



# County of Santa Barbara Planning and Development

Glenn S. Russell, Ph.D., Director

Dianne Black, Assistant Director

## NOTICE OF PREPARATION/SCOPING MEETING

**TO:** State Clearinghouse  
Governor's Office of Planning and Research  
1400 Tenth Street  
Sacramento, CA 95812

**FROM:** Dana Eady, Senior Planner  
County of Santa Barbara  
624 W. Foster Road, Suite C  
Santa Maria, CA 93455

**SUBJECT: Notice of Preparation of a Draft Environmental Impact Report/Scoping Meeting**

**PROJECT NAME:** Oak Hills Estates Project

**PROJECT LOCATION:** The project is located on Oak Hill Drive in Vandenberg Village. The site is identified as APN 097-371-010, Vandenberg Village area of Lompoc, Santa Barbara County

**PROJECT CASE NOS.:** 15TRM-00000-00001, 15RZN-00000-00002, 15DVP-00000-00001

**PROJECT APPLICANT:** David Swenk of Urban Planning Concepts, agent for Oak Hills Estates, LLC, owner.

The County of Santa Barbara will be the Lead Agency and will prepare an environmental impact report for the project identified above. We need to know the views of your agency as to the scope and content of the environmental information which is germane to your agency's statutory responsibilities in connection with the proposed project. Your agency will need to use the EIR prepared by our agency when considering your permit or other approval for the project. The project description, location and the potential environmental effects are contained in the attached RFP/Scoping Document.

A Scoping Meeting has been scheduled to occur at **5:00 p.m. on December 3, 2015 in the Santa Barbara County Public Works Department conference room located at 620 W. Foster Road, Santa Maria, CA 93455.** The Scoping Meeting discussion will be limited to environmental concerns, the focus of the environmental document, potential mitigation measures and potential alternatives to the project. The RFP/Scoping Document provides a list of potential project environmental impacts identified by P&D staff and will be used as a starting point for discussion during the meeting. Other environmental concerns may be raised by the public at this meeting. P&D staff encourages your participation in this process; please pass on this information to others you feel would be interested in attending this meeting.

**Note: The County of Santa Barbara CEQA Guidelines provide that if the applicant requests to review the Administrative Draft EIR (ADEIR), the document must be made**

*NOP/Scoping Meeting  
Oak Hills Estates Project  
Case Nos. 15TRM-00000-00001, 15RZN-00000-00002, 15DVP-00000-00001  
November 23, 2015  
Page 2*

**available to members of the public. The Scoping Meeting provides an opportunity for public members to notify staff so they may be contacted should the applicant request to review the ADEIR.**

Due to the time limits mandated by State law, your response must be received at the earliest possible date but not later than 30 days after receipt of this notice.

**Please send your response along with the name of a contact person in your agency to:**

Zoraida Abresch, Supervising Planner  
624 W. Foster Rd. Suite C  
Santa Maria, CA 93455

Date: **November 23, 2015** Planner: Dana Eady, Senior Planner  
Division: Development Review  
Telephone: (805) 934-6266

cc: Clerk of the Board (please post for 30 days)

Attachment: Attachment A - RFP/Scoping Document

## ATTACHMENT A

### Request for Proposal / Scoping Document

November 23, 2015

RE: Preparation of an Environmental Impact Report (EIR) for the proposed:  
Oak Hills Estates Project located on Oak Hill Road in the Lompoc Area  
Case Nos. 15TRM-00000-00001, 15RZN-00000-00002, 15DVP-00000-00001  
APN: 097-371-010

#### **PROPOSAL DEADLINE: December 22, 2015**

The County of Santa Barbara intends to engage the services of a consultant to prepare an Environmental Impact Report (EIR) for the proposed Oak Hills Estates project in Lompoc. A proposal for the accomplishment of this task is invited. The proposal should provide your firm's proposed methodology, detailed task breakdown (issue area), qualifications for performing each task, time and percentage of total cost allocated to each task, and schedule. County planning staff will review your proposal with the applicant and select the firm that seems most responsive based on the criteria described below.

#### **Project Site Information**

The subject parcel is located on the north side of Oak Hill Drive in the Vandenberg Village area. Adjacent development consists of single family residences to the east, and higher density residential development (condominiums) to the southwest across Oak Hill Drive. The Burton Mesa Ecological Reserve borders the site to the north and west. The subject parcel is constrained for development due to its location adjacent to the Burton Mesa Ecological Reserve, topographical features, and existing biological resources on the site. The majority of the parcel contains sensitive native vegetation consisting of Central Maritime Chaparral, including La Purisima Manzanita, and approximately 360 coast live oak trees located on the western portion of the property. An ephemeral drainage bisects the parcel from north to south.

## **Vicinity Map**



## **Background Information**

The proposed project site has been the subject of numerous permit applications dating back to 1988. At that time, the owner of the property proposed to rezone the site from RR-10 to DR-4.6 and to subdivide the 16.87 acre lot into 32 residential lots to develop 66 residential units (32 single family residences, and 34 stacked condominium units), with one lot for common open space. As a result of the significant and unavoidable environmental impacts resulting from the originally proposed project, the owner elected to revise the project description to rezone the site to a lower density of DR 1.8, and to subdivide the parcel into 23 lots consisting of 21 residential lots, one lot for common open area, and one lot for a Burton Mesa Chaparral Preserve area. This project was presented conceptually to the Planning Commission on May 24, 2006. Following this hearing, the property owner elected to not move forward with the required environmental review process, and the applications were subsequently withdrawn.

## **Proposed Project Description**

The proposed project is a request by David Swenk of Urban Planning Concepts, agent for the owner, Oak Hills Estates, LLC, for approval of a Rezone, Vesting Tentative Tract Map, and Final Development Plan to subdivide a 16.88 acre lot (APN 097-371-010) into 30 lots consisting of 29 lots for the development of single family residences, and one common open space/HOA owned lot. The proposed project involves the following discretionary applications described below:

**Rezone:** A rezone from RR-10 (Residential Ranchette, 10 acre minimum parcel size) to DR 1.8 (Design Residential, 1.8 units per acre).

**Vesting Tentative Tract Map:** A Vesting Tentative Tract Map (TM 14,180) to subdivide a 16.88 acre lot (APN 097-371-010) into 30 lots consisting of 29 lots for the development of single family residences, and one common open space/HOA owned lot. The lots would range in size from 9,725 sq. ft. to 14,714 sq. ft. The open space lot would be approximately 9.86 acres and would consist of natural open space, drainage features and private roads. The proposed parcels are described as follows:

Vesting Tentative Tract Map (TM 14,180)					
Lot Number	Lot Area (sf)	Lot Number	Lot Area (sf)	Lot Number	Lot Area (sf)
1	14,837	11	10,414	21	12,559
2	9,330	12	10,356	22	10,419
3	10,159	13	10,256	23	10,457
4	9,838	14	11,506	24	10,792
5	10,633	15	14,227	25	10,595
6	10,779	16	11,118	26	10,734
7	10,831	17	10,612	27	10,966
8	11,058	18	10,354	28	10,494
9	11,228	19	10,613	29	12,129
10	10,962	20	12,102	30	415,029
				Open Space	

**Development Plan:** A Final Development Plan for the development of 29 market rate single family residences, associated infrastructure, open space areas, two access drives, and onsite detention basins. Single family residences would range in size from approximately 2,400 sq. ft. to 3,200 sq. ft. and would be single story with a maximum height of 18 feet. The Development Plan would include Design Guidelines with requirements for the architectural design of the homes. The development would be split in to two areas separated by the existing ephemeral drainage bisecting the property. The ephemeral drainage would be undisturbed and located within the common open space lot. Development of the tract includes the installation of landscaping, installation of roads and utilities, and an open space management plan for the common open space areas that would be dedicated to the County. Common area landscaping is provided in disturbed areas outside the private lots and along slopes of Oak Hill Drive.

The tract would be developed in three phases as annotated on the tentative tract map. Phase I would consist of all necessary infrastructure build-out of the project including access drives and utilities along with build-out of Lots 1-6, and 14-18. Phase II would consist of the necessary improvements to develop Lots 7-13 and 19-21. Phase III would consist of the necessary

improvements to develop Lots 22-29. The applicant may choose to incorporate some or all elements of phasing into other phases depending on economic feasibility.

Open Space and Amenities: The project is designed to provide for a contiguous open space area adjacent to the Burton Mesa Ecological Reserve that surrounds the development. Approximately 9.53 acres of the site would be dedicated as common open space area (56.5% of the site) managed by the Home Owner's Association. Of this area, 0.72 acres would constitute basin and bio-swale areas, and approximately 7.31 acres would constitute un-fragmented habitat (43.3% of the site) area. The habitat within the open space area includes a mixture of primarily maritime chaparral and oak woodlands, as well as coyote brush scrub. Approximately 19 oak trees and 6.22 acres of chaparral habitat have the potential to be removed or impacted as a result of the proposed project. Mitigation for impacts to oak trees and chaparral habitat would be accomplished together within on and off-site areas. A Habitat Management and Restoration Plan has been developed to provide measures for the restoration, protection, and enhancement of onsite oaks and chaparral habitat. Off-site habitat mitigation would be completed on adjacent lands managed by the Vandenberg Village Community Services District. A private trail would be provided for residents of the subdivision within the open space area.

Affordable Housing: The applicant would comply with the County's Inclusionary Ordinance by paying in-lieu fees for affordable housing.

Grading and Drainage: Grading for the project has been designed to minimize impacts and preserve existing onsite sensitive native vegetation to the maximum extent feasible. Lots would be developed in a manner that minimizes grading by utilizing grading and construction techniques that conform to the natural terrain and vegetation in lieu of pad grading techniques such as stem wall and pier and grade beam construction. Preliminary estimates anticipate approximately 3,800 cubic yards of cut and 900 cubic yards of fill for the entirety of the project. Three onsite detention basins are proposed.

Access and Parking: Access to lots 1-21 would be provided by two new 20 foot wide (2 foot shoulders) private drives intersecting Oak Hill Drive. Access to lots 22-26 would be provided by a new 20 foot wide (20 foot shoulders) private drive accessed from Oak Hill Drive. Lots 27-29 would be accessed directly from Oak Hill Drive. Parking for the residences would be provided within garages or driveways. Additional on street parking would include 21 spaces on Road A, and 8 spaces on Road B.

Services: Water and sewer service would be provided by the Vandenberg Village Community Service District. Electrical service would be provided by PG&E. Gas service would be provided by SOCAL Gas, and digital services by Comcast.

## **EIR Scope of Work**

### **Objectives**

The primary objective of this process is the preparation of an EIR under the California Environmental Quality Act (CEQA) to meet the legal requirements of a complete, adequate, and objective report of the proposed project's environmental consequences. This report is to serve as an informational document for the public and County of Santa Barbara decision-makers. The process will culminate with a hearing during public review of the Draft EIR followed by a hearing before the Planning Commission and Board of Supervisors to consider certification of the Final EIR and a decision on the proposed project.

It should be noted that a substantial amount of background information is available and Technical Studies have been prepared at the direction and expense of the applicant. Therefore, it is expected that the EIR consultant, as part of the EIR process, will review background material and provide "Peer Review" of the Technical Studies. It is not anticipated that the consultant would have to prepare any new or additional reports other than the EIR that is the subject of this Request for Proposals. The Technical Studies are as follows:

- Archaeology: Peer review the attached Archaeological Resources Report (Dudek, May, 2015).
- Traffic & Circulation: Peer review the attached Traffic and Circulation Study (Stantec (formerly Penfield & Smith) dated January 29, 2015).
- Drainage: Peer review the attached Preliminary Drainage Report (RRM Design Group, February, 2015).
- Geotechnical: Peer review the attached Geotechnical Investigation Report (GSI Soils Inc., dated January 9, 2015).
- Biology: Peer review the attached Open Space Management Plan (Rincon Consultants, May 2015) and Biological Resources Assessment (Rincon Consultants, May, 2015).
- Aesthetics: Peer review the attached Oak Hills Estates Design Guidelines.

### **EIR Issue Areas**

The prospective EIR consultant must propose a Scope of Work for a Project EIR that, at a minimum, includes the following impact areas. Each impact area warrants an objective and systematic discussion that identifies the setting, thresholds, impacts and, where the impact is potentially significant, the mitigation measures that are available to avoid or reduce the impact.

## **Potential Class I (Significant and Unavoidable Impacts)**

### **Aesthetics/Visual Resources**

The project site is located adjacent to existing developed portions of northern Vandenberg Village. The majority of the parcel contains sensitive native vegetation consisting of Central

Maritime Chaparral, including La Purisima Manzanita, and approximately 360 coast live oak trees located on the western portion of the property. An ephemeral drainage bisects the parcel from north to south.

The County's Visual Aesthetics Impact Guidelines classify coastal and mountainous areas, the urban fringe, and travel corridors as "especially important" visual resources. A project may have the potential to create a significantly adverse aesthetic impact if it would impact important visual resources, obstruct public views, remove significant amounts of vegetation, substantially alter the natural character of the landscape, or involve extensive grading visible from public areas.

The project has the potential to alter public views and may result in a substantial change in the aesthetic character of the area. The EIR must focus on the changes being proposed and identify what, if any, specific mitigation measures may be required to avoid or reduce the project's visual impacts.

### **Biological Resources**

According to a Biological Resources Assessment completed for the proposed project (Rincon Consultants, Inc., January, 2015), the project has the potential to result in direct impacts to special status plant and animal species. Specifically, the project would result in the removal of approximately 6.22 acres of Central Maritime Chaparral, and 70 coast live oak trees.

In order to mitigate for the removal of chaparral and oak tree habitats, approximately 7.39 acres of the site containing Central Maritime Chaparral and Coast Live Oak trees would be preserved onsite within the common open space area. An additional 3.93 acres of Central Maritime Chaparral and 700 Coast Live Oak trees would be restored offsite (Open Space Management Plan, Rincon Consultants, Inc., January, 2015).

Special status animal species which have the potential to be directly impacted by the proposed project include the coast horned lizard and silvery legless lizard, American badger, Western red bat, Western Spadefoot Toad, and Coast Patch-nosed snake. Impacts to special status animal species would need to be analyzed in the EIR prepared for the project. The EIR must independently evaluate and explain the project's impact to biological resources. If there are potential impacts or mitigation measures that are not included in the Biological Assessment they must be presented in the EIR.

### **Groundwater Resources**

Water service for the proposed project would be provided by the Vandenberg Village Community Services District (VVCSD) which pumps its water from the Lompoc groundwater basin. This basin is generally located between the Lompoc hills and the Santa Rita hills on the south and the Purisima hills to the north. The EIR must independently evaluate and explain the project's impacts to the Lompoc groundwater basin as well as evaluate the Preliminary Drainage Report (RRM Design Group, February, 2015) completed for the proposed project.



A significant water quality impact is presumed to occur if the project:

- Is located within an urbanized area of the county and the project construction or redevelopment individually or as a part of a larger common plan of development or sale would disturb one (1) or more acres of land;
- Increases the amount of impervious surfaces on a site by 25% or more;
- Results in channelization or relocation of a natural drainage channel;
- Results in removal or reduction of riparian vegetation or other vegetation (excluding non-native vegetation removed for restoration projects) from the buffer zone of any streams, creeks or wetlands;
- Is an industrial facility that falls under one or more of categories of industrial activity regulated under the NPDES Phase I industrial storm water regulations (facilities with effluent limitation; manufacturing; mineral, metal, oil and gas, hazardous waste, treatment or disposal facilities; landfills; recycling facilities; steam electric plants; transportation facilities; treatment works; and light industrial activity);
- Discharges pollutants that exceed the water quality standards set forth in the applicable NPDES permit, the Regional Water Quality Control Board's (RWQCB) Basin Plan or otherwise impairs the beneficial uses of a receiving water body;
- Results in a discharge of pollutants into an "impaired" water body that has been designated as such by the State Water Resources Control Board or the RWQCB under Section 303 (d) of the Federal Water Pollution Prevention and Control Act (i.e., the Clean Water Act); or
- Results in a discharge of pollutants of concern to a receiving water body, as identified by the RWQCB.

### **Probable Class II (Potentially Significant but Mitigable Impacts)**

**Transportation/Circulation** – The EIR Consultant must independently evaluate the Traffic and Circulation Study (Stantec (formerly Penfield & Smith) dated January 29, 2015) prepared for the proposed project to ensure that any traffic related impacts have been reduced to less than significant.

**Fire Protection** – The proposed project would introduce additional development within a designated high fire hazard area of the County. The proposed project is not expected to have a discernible effect on fire hazards and would be required to meet all fire department requirements including but not limited to access and water supply.

**Land Use** – The EIR consultant must independently evaluate the proposed project to ensure that it would not cause a physical change that would conflict with adopted environmental policies or regulations.

**Public Facilities** -- The proposed project would not involve the need for new public facilities or services or have a significant impact on existing police protection or health care services. Existing service levels would be sufficient to serve the proposed project. The proposed project has the potential to generate solid waste in excess of County thresholds.

### **Probable Class III (Less than Significant) Impacts**

Section 15060 of the State CEQA Guidelines states: *“In the absence of an initial study, the lead agency shall still focus the EIR on the significant effects of the project and indicate briefly its reasons for determining that other effects would not be significant or potentially significant.”*

**Agricultural Resources** – The project site is not located within an agricultural zone district and has not historically been used for agricultural purposes.

**Air Quality** - Chapter 5 of the Santa Barbara County Environmental Thresholds and Guidelines Manual (as amended in 2006) addresses the subject of air quality. The thresholds provide that a proposed project will not have a significant impact on air quality if operation of the project will:

- Emit (from all project sources, mobile and stationary), less than the daily trigger for offsets for any pollutant (currently 55 pounds per day for NO<sub>x</sub> and ROC, and 80 pounds per day for PM<sub>10</sub>);
- Emit less than 25 pounds per day of oxides of nitrogen (NO<sub>x</sub>) or reactive organic compounds (ROC) from motor vehicle trips only;
- Not cause or contribute to a violation of any California or National Ambient Air Quality Standard (except ozone);
- Not exceed the APCD health risk public notification thresholds adopted by the APCD Board; and
- Be consistent with the adopted federal and state Air Quality Plans.

No thresholds have been established for short-term impacts associated with construction activities. However, the County’s Grading Ordinance requires standard dust control conditions for all projects involving grading activities. Long-term/operational emissions thresholds have been established to address mobile emissions (i.e., motor vehicle emissions) and stationary source emissions (i.e., stationary boilers, engines, paints, solvents, and chemical or industrial processing operations that release pollutants). According to the Air Pollution Control District’s screening table, a detached housing project of fewer than 96 units would likely not exceed the air quality thresholds.

**Cultural Resources** – A Phase I Cultural Resources Survey has been completed (Dudek, May, 2015) and no further testing is recommended.

**Energy** - The County has not identified significance thresholds for electrical and/or natural gas service impacts, and the proposed project would not involve a substantial increase in energy demand or the development of new energy sources.

**Noise** - Zoning regulations will limit the hours of construction to protect noise-sensitive receptors.

**Recreation** – The proposed project site is not located on or near any established recreational uses, including biking, equestrian or hiking trails, and the project would not impact the quality or quantity of existing recreational opportunities, either in the project vicinity or County-wide.

**Hazardous Materials/Risk of Upset** -- The proposed project would not involve the storage of unusual types or quantities of fuels, lubricants, or explosives and these aspects of the use would be regulated by the County Fire Department.

**Geology and Soils** - The proposed project would not result in excessive grading. As such, the proposed project would not result in impacts related to geological resources.

### **Cumulative Impacts**

The EIR must compile a list of other development projects occurring (in the review process or otherwise reasonably foreseeable) in the area (i.e. in the same watershed, road network, air basin, etc.) and disclose any areas in which “considerable” impacts could be cumulatively significant. In many cases, however, such as with air quality, the County Environmental Thresholds are designed to address both project-specific and cumulative impacts.

### **Project Alternatives**

The Project EIR shall provide a discussion of Alternatives to the Proposed Project as required by Section 15126.6 of the State CEQA Guidelines.

### **CEQA Findings**

The proposal should also include the preparation of draft CEQA Findings. The findings should include a Statement of Overriding Considerations, if necessary.

### **Consultant Services**

Consultant services will incorporate work in three basic areas: (1) project management; (2) environmental analysis; and (3) responding to public comments and participation in the document approval process. The project manager for the consultant will be expected to be available at all project-related meetings with county staff and all public presentations.

The proposal should provide for a minimum of three (3) meetings with county staff and three (3) public hearings on the project. The public hearings would include an environmental hearing during public review of the Draft EIR and the Final EIR and project hearings before the Planning Commission and Board of Supervisors. Where appropriate, consultant hearing presentations should include presentations by experts (i.e., staff specialists or sub-consultants).

## **Deliverables and Schedule**

Product deliverables and schedule requirements will include the following:

- Project description, environmental setting, and description of project alternatives - (within 10 working days after authorization to proceed).
  - Administrative Draft EIR - 5 copies (within 120 calendar days after work authorization).
  - Draft EIR - One “camera ready” reproducible hard copy, one reproducible and downloadable CD, and 50 bound copies (within 10 working days after receipt of County comments on Administrative Draft).
  - Administrative Final EIR - 5 copies (within 15 working days after receipt of comments on public review Draft).
  - Final EIR - One “camera ready” reproducible hard copy, one reproducible and downloadable CD, and 25 bound copies (within 10 working days after receipt of comments on Administrative Final EIR).
  - A copy of the draft and final document shall be submitted on disk compatible with Microsoft Word ‘07. All copies of the EIR must be double-sided, printed on recycled paper and spiral bound.

## **FORMAT AND CONTENT OF CONSULTANT WORK AND COST PROPOSAL**

You proposal should be submitted in sufficient detail to allow for a thorough evaluation and comparison, and should be as brief and concise as possible without sacrificing clarity.

A proposal should include the following information, in sectionalized format:

- Introduction - overall understanding of the project and approach; if joint venture, identify prime contractor and all subcontractors.
- Qualifications - Firm capabilities, brief history, recent experience, organizational structure, top management (similar information for each joint venture participant and subcontractors, and approximate percentage of contribution). Include the company type and tax identification or social security number.
- Personnel - Identification of project manager and background; organizational chart showing project manager, key personnel and all supporting staff to be assigned; brief resumes

highlighting relevant qualifications; personnel responsibilities, estimated hours and percentage of total hours.

- Study Methodology - Approach toward accomplishing work program; definition of each task including depth of analysis, methodology and data to be used in evaluating project impacts, presented in County EIR format. Specify where any original data would be gathered. Identify any recommended changes to the scope of work outline and basis for suggestions.
- Cost Summary - Itemized budget breakdown by task and issue area, of cost and estimated hours (total hours and project manager hours); salary, administrative and overhead expenses, profit, and indirect expenditures. Not-to-exceed cost must include 10% contingency.
- Schedule - Time frame for completing each task.

### **Submittal Procedures**

The proposal must be signed by an official authorized to commit the firm, along with a statement that the contents, including not-to-exceed cost, remain effective for a period of not less than sixty (60) days from the proposal due date. This signature is also considered to reflect concurrence with the County's Standard Contract provisions (see attached "Agreement for Services of Independent Contractor").

Five (5) copies of the Consultant Work and Cost Proposal must be submitted and received by this office no later than the time and date listed on the first page of this RFP. Hand-deliver or mail proposal to:

**Santa Barbara County Planning and Development  
Attn: Zoraida Abresch, Supervising Planner  
624 W. Foster Road, Suite C  
Santa Maria, CA 93455**

### **Selection Process**

Your proposal will be evaluated and awarded by County P&D staff (or the Santa Barbara County Board of Supervisors if over \$100,000). The applicant will be consulted during the evaluation process.

Criteria for consultant selection:

- Responsiveness to RFP; quality and creativity of proposal.
- Cost effectiveness and commitment to schedule, as time is of the essence.

- Experience of firm and personnel on similar projects.
- Qualifications of project manager and technical personnel.
- Firm's flexibility and willingness to work closely with County staff.

Interviews may also be required as part of the review process, if deemed necessary.

### **Additional Information**

- The project case file is available for review at Planning and Development.
- The County of Santa Barbara reserves the right to modify or cancel this Request for Proposals in part or in its entirety, and to accept or reject all proposals. The County reserves the right to negotiate with the selected consultant to make any necessary changes to the work program.
- Your response to this Request for Proposal will become the property of the County of Santa Barbara. All data, documents, and other products used or developed during the study will remain in the County domain upon completion of the project.
- Santa Barbara County's Standard Provisions for Purchase orders and the County's Standard Anti-Discrimination Clause will be specified in the contract.
- Santa Barbara County is concerned about the appearance of, or actual occurrence of, conflict of interest between a consultant project team and a project proponent or applicant. In order to exclude those firms with direct conflict, and to help identify an appearance of conflict, the following acknowledgement is to be provided in the proposal:

“No member of the contractor's team has a financial gain or an interest in the final outcome of the project.”

The consultant shall include this complete statement in a letter signed by a company representative authorized to commit such statements on the company's behalf.

- Upon negotiation of a contract, the method of payment will be established at no more than once monthly and will be based on satisfactory progress and the submission of invoices. The consultant proposal should specify preferred schedule of payment. P&D generally requires that partial payment of the not-to-exceed amount be contingent upon product delivery as follows:
  - 40% upon acceptance of the Administrative Draft EIR;
  - 20% upon acceptance of the Draft EIR;
  - 20% upon acceptance of the FEIR; and

- 20% upon satisfactory completion of all remaining contract duties, including public hearing attendance.

The final 20% of the not-to-exceed amount will under no circumstances be authorized for payment until all products and contract duties are completed satisfactorily.

- Environmental/planning consultants are required to comply with insurance requirements which are standard provisions of a Contract for Environmental Study.
- Workers Compensation Insurance. Consultant to provide workers compensation insurance for all its employees. Consultant to submit a certificate of insurance with the proposal to establish coverage, if such certificate is not already on file with Planning and Development.
- General and Automobile Liability Insurance. Consultant to provide not less than \$1,000,000 insurance for bodily injury and property damage claims as protection for consultant and County officers, agents and employees. Consultant to submit certificate of insurance with a copy of the endorsement, with the proposal to establish coverage, if such certificate is not already on file with Planning and Development.
- The contract will specify that consultant news releases or news interviews will be prohibited unless expressly authorized by the Director of Planning and Development.

A Notice of Preparation has been prepared and a public scoping meeting will be held on **Thursday, December 3, 2015 at 5:00 p.m. in the Santa Barbara County Public Works Department conference room located at 620 W. Foster Road, Santa Maria CA 93455.** Attendance at the scoping meeting will not have a bearing on the selection process; prospective consultants may attend but are not required to attend.

If you have questions about this request for proposal, please contact me at (805) 934-6266. We look forward to receiving your proposal.

Sincerely,



DANA EADY, SENIOR PLANNER  
DEVELOPMENT REVIEW DIVISION