision, Issues, and Priorities (D&B).** Knowing that many residents lead busy lives and may not be able to set aside time to attend a workshop,

we will design and disseminate an online survey that asks the same type of questions posed at the workshop, which will allow people to participate on their own time. We will draft the survey and revise the questions based on staff feedback. The survey will be linked to the project website and also advertised in the first newsletter. Staff will be responsible for advertising the survey’s availability through other channels as well. Results of the survey will be summarized in a short memorandum.

- H. **Roadshow Materials (D&B).** Prepare four sets of “roadshow” materials that can be used by the consultant team and City staff at neighborhood meetings or pop-up outreach. These will be in the form of two to four boards, along with handouts and other materials that encourage community engagement and input. The four sets of roadshow materials will correspond to the different plan stages (Visioning, Alternatives, Preferred Plan/Key Goals, and Draft General Plan).
- I. **Neighborhood and Pop-Up Outreach (D&B; Staff).** D&B will participate in up to eight neighborhood or “pop-up meetings”, with additional meetings as needed conducted by City staff, using the roadshow collateral developed. These meetings would consist of presentations to neighborhood groups, businesses, or other stakeholders that we may want to engage at strategic times. Additionally, the team can “piggyback” on standing events or meetings, such as farmers’ markets, back-to-school nights, parent meetings, sport league opening days, or cultural celebrations.
- J. **Youth Outreach (D&B).** Two one-time workshops will be held at local schools and/or with local youth groups at critical stages of the planning process. Depending on City staff and/or school preferences, the workshops can be held with the same group of students twice (e.g., a high school government class or a middle school club) to facilitate an ongoing conversation, or they can involve two separate groups of young people to broaden the reach of this effort. In either case, the workshops will be structured to educate the participating young people about the General Plan and the planning process and solicit feedback through engaging interactive activities and discussion.
- K. **Spanish Translation (D&B).** The online surveys (two) and e-newsletters (three) will be translated into Spanish. Responses to open-ended questions in the survey will also be key coded. Additionally, workshop and/or roadshow materials will be translated as necessary.
- L. **Community Vision and Guiding Principles (D&B).** Results from the first phase of community outreach will be synthesized in the form of a graphics-rich Community Vision and Guiding Principles document. The Vision will be aspirational, and the Guiding Principles will confirm existing goals or outline how these will be modified, drawing on the goals that precede policies in the current General Plan, and tailored to reflect the specific issues of this update.
- M. **GPAC Meeting #2 on Community Vision (D&B).** We will present the Draft Community Vision and Guiding Principles to the GPAC for its review, revision, and approval.

<i>Meetings</i>	<i>Products</i>
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GPAC (2) PC/CC (1) Stakeholder Interviews (up to 16) Community Workshop #1 Neighborhood/Pop-Up Outreach (8) Youth Outreach Meetings (2)	Stakeholder interview memorandum E-Newsletter #1 Community workshop memorandum Online survey #1 Roadshow materials Survey results summary memorandum Community Vision & Guiding Principles
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**TASK 3: EXISTING CONDITIONS, TRENDS, AND OPPORTUNITIES ASSESSMENT**

*Objective: The objective of this task will be to comprehensively assess the city’s existing land use characteristics, economic position, circulation network, environmental resources and constraints, and assess likely future growth and development capacity. This assessment will inform the identification of key issues and opportunities that the General Plan update should address. Data collected will be used to prepare the EIR environmental settings. We will prepare findings in a concise and user-friendly workbook, emphasizing maps and graphics that present physical data clearly.*

- A. Identify Planning Area (D&B; staff assistance).** D&B and staff will work together to identify the Planning Area for the General Plan. The Planning Area would include all land within the City’s Sphere of Influence (SOI), but may also include land outside relevant to the City’s long-range planning. Napa provides services (such as water) to several areas outside the City limits. These areas (or some of them) could be included in the General Plan Planning Area. It should be noted that while the budget will not change if some areas outside the SOI were to be included in the Planning Area, should detailed or area-specific issues outside the SOI need to be evaluated or specific planning studies done, additional budget may be needed.
- B. Conduct Land Use Survey/Vacant Parcel Survey (D&B).** Building on information obtained from the City, focused windshield surveys will be conducted to verify land use data accuracy and to identify vacant and underutilized parcels. A complete existing land use data layer will be prepared, which will also serve as the basis for land use analysis and alternatives.
- C. Traffic Counts and Existing Conditions Analysis (DKS).** Daily traffic counts for typical weekdays for up to 20 roadway segments will be obtained from the City’s Public Works department. Turning movement counts will be collected for up to 20 intersections, the locations to be determined in consultation with city staff. Level of Service (LOS) will be determined for existing conditions for these segments and intersections. Results of this analysis will be included in the Existing Conditions, Opportunities, and Challenges Map Atlas (Task 3-D).
- D. Baseline Economic and Market Trends (EPS).** EPS will assess the underlying economic and market context for the Napa General Plan Update. The technical analysis will cover key demographic, economic, and real estate factors affecting the

city and its role in the broader region. The goal will be to identify the strengths of the local economy, key competitive attributes and positioning, and challenges and opportunities influencing sustainable long-term growth that might be addressed by the General Plan Update. Some key issues to be considered in the assessment will include:

- Napa's evolving position as a tourist destination for the broader region
- Opportunities for economic diversification and creating / sustaining desirable employment prospects for local residents
- The changing landscape for retail (such as impact of commerce) and implications for key commercial nodes
- Commercial and residential real estate development prospects in a largely built-out city

Subtasks will include analyzing and summarizing:

- Socioeconomic and demographic trends
- Major economic drivers and business trends
- Real estate market trends

**E. Prepare Existing Conditions, Opportunities, and Challenges Map Atlas (D&B, Team).** A report will be prepared providing a detailed analysis of baseline conditions, and identify opportunities and challenges for the General Plan update. It will be in the form of an "atlas," focusing on using graphics, maps and charts to illustrate the city's current conditions and issues to which the new General Plan will respond. This information will be analyzed, mapped and summarized to inform key environmental constraints and identify potential opportunities that influence planning policy and land use decisions, and relevant information will also be incorporated into the environmental setting sections of the EIR. It will address the following topic areas:

- *Land Use and City Design (D&B).* The land use and city design analysis will catalogue existing land uses and building typologies in and around the city; contain an inventory of planned development by land use based on available data; and a review of existing zoning, General Plan, and other regulations. Opportunity sites will be identified at the parcel level based on fieldwork and land value analysis to determine realistic opportunities for new development. This section will also summarize the community character and urban design of the city, including mapping district structure, activity nodes, key corridors, scale, and other major form-giving components.
- *Historic Resources (PT).* PT will provide a brief historic context of the city; summarize the current Historic Resources Inventory, neighborhood design guidelines, and other aspects of the existing historic preservation program; and identify existing goals and policies that should be updated.
- *Economic Review and Market Assessment (EPS).* See Task 3-C above.

- *Circulation (DKS)*. DKS will summarize existing transportation conditions for all travel modes in the City of Napa, including roadway segment and intersection LOS analysis and VMT assessment.
- *Air Quality, Greenhouse Gases and Energy (ICF)*. ICF will provide a summary of meteorological and climatological data for the city, as well as localized conditions in the vicinity of the city using data collected by the Bay Area Air Quality Management District (BAAQMD), the California Air Resources Board (ARB), and the U.S. Environmental Protection Agency. The pollutants of concern and their known health effects will also be described. The existing State and federal ambient air quality standards; the region's attainment status with regard to those standards; and a discussion of applicable air quality goals, policies, and attainment plans of state and local agencies, including the region's most recent air quality plans, will be summarized to the extent that they relate to planning policy and land use decisions. This section will also describe the key concepts of climate change, the GHGs of greatest concern and their contribution towards climate change, and the current climate change regulatory environment, in particular AB 32 and SB 32, as it applies to this general plan update.
- *Geology and Soils (ICF)*. ICF will provide a summary of relevant information from the existing General Plan and available information from geologic, soil, and seismic mapping resources, including soils hazards from Natural Resources Conservation Service and seismic hazards from U.S. Geological Survey, to describe existing conditions
- *Hazards and Hazardous Materials (ICF)*. ICF will provide a summary of relevant information from the existing General Plan, and other relevant information sources such as hazardous materials and hazardous waste databases, including but not limited to EnviroStor, Envirofacts, SLIC, and HAZNET, to describe existing conditions with respect to hazardous materials and hazardous waste in the city of Napa. A summary will also be provided for the Napa County Airport to describe existing conditions with respect to hazards presented by development in proximity to the airport, CALFIRE fire hazard severity zone maps to describe existing conditions with respect to wildfire hazard in City of Napa, and established evacuation routes.
  - *Hydrology, Flooding, and Water Quality (ICF)*. ICF will provide a summary of existing information from the existing General Plan, and other relevant information and reports available from the Federal Emergency Management Agency (FEMA), the Regional Water Quality Control Board (RWQCB), the California Department of Water Resources, and the affected Flood Control Districts, and other agencies and sources. The summary will include a description of the surface hydrology and hydrogeology of the city.
  - *Noise (ICF)*. ICF will provide a summary of existing information from the existing General Plan, aerial photography, and existing land use mapping to determine noise sensitive land uses. The summary will identify existing noise generating sources such as major arterials, freeways, the Napa County Airport, and the Napa Wine Train.

- *Public Facilities and Services (D&B)*. D&B will research and analyze public facilities and services (fire, police, public schools, parks, and solid waste collection).
- *Utilities (WY)*. WY will evaluate the existing water supply/water treatment/water distribution, sewer/wastewater treatment, and stormwater/flood control facilities based on information provided in existing water, wastewater, and stormwater master plan documents, supplemented with discussions with City and Napa Sanitation District (NSD) staff to identify changes/additions since completion of the plans. Schematic figures of existing facilities (water, sewer, and stormwater systems) will be prepared based on CAD/GIS utility mapping to be provided by the City and NSD. Significant utility opportunities and challenges related to providing utility services to potential future growth and/or redevelopment areas will be identified.

**F. Prepare Final Existing Conditions, Opportunities, and Challenges Map Atlas (D&B, Team)**. Following staff review of the draft, the map atlas will be revised and finalized for publication.

**G. GPAC Meeting #3 on Existing Conditions (D&B)**. The Existing Conditions, Opportunities, and Challenges Map Atlas will be presented to the GPAC. The GPAC will provide the project team with feedback on the information and analysis in the report. This feedback will inform the alternatives in the next phase.

**H. Present Existing Conditions and Community Vision to Planning Commission and City Council (D&B)**. The summary results of tasks 2 and 3 (Visioning and Existing Conditions) will be presented to a joint session of the Planning Commission and City Council. We will describe key areas of opportunity and challenge that will shape the new General Plan moving forward, and we will also present the Community Vision for decision-makers to affirm.

<i>Meetings</i>	<i>Products</i>
GPAC (1) PC/CC (1)	Baseline Economic and Market Trends Existing Conditions, Opportunities, and Challenges Map Atlas (Draft and Final)

## Phase II: Options and Strategies

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### TASK 4: ALTERNATIVES

*Objective: In this task, we will formulate three plans illustrating alternative land use and circulation patterns for the city, focused on opportunity sites identified in the existing conditions research. Additionally, a comprehensive evaluation of the alternative plans will be conducted, so informed decisions can be made. This will include analysis of traffic impacts, infrastructure, economic implications and population/employment growth.*

**A. Preliminary Alternative Plans (D&B)**. D&B will prepare up to three land use



alternatives in “sketch plan” form. The alternatives will reflect findings from the issues, opportunities, and constraints determined in Task 3; incorporate feedback from community members and decision makers during the previous tasks; and offer real choices for future growth and development.

The alternatives will be refined based on feedback from City staff. Alternatives will focus on alternative uses and mixes, building intensity, and locations for potential redevelopment and intensification, and explore issues related to revitalization of key corridors, neighborhood conservation, and economic development. Concepts related to connectivity and transportation will also be explored.

- B. Real Estate Development Feasibility Assessment (EPS).** EPS will test the economic feasibility of up to five separate real estate development prototypes from a financial perspective at specific sub-planning areas identified through the study process. Feasibility testing will rely on a static financial pro forma model that considers the potential value of a real estate development concepts relative to its development cost. The analysis will provide a high-level screening of land use formats to inform the General Plan alternatives and ensure that proposed development scenarios are realistic over the long term from a private investment perspective. If particular development concepts sought by the community are found to be marginally infeasible, EPS will identify potential strategies for addressing the value shortfall.
- C. GPAC Meeting #4 on Preliminary Alternatives (D&B).** The GPAC will review and comment on the preliminary alternatives and provide recommendations on refinement as necessary, before the detailed analysis commences.
- D. Finalized Alternatives (D&B).** Preliminary alternatives and GPAC feedback will be reviewed with City staff and refined following the review.
- E. Alternatives Evaluation (D&B, DKS, EPS, WY).** We will quantify the draft alternatives’ impacts. Relative merits and disadvantages of the alternatives will be assessed, and a short report will be prepared discussing the findings and implications. Topics will include:
  - *Land Use, Population, and Employment (D&B).* Comparative impacts in terms of population, jobs/housing balance, and other factors of concern will be prepared in narrative and tabular form.
  - *Economics and Fiscal Implications (EPS).* Comparative impacts on General Fund revenues with the costs of providing General Fund services to identify the fiscal implications of various growth patterns / scenarios (e.g. amount and type of new development) and level of public service standards (e.g. new public facilities, public safety goals, etc.) based on an evaluation of the City’s budget documents, interviews with service providers (e.g. Police, Fire, Public Works), and well accepted budget forecasting techniques.
  - *Transportation (DKS).* Using the most current validated and accepted City of Napa travel demand model as a source for traffic forecasts, analysis will include roadway volumes and volume/capacity ratios to determine the where improvements are needed to meet current General Plan LOS standards. Other high-level metrics, such as vehicle trips and vehicle miles traveled (VMT), will be provided for the

alternatives, as well as a qualitative assessment of impacts and performance related to other transportation modes.

- *Utility Infrastructure Assessment (WY)*. Preliminary, comparison level utility plans for each infrastructure system; planning level infrastructure evaluations; and major infrastructure cost estimates will be prepared for each of the alternatives.
- F. E-Newsletter #2 (D&B)**. The second e-newsletter will describe the alternatives, summarize key findings, and advertise the survey and workshop as ways to participate in this stage of the planning process.
- G. Online Survey #2: Alternatives (Mail-in Optional) (D&B)**. The second survey will present the alternatives and seek community input on key choices to be made. We will use Maptionnaire, an online, interactive map-based survey tool, to get specific feedback on land use, circulation, and other physical characteristics. Results will be presented in a short report and used to refine the Preferred Plan. *Mail-In Option*: This survey may also be prepared in print and mailed to all households in the city. The survey will be postage pre-paid for easy return. City staff will be responsible for printing and mailing if desired, or D&B can provide this service for an additional fee. D&B will get hard copies (or PDFs) of the completed surveys from the City, and will be responsible for coding and analysis.
- H. Citywide Workshop #2 on Alternatives (D&B)**. D&B will facilitate a second citywide workshop as an opportunity to present draft land use alternatives and design concepts for realizing the community’s vision. We anticipate that this exercise will provide an important opportunity for community members and stakeholders to confirm areas for growth and revitalization and areas for preservation. Community members will also be able to comment about how the city’s major opportunity areas should change and revitalize to support the needs of the community and businesses, and ensure the continual provision of high quality services and infrastructure in the future. Interactive exercises, small group discussions, or stations will be organized to get feedback. Results will be summarized in a brief memorandum.
- I. GPAC Meeting #5 on Alternatives Assessment (D&B)**. The GPAC will review the results of the alternatives analysis as well as the community feedback gathered and make a preliminary recommendation on a Preferred Plan, which will be considered by the Planning Commission and City Council.
- J. City Council/Planning Commission Briefings on Alternatives (D&B)**. At one Planning Commission meeting and one City Council meeting, decision makers will be briefed on the alternatives, their impacts, and community reaction to them, so that they can provide specific direction on a Preferred Plan.

<i>Meetings</i>	<i>Products</i>
GPAC meetings (2) Citywide Workshop #2 Planning Commission Study Session City Council Study Session	Preliminary and Refined Alternatives  Draft and Final Alternatives Report

	<p>E-Newsletter #2</p> <p>Online Survey #2</p> <p>Online survey summary memorandum</p> <p>Community workshop summary memorandum</p>
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**TASK 5: PREFERRED PLAN AND KEY GOALS**

*Objective: In this task, we will identify the preferred land use plan, and develop a framework for policy development, community enhancement, economic development, and circulation.*

- A. Prepare Preliminary Preferred Plan (D&B).** Following the public input and decision maker direction, a preliminary Preferred Plan will be prepared. This will be reviewed with staff and refined as needed. The Preferred Plan will encompass land use, community/urban design, open space, and transportation/connectivity components.
- B. GPAC Meeting #6 on Preliminary Preferred Plan (D&B).** The preliminary Preferred Plan will be reviewed and refined with the GPAC before presenting to the Planning Commission.
- C. Planning Commission Study Session on Preliminary Preferred Plan (D&B).** The preliminary Preferred Plan will be reviewed and refined with the Planning Commission in a study session.
- D. Prepare Recommended Preferred Plan and Key Policies (D&B).** The preliminary Preferred Plan will be revised to produce a Recommended Preferred Plan in the form of a series of maps and key goals that support the new plan and respond to any gaps or needed updates identified.
- E. GPAC Meeting #7 on Recommended Preferred Plan and Policy Framework (D&B).** The recommended Preferred Plan and policy framework will be reviewed and refined with the GPAC before presenting to the City Council.
- F. City Council Study Session on Preferred Plan and Policy Framework (D&B).** The Final Recommended Preferred Plan and Key Policies will be presented at one meeting of the the City Council. Feedback will establish the Recommended Preferred Plan as the basis for the General Plan, the environmental analysis, and formulation of detailed Plan policies.
- G. Transportation Evaluation of Preferred Plan and Key Transportation Policy Topics (DKS).** DKS will produce a detailed analysis for evaluating the Final Recommended Preferred Plan and develop a list of recommended transportation improvements. A report will be prepared that summarizes the key differences between the previous three alternatives and the Final Recommended Preferred Plan. The report will also address several key transportation policy topics including the following:
  - SB 743/VMT Compliance

- Complete Streets
- Equity Considerations Related to Transportation
- Emerging Transportation Considerations
- Financially Constrained Transportation System

The report will also describe options for incorporating equity considerations related to transportation in the General Plan process including GIS assessments of network completeness, modal accessibility, and access to key land use types. In this task, we anticipate making use of extensive GIS data maintained by the City.

Alternative approaches for addressing the Complete Streets policy requirement will be described in the report.

Emerging transportation considerations that will be discussed in the report include Transportation Network Companies (TNCs like Uber and Lyft), shared transportation systems, enhanced technology and information systems, and partial or fully autonomous vehicles. The potential effects of these emerging technologies on roadway needs, transit ridership, VMT, parking, and curbside management will be discussed.

Recent litigation and the 2017 General Plan Guidelines have caused agencies to increase the level of analysis and policy considerations related to the need for a financially constrained transportation system. The report will describe policies and actions considered by other agencies to address transportation funding shortfalls.

**H. Financing for Infrastructure and Public Facilities (Optional; EPS).** A key component to successful implementation of the General Plan will be improvements to the physical environment that enhance existing assets, support and improve the sense of place, and attract or enable private sector investment. To support this effort, if desired by the City, EPS will research and assess the financing tools and policies that may be available to the City and current and future stakeholders to finance the public and private costs articulated in the Preferred Plan. Specifically, for the Final Recommended Preferred Plan, EPS will align expected infrastructure costs (as provided by the Team) with estimated revenue sources, as generated by the Preferred Plan build-out, to determine whether or not additional funding sources may be necessary. Funding sources to be explored may include, but not be limited to:

- Public-private joint development opportunities for shared infrastructure
- Development impact fees
- Value-capture techniques to convert fiscal benefits into financing tools
- Overlay districts, such as CFDs, EIFDs, or CRIA for financing public improvements or facilities
- Cost allocation strategies for required off-site improvements or facilities
- Other financial and fiscal measures or mitigation strategies to cover any

potential fiscal deficits

Cost of this optional task, should so authorized to proceed, will be \$17,720.

- I. **Infrastructure Evaluation of Preferred Plan (WY).** WY will prepare preliminary, comparison level utility plans for each infrastructure system for the Final Recommended Preferred Plan. Planning level infrastructure evaluations and major infrastructure cost estimates will be prepared. It is assumed that the Preferred Plan will be similar to one of the land use alternatives, and that much of the alternatives analysis will be relevant for the Preferred Plan evaluation. Findings will be documented in a technical report.

<i>Meetings</i>	<i>Products</i>
GPAC (2) Planning Commission Study Session City Council Study Session	Preliminary Preferred Plan Draft and Final Recommended Preferred Plan and Key Policies Transportation technical report Financing for Infrastructure and Public Facilities Analysis (Optional) Infrastructure technical report <i>Optional transportation tasks listed in Appendix A</i>

## Phase III: Draft and Final Documents

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### TASK 6: DRAFT GENERAL PLAN

*Objective: The objective of this task is to prepare the full Draft General Plan. We will carefully review and update all elements to ensure consistency and accuracy, and introduce new policies that respond to community priorities. All maps will be updated to maintain a consistent look and feel. Our scope assumes that the City’s General Plan Element structure remains the same as is in the current document, with the exception of introducing a new Implementation Program. Some elements may be able to be reorganized without increasing the level of effort or budget required.*

- A. **Review Existing General Plan (D&B).** With assistance from staff, D&B will review existing General Plan goals and policies to ascertain how these align with the Preferred Plan and the new Community Vision and Guiding Principles. Using a matrix format, existing policies will be marked to remain, be deleted, or be updated, and if so how.
- B. **Administrative Draft General Plan (D&B, Team).** The updated General Plan will include a Land Use Diagram and land use designations and each of the required Plan elements, and will feature extensive maps and graphics. The Plan will include:

- *Planning Context, Vision, Objectives, and Administration (D&B)*. This introductory section will be based on the Vision and Guiding Principles established early in the update process. It will also contain any necessary goals and policies related to administration of the General Plan.
- *Land Use and Community Design Element (D&B)*. The location and intensity of uses will be identified, along with policies that would result in preservation and new development that is appropriate to the character and setting of various neighborhoods, and Napa as a whole. Plan buildout in terms of population, housing, non-residential development, and employment will be quantified. In addition, the element will emphasize community design and approaches for new development of various types, scales, and locations; neighborhood preservation; placemaking and designing the public realm; public art; and the relationship between sustainability, architecture, and urban design.
- *Transportation Element (DKS, D&B)*. DKS will update the Transportation Element by developing transportation policies related to various items including but not limited to roadway network performance, the transit system, Travel Demand Management, bicycle and pedestrian systems, truck travel, emergency evacuation routes, and alternative vehicle systems. It is likely that the City would retain traffic level of service (LOS) standards for the General Plan (even though the EIR may use VMT thresholds); these would be used to prepare a list of feasible and desirable roadway and intersection improvements. VMT-related policies will be developed, which would focus on setting VMT reduction expectations that could also be used as CEQA impact significance thresholds and to define the range of potential feasible mitigation measures.
- *Community Services Element (D&B with input from WY)*. D&B will update this element to include revised goals and policies related to police, fire, and emergency services; schools; wet utilities; and solid waste collection and disposal.
- *Open Space and Recreation Element (D&B)*. Napa's current General Plan combines the required Open Space element with goals and policies pertaining to recreation. We propose maintaining this approach in the updated plan.
- *Historic Resources Element (D&B with input from PT)*. The Historic Resources Element will provide updated guidance on the City's historic and archaeological resources, its approach to historic preservation, and strategies to promote education and awareness.
- *Natural Resources Element (D&B)*. The Natural Resources Element will be updated to include all components required by State law, including addressing air quality, greenhouse gas emissions, and climate change adaptation.
- *Health and Safety Element (D&B with input from ICF)*. This element covers seismic activity, other geologic hazards, fire hazards, hazardous materials, flooding, and other potential hazards. It would also address noise, including new existing noise contours as well as projected noise contours based on future traffic volumes that would arise from the Transportation Element improvements. ICF will develop up to three noise contour maps that visually depict traffic noise levels in the City for the

following scenarios: Existing, Future Without Project, and Future With Project. Noise standards will be reviewed and updated as warranted. As an **optional task**, ICF will conduct a climate change risk analysis in accordance with SB 379 and develop a set of climate change adaptation and resiliency strategies.

- *Economic Development Element (D&B, EPS)*. The Economic Development Element will include goals and policies addressing a range of topics, including promoting a diversity of commercial uses in the Downtown Commercial Area, encouraging local serving commercial uses in the neighborhood and resident serving commercial areas, promoting and enhancing the economic viability of key planning areas, increasing the community’s benefits from tourism while also preserving Napa’s sense of place, and supporting diverse and thriving commercial nodes in the City.
  - *Implementation (D&B, Team)*. This chapter will concentrate all of the implementation programs related to the Plan’s various goals and policies in one place. The chapter will also include information about timing, potential funding sources, and the responsible parties for implementation.
- C. GPAC Meetings (D&B)**. The draft General Plan will be reviewed with the GPAC in up to three meetings. (with additional GPAC meetings if needed. The budget includes up to 12 total GPAC meetings; 10 are programmed in the scope, with two held in reserve, depending on need at different stages.)
- D. Planning Commission Study Session (D&B)**. The Planning Commission will hold a study session to review key policies of the Draft General Plan.
- E. Draft General Plan (D&B, Team)**. Following review by City staff, the GPAC, and the Planning Commission, we will incorporate feedback on the Administrative Draft and prepare a Public Review Draft General Plan. The city will be provided with 15 full-color hard copies, as well as electronic versions suitable for posting on the website.
- F. E-Newsletter #3 (D&B)**. The third and final e-newsletter will present the public review draft plan and announce the final workshop/open house. The newsletter will be formatted for mail and/or electronic distribution.
- G. Workshop #3/Open House on Draft General Plan (D&B)**. For the project’s final event, we propose an “unveiling” of the General Plan. We envision that this event would be theme-based, where the consultant team will share the key concepts of each General Plan element. This event will provide the opportunity to describe to the public how their input and involvement helped shape the General Plan, and provide an opportunity for further refinement prior to the public hearings. Comments received would be summarized in a short memorandum.

<i>Meetings</i>	<i>Products</i>
GPAC (up to 3) PC (1) Workshop #3 – Open House on Draft Plan	Existing General Plan Policy Matrix Administrative Draft General Plan Public Review Draft General Plan E-Newsletter #3

	Summary of Open House Comments
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**TASK 7: DRAFT AND FINAL GENERAL PLAN EIR**

*Objective: Prepare the Draft Program Environmental Impact Report (EIR) for the General Plan, incorporating public review and feedback. Respond to comments received on the draft to produce a Final EIR. The intention will be to prepare the Draft EIR and Draft General Plan simultaneously, so that to the greatest extent possible, significant impacts may be mitigated through Plan policies, creating a “self-mitigating” plan.*

- A. Notice of Preparation (ICF).** ICF will prepare the Notice of Preparation (NOP) to notify the State Clearinghouse, the general public, and local agencies that the City is preparing an EIR for the GP. All comment letters received during the NOP period will be included in the EIR appendices and delineated in a table in the EIR, along with where their requested topics/issues are addressed in the EIR.
- B. Scoping Meeting (ICF).** ICF will conduct the scoping meeting and will maintain documentation of all comments made at this meeting for use in Administrative Draft EIR preparation.
- C. Transportation Impact Study (DKS).** DKS will prepare a Transportation Impact Study (TIS) that will subsequently be incorporated into the Administrative Draft EIR. The TIS will cover topics related to the roadway, transit, bicycle, pedestrian, water, rail, air and truck components of the transportation system.

Potential significant impacts will be measured based on changes to baseline conditions that occur under the cumulative plus project scenario consistent with CEQA Guidelines Section 15125 (a). We anticipate that revisions to the CEQA Guidelines implementing SB743 will be adopted within the project time frame. As such, we propose to use VMT as the threshold for evaluating the traffic impacts of the project, and up to two land use alternatives, in addition to a “no project” alternative. We will advise the City on the most advantageous approach to developing VMT thresholds of significance for land use alternatives, consistent with the CEQA Guidelines in effect at the time the study is prepared.

DKS will prepare VMT forecasts using the new City of Napa travel demand model and potentially other tools to be determined in consultation with the City.

The approach to transit, bicycle, pedestrian, water, rail, air and truck impact evaluation will be qualitative and generally rely on potential disruptions to these system components that could be caused or exacerbated by the proposed project.

We will also address CEQA Guidelines Section 15125 (d) requiring an analysis that examines inconsistencies between the currently adopted general plan and the proposed plan by comparing transportation network performance differences between the cumulative no project and cumulative plus project scenarios. These differences do not constitute impacts, as impacts will be determined as described above, but the information is required to be disclosed for CEQA purposes.



**D. Administrative Draft EIR (ICF, with team contributions as indicated).** ICF will prepare a comprehensive Administrative Draft EIR (ADEIR) using the City's latest format and direction consistent with CEQA. ICF will collaborate with D&B to develop or refine General Plan policies to avoid, reduce or eliminate potentially significant impacts. The ADEIR will address the following environmental issues as they relate to the proposed General Plan, applicable City standards, and/or the standards of State and federal entities. Specific methodology for select topics is addressed as follows.

- *Aesthetics (ICF with input from D&B).* D&B and ICF will analyze impacts on visual resources following standards of professional practice for aesthetic analysis. The key potential impacts associated with the General Plan Update include the change in visual character and increased nighttime lighting, which will be assessed at a qualitative level relative to the existing conditions.
- *Air Quality and Greenhouse Gas (ICF).* Construction-related emissions associated the General Plan Update will be evaluated qualitatively based on guidance provided by the Bay Area Air Quality Management District (BAAQMD), and will also include the identification of construction-related mitigation measures recommended by the BAAQMD. Operational impacts associated with growth from the General Plan Update will be evaluated by determining whether it is consistent with the most recently adopted Air Quality Plan prepared by the BAAQMD, as well as with their recommended analysis thresholds. ICF will qualitatively evaluate potential health risks associated the General Plan Update, which includes an evaluation of exposure of new sensitive receptors proposed under the General Plan Update to existing and plan sources of toxic air contaminants (TACs) and PM2.5. In addition, ICF will collaborate with D&B to develop goals, policies, and objectives to minimize potential health-related impacts. This scope does not include a dispersion modeling analysis of TAC and PM2.5 emissions. ICF will also identify locations of odor sources within the city and collaborate with D&B to develop goals, policies, and objectives to minimize potential odor impacts.

The City of Napa has not adopted a qualified greenhouse gas (GHG) plan consistent with the tiering criteria outlined in State CEQA Guidelines Section 15183.5 or by BAAQMD. The City did adopt a Sustainability Plan in 2012 that outlines numerous voluntary actions to reduce emissions, but this plan is not qualified for tiering. Thus, consistent with the requirements of CEQA, ICF will quantify, to the extent feasible, the amount of GHG emissions resulting from buildout of the General Plan Update. ICF will identify appropriate thresholds of significance to evaluate GHG impacts consistent with BAAQMD guidance, statewide reduction targets, relevant case law, and other established thresholds that are supported by substantial evidence. Construction-related GHG emissions associated the General Plan Update will be evaluated qualitatively based on guidance provided by the BAAQMD. An estimate of operational emissions associated with General Plan Update buildout conditions will be developed using accepted models and protocols and compared to existing conditions and buildout of the existing General Plan. The analysis will also include a discussion of consistency with relevant reduction plans, including reference to and incorporation of actions and measures within the City's Sustainability Plan, where applicable. ICF will collaborate with D&B and the City to develop goals, policies, and objectives

that can be incorporated into the General Plan to minimize potential GHG impacts, as necessary. If the City desires, D&B and ICF could instead prepare a Climate Action Plan under separate scope and budget for the City, which could be made part of the General Plan, and would provide CEQA tiering coverage as well for subsequent projects.

- *Biological Resources (ICF)*. ICF will assess the potential for impacts to special-status species, wetlands and other biological resources as a result of the General Plan Update, including short and long-term impacts from construction, operation, and other aspects of implementation of the proposed planning policies and land use changes. After conducting background research and a reconnaissance-level pedestrian survey, ICF will evaluate the program's impacts on identified biological resources. The analysis will be qualitative in nature, and will rely upon the findings of the reconnaissance-level survey as well as existing sources of information including CDFW special-status species lists. No other biological resource surveys will be required to assess the condition of, presence, or absence of special-status species, potential habitats, or other biological resources and wetlands.
- *Cultural Resources, including archaeological resources and Native American sites (ICF with input from PT)*. ICF will peer-review the historic resources information provided by PT (Task 3), and incorporate relevant background information on historic resources into the Cultural Resources section. ICF will conduct an archaeological resources records review and archival research to identify any previously documented archaeological resources and archaeological resources studies that have previously occurred within the General Plan Update area. ICF will also contact the California Native American Heritage Commission and interested Native American Representatives to help identify any locations of concern to the local Native American community. ICF's geoarchaeologist will review geologic maps and historic topographic maps to determine which landforms within the General Plan Update area have the potential for as-yet undocumented buried archaeological resources. If the data are available, we will also use data from previously excavated geotechnical borings and archaeological studies to corroborate the findings of the study. ICF will also review existing literature to determine potential for paleontological resources in the City of Napa.
- *Geology & Soils (ICF)*. ICF will identify geologic, soils, and seismic hazards based on information in the updated Safety Element and public agency mapping, including soils hazards from Natural Resources Conservation Service and seismic hazards from U.S. Geological Survey.
- *Hazards & Hazardous Materials (ICF)*. ICF will identify impacts associated with implementation of policies and programs in the general plan update resulting from hazardous materials, hazardous waste, hazardous conditions resulting from potential development near the Napa County Airport, or wildfire.
- *Hydrology & Water Quality (ICF with input from WY)*. ICF will prepare a detailed discussion of impacts to hydrology and water resources associated with the General Plan Update. The section will address the potential for increased runoff as a result of buildout of the General Plan Update, and any related impacts to drainage systems in the city and downstream. The existing storm system

- infrastructure will be considered, as well as the identified floodplains. All relevant current and proposed flood control actions that affect the City in any capacity will be summarized. Risks to people or structures as a result of construction within the identified floodplains will also be addressed. A qualitative water quality analysis will also be included and will consider sources and types of pollutants based on the proposed land uses. Impacts both within the city and the region downstream will be addressed.
- *Land Use & Planning (ICF with input from D&B)*. ICF and D&B will summarize information on existing land uses and applicable plans and ordinances affecting land uses in the regulatory and environmental setting sections. This section will analyze the General Plan Update and its potential impacts on land use and planning, based on estimates of the level of development that may reasonably be expected to result.
  - *Noise and Vibration (ICF)*. ICF will identify and describe noise-sensitive land uses and noise sources in the city based on information from the Noise element, aerial photography, and land use mapping. Noise contours will be incorporated from the Noise Element to provide appropriate context for the reader. The section will also describe the City's noise standards in the General Plan Update Health and Safety Element and noise ordinance. Existing noise conditions in the City will be characterized with a community noise survey and noise modeling. The community noise survey will involve six short-term (10 to 15 minute) and three long-term measurements (continuous 24-hour measurements over two days). Existing noise from the Napa Wine Train operations will be characterized using information from existing studies or modeling using the Federal Transit Administration (FTA) and the Federal Railroad Administration (FRA) noise models and rail operational data provided by the City. Existing noise from aircraft overflights at the Napa County Airport will also be evaluated using the airport's land use compatibility plan, information from Napa County's General Plan and/or information from the City's updated Noise Element. Construction noise impacts associated with the General Plan Update will be evaluated at a general level using guidance recommended by the U.S. Department of Transportation. Existing traffic noise and potential changes associated with the General Plan Update will be evaluated along up to 40 roadway segments using the TNM and traffic data provided by DKS. Potential exposure of new noise sensitive land uses to noise from traffic and stationary sources will also be evaluated if the noise environment would worsen substantially with build-out of the General Plan.
  - *Population & Housing (ICF with input from D&B)*. ICF will use information provided by D&B to assess current housing stock and population distribution in the City of Napa as well as population trends and will be compared to regional growth forecasts in the Napa County Transportation & Planning Agency's 2035 Regional Transportation Plan. ICF and D&B will identify potential impacts that would result from policy or program implementation, especially those with potential to increase employment and thus induce population growth and displace substantial numbers of housing units or people.
  - *Public Services (ICF with input from D&B)*. ICF and D&B will identify public services

such as schools, police facilities, fire-fighting facilities, libraries in the City of Napa. ICF and D&B will work with local service providers to identify potential effects related to existing capacity as a result of policy implementation and General Plan buildout.

- *Recreation (ICF with input from D&B).* ICF and D&B will identify parks and recreational facilities in the City of Napa. ICF and D&B will any identify potential for increased use of these facilities beyond planned use, or increased need for additional parks or recreational facilities beyond those already planned.
- *Traffic & Circulation (ICF with input from DKS).* ICF will summarize information provided by DKS as part of the traffic and transportation assessment in Tasks 3 and 7-C. ICF will summarize the study area within which impacts could reasonably be expected, and describe the traffic, transit, and non-motorized impacts of the No Project and the Buildout scenarios as provided by DKS.
- *Utilities (ICF with input from WY).* ICF will incorporate information provided by WY regarding existing utility providers, system capacity, and improvement plans for electricity, gas, water supply, wastewater treatment, storm water treatment, and solid waste management in the City of Napa into this section. ICF will identify potential impacts that would result from policy or program implementation related to utilities and service systems, including whether the General Plan Update could trigger the expansion or construction of other new infrastructure or facilities, based on the infrastructure needs assessment and related information provided by WY.

In addition to these issues, the following CEQA-mandated topics will be addressed:

- Any significant irreversible environmental changes that would be involved in the GP should it be implemented;
- Unavoidable significant impacts of the GP;
- Cumulative impacts of the GP;
- Consistency of the proposed GP with Regional Plans;
- Potential growth-inducing aspects of the GP; and
- Identification of potential alternatives to the GP Preferred Land Use Plan. Up to three alternatives, in addition to the “No Project–No Build” Alternative, will be evaluated. The scope of the alternatives will be developed in consultation with the City. The evaluation of alternatives will consist of a qualitative comparative analysis of alternatives to the proposed GP.

The City will combine its comments into a single document, providing specific and non-contradictory comments. ICF will revise the document as necessary to address City comments. This scope and cost estimate anticipates 2 rounds of City review of the ADEIR. Additional rounds of review of the ADEIR by the City and GP Team members can be conducted under an augment to ICF’s cost estimate.

*Assumptions:* Assuming that the General Plan would not convert agricultural land including vineyards to urban uses, agricultural and forestry resources will not be impacted as a result of the planning policy and land use changes proposed as part of this General Plan update. Agriculture and forestry resources CEQA topics will be

dismissed from further analysis through the scoping process.

- E. **Draft EIR (ICF).** Upon review and comment on the Administrative Draft EIR (DEIR) by City staff, the DEIR will be revised and a screencheck prepared for City staff to confirm that the DEIR is ready for distribution. This scope assumes that ICF will provide electronic copies of all materials to the City, and ten hard copies and up to 25 CDs/thumb drives of the Draft EIR (including about 15 that will need to be sent to State Clearinghouse), and that the City will be responsible for printing of any needed additional copies of the DEIR, distributing the DEIR to the State Clearinghouse and undertaking the necessary notification procedures.
- F. **Notice of Completion (ICF).** ICF will prepare an electronic copy of the Notice of Completion (NOC) to accompany the required copies of the DEIR to the State Clearinghouse. ICF assumes that one round of City review and comment on the NOC will be required and that the City will provide the hardcopy of the NOC along with the DEIR to the State Clearinghouse.
- G. **Notice of Availability (ICF).** ICF will prepare an electronic copy of the Notice of Availability (NOA) of the DEIR for filing with the Napa County Clerk/Recorder. ICF assumes that one round of City review and comment on the NOA will be required. The City will be responsible for adequately satisfying all filing and noticing requirements associated with the NOA in the manner required under CEQA and/or other applicable regulations.
- H. **Planning Commission Public Hearing (D&B, ICF).** D&B and ICF will prepare a presentation for and attend a public hearing on the Draft EIR and the Draft General Plan. Up to four staff (two each from D&B and ICF) will attend the public hearing.
- I. **Response to Comments (D&B, ICF, DKS, WY).** Upon close of the public review period, ICF will delineate and prepare responses to public and agency comments received regarding the DEIR. This scope and cost estimate assumes up to 124 hours of staff time will be required for this task. Work efforts related to this task in excess of the time identified this scope and cost estimate will be billed on a time/materials basis. DKS will be responsible for drafting responses to comments related to transportation.
- J. **Mitigation Monitoring and Reporting Program (ICF).** If mitigation measures are identified in the DEIR, ICF will prepare a mitigation monitoring and reporting program (MMRP) that includes the full text of all mitigation measures provided in the EIR. ICF will collaborate with City staff to identify and confirm appropriate roles, responsibilities, and implementation timeframes, and will include this information with each mitigation measure. ICF assumes that one contact person at the City will provide the necessary information regarding roles, responsibilities and implementation timeframes, and that one round of City review and comment of the MMRP will be required.
- K. **Administrative Final EIR (ICF).** Following a review of public comments received on the DEIR, ICF will prepare an Errata sheet documenting any necessary refinements or corrections of the DEIR materials. The responses to public comments will be compiled into a separate document, and will include a summary of all persons, organizations and agencies that commented on the DEIR. The Errata sheet, along with the response to comments volume and DEIR will constitute the Administrative Final EIR. ICF assumes that one round of City review and comment of the

Administrative Final EIR will be required.

- L. **Final EIR (ICF).** Upon review and comment on the Administrative Final EIR (FEIR) by City staff, the FEIR will be revised and a screencheck prepared for City staff to confirm that the FEIR is ready for circulation. This scope assumes that ICF will provide electronic copies of all materials to the City, and ten hard copies and up to 25 CDs/thumb drives of the Final EIR, and that the City will be responsible for printing of the FEIR.
- M. **Findings and Statement of Overriding Considerations (ICF).** If the DEIR identifies one or more significant impacts, ICF will prepare a Findings of Fact (FOF). In the event that the DEIR also identifies one or more significant and unavoidable impacts, ICF will also prepare a Statement of Overriding Considerations (SOC). ICF assumes that one round of City review and comment on the FOF and SOC will be required.
- N. **Notice of Determination (ICF).** ICF will prepare an electronic copy of the Notice of Determination (NOD) and provide to the City for review. ICF assumes that one round of City review and comment on the NOD will be required, and that the City will be responsible for posting the NOD with the Napa County clerk.

<i>Meetings</i>	<i>Products</i>
Scoping Meeting Planning Commission (1)	Notice of Preparation Administrative Draft EIR Draft EIR and Technical Appendices Notice of Completion Notice of Availability Administrative Draft Final EIR Final EIR Findings and Statement of Overriding Considerations Notice of Determination

**TASK 8: HEARINGS AND ADOPTION**

*Objective: The objective of this task is to conduct public review and successfully take the Draft General Plan and related environmental documentation through the public hearing process. Following public review by the City Council, documents will be revised to incorporate specific text and diagram changes made by the City Council at adoption, if any.*

- A. **Public Hearings (D&B).** The draft General Plan will be presented at hearings before the Planning Commission and City Council. It is assumed that two meetings are required at both the Planning Commission and City Council. We will closely coordinate with City staff prior to the hearings to ensure that our presentations respond to specific questions and issues likely to be encountered during the hearings.
- B. **Prepare City Council-Approved Plan Update (D&B).** Following adoption, we will

prepare the final versions of the General Plan, incorporating the final direction from the City Council. The City will be provided with twenty full-color hard copies of the final documents, as well as electronic versions suitable for posting on the City’s website.

<i>Meetings</i>	<i>Products</i>
Planning Commission Hearings (2) City Council Hearings (2)	Hearing Draft General Plan Adopted General Plan

## Scope of Work/Budget Assumptions

The Scope of Work and Budget are based on the following assumptions:

- *Meeting Attendance.* The budget assumes attendance at meetings as shown in the Scope of Work. Meetings with City staff will occur as needed throughout the planning process during Consultant’s visit to Napa for other meetings, or over the phone (except for the in-person kickoff meeting). All meetings are assumed to be attended by Dyett & Bhatia, with sub-consultant attendance as noted or as required. Costs of additional meeting attendance would be on a time and materials basis if requested; such costs are not included within the guaranteed maximum fee.
- *Consolidated Comments and Direction.* Unless otherwise noted in the Scope of Work, City staff will provide a single set of consolidated, non-conflicting comments on the review drafts of all documents. Unless otherwise specified in the Scope of Work, each product will be finalized following one round of staff review; additional iterations and reviews will be considered additional service.
- *Final EIR Effort.* Because the effort to prepare the Final EIR (Response to Comments on the Draft EIR) is not predictable in advance, our budget assumes that 160 hours of Consultant team time (124 hours of ICF staff and 36 hours of other team members) will be sufficient for this task.
- *Presentations, Agendas, Meetings Summaries.* Dyett & Bhatia will prepare agendas, handouts, presentations, and meetings summaries for all public meetings. D&B will also prepare agendas and presentations for all decision-maker meetings that we attend. As all decision-maker meetings are structured around review of products, these products would be forwarded to City staff in advance of the meetings; Dyett & Bhatia would not be responsible for preparing actual staff reports accompanying the documents. Meeting summaries will be brief recaps of topics discussed and will not constitute actual meeting minutes.
- *Electronic Files.* One electronic file of all documents will be provided in PDF via email or file transfer service, in high-resolution print format, and lower- resolution web-compatible format, as appropriate. D&B will also provide native electronic files

of all documents created by the consultant team upon completion of the project – these may be in Word or for graphic-intensive documents, in Adobe InDesign. Maps will be provided in Illustrator or ArcGIS format, depending on native format.

- **Printed Documents.** The City shall assume responsibility for printing all standard meeting materials (agendas, packets, draft documents, etc.). Our budget includes costs for printing workshop materials (e.g. large format maps, handouts, etc.). We will provide printed and bound copies of the following draft and final products. Additional printed copies of any other product (e.g. additional copies of the EIR) can be provided for additional cost.
  - Public Review Draft General Plan: 15 copies [SEP]
  - Adopted General Plan: 20 copies
  - Draft EIR: 10 copies; up to 25 CDs/thumb drives
  - Final EIR: 10 copies; up to 25 CDs/thumb drives [SEP]
- **EIR Filing Fees.** The City will be responsible for paying all EIR filing fees; these are not included in the budget. [SEP]
- **Travel Expenses and Other Direct Costs.** The budget includes direct costs related to the project, including travel expenses, in-house printing costs, and other similar reimbursable items. These will be billed at cost (i.e., without any mark-up). [SEP]
- **Reallocation by Task/Subconsultant.** Dyett & Bhatia reserves the right to reallocate budget by task or consultant team member, provided the overall project budget is not affected. [SEP]
- **Increased Costs Due to Delay and Suspension.** Should the project extend for more than three years for no fault of consultant, the budget for remaining work would be adjusted to account for change in costs/billing rates (based on change in the San Francisco CPI). Should the project be suspended for longer than three months for no fault of consultant, the City and consultant will confer if additional re-start costs are necessary. [SEP]



# Proposed Schedule

## City of Napa General Plan Update & EIR

April 4, 2018

