



CITY OF WHEATLAND

CITY COUNCIL MEETING STAFF REPORT

November 28, 2023

SUBJECT: Consideration and Adoption of Resolution Authorizing Execution of Agreement with Interwest Consulting Group to Prepare the Wheatland General Plan Update.

PREPARED BY: Bill Zenoni, City Manager

Recommendation

Staff recommends that the Wheatland City Council consider adoption of a resolution authorizing execution of an agreement with Interwest Consulting Group to prepare the Wheatland General Plan Update at a cost not to exceed \$300,350.

Discussion and Background

All cities and counties in California are required to prepare a long-term comprehensive plan, known as a General Plan, to cover a wide range of issues to guide future growth. Among other things, General Plans are required to have following components or Elements: Land Use, Circulation, Housing, Conservation, Open Space, Noise, Safety, and Environmental Justice. The last comprehensive update to the Wheatland General Plan was in 2006.

The City of Wheatland was awarded funding for completion of the General Plan Update by multiple sources, including contributions from the Bishop Pumpkin Farm and Johnson Rancho (AKT Ranch), and the Federal American Rescue Plan Act of 2021 (ARPA). The purpose of this General Plan Update is to provide a comprehensive update of the 2006 Wheatland General Plan to reflect the City's current vision for its long-term growth and development. The comprehensive General Plan Update will include changes in designated land uses for some properties; continued use of land for agricultural production and agricultural tourism within city limits; updates to several circulation and transportation-related needs; updated plan for provision of utilities including water supply, storm water drainage, and wastewater collection and treatment. The General Plan Update is subject to CEQA, and an environmental analysis of these proposed changes will be prepared as part of the project.

On April 25, 2023, the Wheatland City Council provided direction to staff to release a Request for Proposals (RFP). During that meeting, the City Council also appointed two City Council members (Mayor Rick West and Councilmember Pamela Shelton) and two Planning Commission members to sit on a General Plan Update Ad-Hoc Committee that would interview

the consulting firms who submitted a response to the Request for Proposals. Two consulting firms, Interwest Consulting Group and Precision Civil Engineering Inc. submitted responses with proposals.

After review of the submitted proposals, the Council-appointed General Plan Update Ad-Hoc Committee hosted in-person interviews on September 20, 2023, and the Ad-Hoc Committee scored the consultants' answers, which resulted in ranking of the two potential consultants. The General Plan Update Ad-Hoc Committee ranked Interwest Consulting Group as first due to their depth of experience preparing General Plan Updates, understanding of the current issues facing Wheatland, and their proximity to Wheatland.

Therefore, staff and the Council-appointed General Plan Update Ad-Hoc Committee are recommending that Interwest Consulting Group be selected as the consultant to begin preparing the Wheatland General Plan Update. Interwest Consulting Group's statement of qualifications and the proposed Scope of Work for the project are attached (Attachment 1).

Fiscal Impact

The City or Wheatland received contributions from the Bishop's Pumpkin Farm and Johnson Rancho as well as grant funds from ARPA to prepare the General Plan Update. As a result, this action has no fiscal impact on the General Fund.

Attachment

1. Interwest Proposal

**WHEATLAND CITY COUNCIL
RESOLUTION NO. 44-23**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHEATLAND
AUTHORIZING EXECUTION OF AN AGREEMENT WITH INTERWEST CONSULTING
GROUP TO PREPARE THE WHEATLAND GENERAL PLAN UPDATE**

WHEREAS all cities and counties in California are required to prepare a long-term comprehensive plan, known as a General Plan; and

WHEREAS the City of Wheatland's current General Plan last underwent a comprehensive review in 2006, and while some of its elements have been updated since 2006, many have not, and a comprehensive update is needed; and

WHEREAS, on April 25, 2023, the Wheatland City Council directed staff to issue a Request for Proposals for consulting firms to prepare a comprehensive General Plan Update; and

WHEREAS proposals were received from two firms; and

WHEREAS, after a thorough review of all proposals received was completed by City staff and an Ad Hoc Committee comprised of two Wheatland City Council members and two Planning Commission members, it was determined that Interwest Consulting Group was the most qualified firm for this project.

NOW, THEREFORE, BE IT RESOLVED AND DETERMINED by the City Council of the City of Wheatland that the City Manager is authorized to execute an agreement with Interwest Consulting Group in an amount not to exceed \$300,350 for preparation of a comprehensive General Plan Update for the City of Wheatland.

* * * * *

PASSED AND ADOPTED by the City Council of City of Wheatland on this 28th day of October 2023, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

APPROVED:

Rick West, Mayor

ATTEST:

Lisa Thomason, City Clerk



INTERWEST

A SAFEbuilt COMPANY



CITY OF WHEATLAND

Proposal for General Plan Update Services



June 16, 2023

Maria Haro-Sullivan, MBA

Account Manager

408.316.1392

mharo-sullivan@interwestgrp.com

www.interwestgrp.com

Eric Norris, Principal Planner

Project Manager

530.574.4875

enorris@interwestgrp.com



Contents

| | |
|---|----|
| 01 Letter of Transmittal | 3 |
| 02 Firm History & Organization | 5 |
| 03 Qualifications of Project Team | 14 |
| 04 References & Project Experience | 24 |
| 05 Scope of Work, Approach & Deliverables | 25 |
| 06 Preliminary Budget & Billing Rates | 33 |
| 07 Legal Actions Against Firm | 34 |
| 08 Availability | 34 |
| 09 Appendix | 35 |

June 16, 2023

Jim Goodwin, City Manager
City of Wheatland
111 C Street
Wheatland, CA 95692
Via Email: jgoodwin@wheatland.ca.gov

Re: Proposal for General Plan Update Services

Dear Mr. Goodwin:

The City of Wheatland has established itself as a distinctive rural community in Yolo County, with a quaint small-town feel surrounded by agricultural uses and open space. Residents value Wheatland's scenic and natural beauty, as well as its top-notch municipal services. The community has benefited from thoughtful planning and measured implementation of its long-range plans.

This General Plan Update will allow the community to bring the General Plan up to date with current issues; to discuss and address issues relating to housing, roadway/traffic improvements; and to reassess the community's vision in the current General Plan in light of the experience gained since the current Plan was prepared.

The Interwest Team is pleased to submit this proposal to help the City of Wheatland move forward with the update of the General Plan.

RIGHT TEAM: Updating the General Plan will allow the City to reexamine and reaffirm its values and vision. To update the plan the City needs an innovative approach that engages residents who are impassioned about where they live but may be unsure of how to get involved. To achieve its goals, the City of Wheatland needs a creative and equally passionate consultant team that can guide the process and craft a concise, action-oriented General Plan. The Interwest Team is *that* team.

This project taps into the full range and many strengths of our multidisciplinary firm. The team will be led by Eric Norris and Chantal Power, AICP, seasoned planners with experience preparing general plans, specific plans, master plans and zoning code updates for diverse cities across California.

RIGHT EXPERIENCE: For more than 20 years, Interwest has been connecting people with places through engaging, contextual, reality-based planning processes. Our planning and urban design team has a proven record of managing projects that reveal and reflect a community's vision. We work collaboratively with staff and policymakers to tailor each General Plan. Our goal is to hear all voices and reflect those voices in plans and action programs.

RIGHT APPROACH: Our approach includes a detailed market analysis and robust community engagement process that is the foundation of all of Interwest's work. Team member, Kittelson Associates, will provide support on circulation/transportation issues, assessing the impacts of potential land use changes on the transportation system and helping craft transportation policies.



A SAFEbuilt COMPANY

CORPORATE HEADQUARTERS
444 North Cleveland Avenue
Loveland, CO 80537
866.977.4111
info@safebuilt.com

PROJECT OFFICE
1613 Santa Clara Drive, Suite 100
Roseville, CA 95661
916.781.6600

POINTS OF CONTACT

Maria Haro-Sullivan, MBA
Account Manager

408.316.1392
mharo-sullivan@interwestgrp.com

Eric Norris, Principal Planner
Project Manager

530.574.4875
enorris@interwestgrp.com

The Interwest Team is very excited about this opportunity, and we look forward to sharing our ideas with you further. Please note that both the scope and budget are flexible and can be adjusted to meet your specific requirements and goals. This proposal remains valid for a period of 90 days.

We have received the latest Addendum dated June 1, 2023 and have addressed the relevant questions in our proposal.

Contact information for our team is as follows:

Maria Haro-Sullivan

Account Manager
408.316.1392
mharo-sullivan@interwestgrp.com

Eric Norris

Principal Planner & Project Manager
530.574.4875
enorris@interwestgrp.com

The day-to-day operations of the project will be managed from our Roseville office.

Signing Authority: As President of Interwest Consulting Group, I am authorized to sign any agreements that may result from this proposal and will provide contract support to the proposed Interwest team. Should any questions arise, please reach out to me at 619.372.9962 or pmeschino@interwestgrp.com. We appreciate the opportunity to present our proposal to the City of Wheatland and look forward to serving your community.

Sincerely,



Paul Meschino, President

02 | FIRM HISTORY & ORGANIZATION



Interwest was founded by individuals with a passion for serving municipalities. Providing building department services is at the core of our business. We have highly qualified staff and extensive resources throughout the State of California. Interwest is comprised of licensed Civil and Structural Engineers, Electrical Engineers, Fire Protection Engineers, and Mechanical Engineers registered in the State of California, ICC Certified and Certified Access Specialists (CASp), licensed Architects, and other professionals specializing in providing complete planning services to local government agencies.

Our staff has held senior and executive management positions within numerous California cities and public agencies, including the titles of Building Official, City Engineer, Public Works Director, Construction Manager, City Planner, and other management personnel. This depth of experience brings a high level of knowledge and sensitivity towards community and special interest group issues. We value the importance of a focus that represents the interests of our public agency clients and reflects positively on the citizens they serve. The team chosen for this engagement has over 60 combined years of professional experience and has worked on more than two dozen general plans, comprehensive plans, zoning and transportation plans in recent years.

We furnish both technical excellence and a thorough understanding of the regulatory process to assist our clients through the sometimes-daunting complexities associated with the delivery of projects, implementation of important public programs, and adoption of significant public policy.

Our parent company, SAFEbuilt, started by providing construction inspections and plan reviews for several communities in Northern Colorado in 1992. SAFEbuilt, and its family of companies including Interwest, is now a national leader in performing professional and technical building department services in 37 states and the District of Columbia. With 1,700+ employees nationwide, Interwest has a deep pool of resources that can provide flexibility and economy of scale to the City of Wheatland. We have the capacity to accommodate all the requirements needed for your growth, delivering consistent and responsive customer service every day.

SAFEbuilt is backed by The Riverside Company (Riverside), a private equity firm, giving us a robust annual budget. Riverside has made more than 950 investments, totaling 1.5 billion dollars, and has more than 150 companies under its private equity and flexible capital portfolio umbrella. The firm's investors include some of the world's leading pension funds, endowments, insurance companies, and banks. With Riverside's backing, our financial strength affirms our ability to deliver services consistently for the contract and beyond. SAFEbuilt has a proven financial track record as evidenced by the continuity and growth of the company over the past 30+ years. Its leadership has established sound fiscal policies that have kept the company financially stable through the use of more efficient processes, selective use of technology, and proper staff training.

California Office Locations

CENTRAL CALIFORNIA

1171 West Shaw Ave., Suite 102
 Fresno, CA 93711
 559.448.9839 Phone

SOUTHERN CALIFORNIA

1 Jenner, Suite 160
 Irvine, CA 92618
 949.299.5300 Phone

1500 S. Haven Ave., Suite 220
 Ontario, CA 91761
 909.295.3142 Phone

24 South D Street, Suite 100
 Perris, CA 92570
 951.943.6504 Phone

9320 Chesapeake Drive, Suite 208
 San Diego, CA 92123
 858.560.1468 Phone

NORTHERN CALIFORNIA

9300 W. Stockton Blvd., Suite 105
 Elk Grove, CA 95758
 916.683.3340 Phone

39355 California Street, Suite 200
 Fresno, CA 94538
 510.796.3003 Phone

1613 Santa Clara Drive, Suite 100
 Roseville, CA 95661
 916.781.6600 Phone

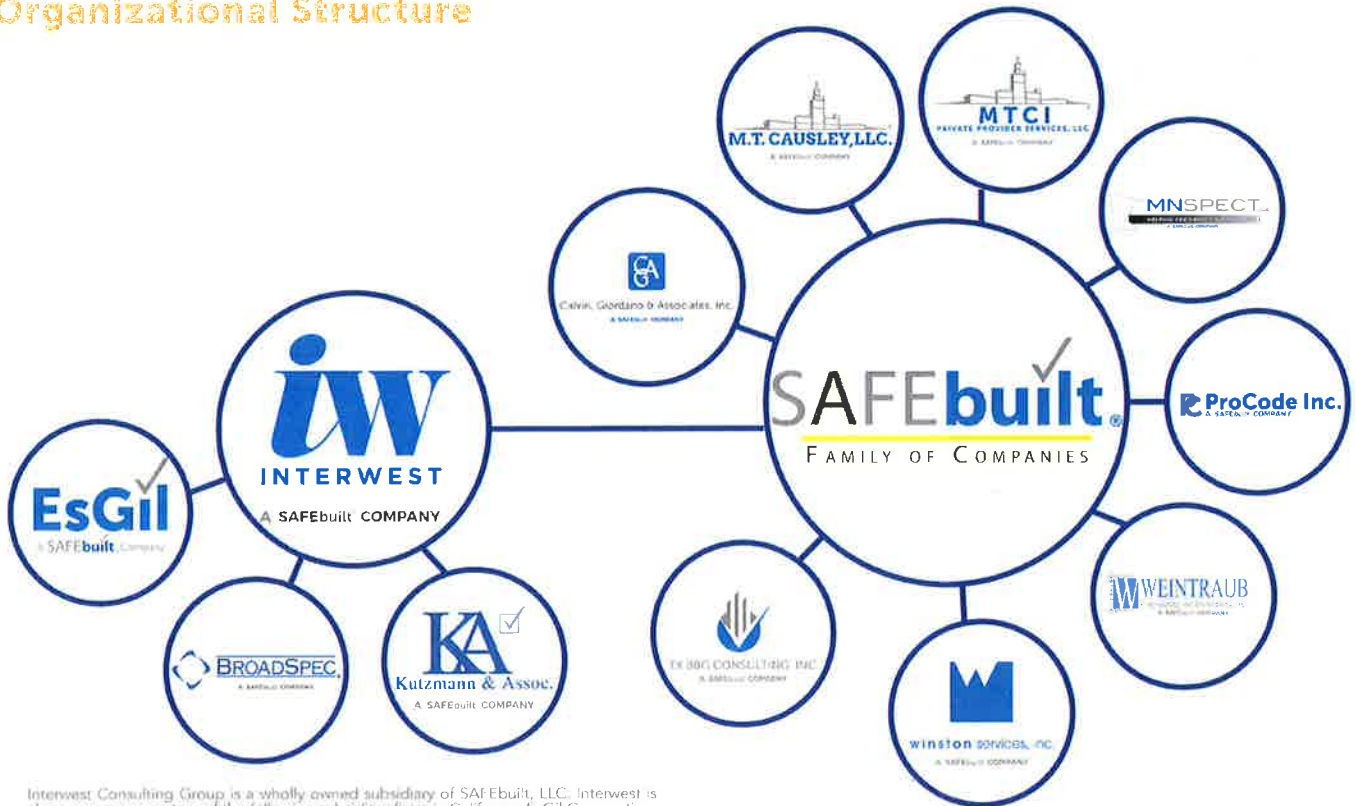
NEVADA

4815 W. Russell Road, Suite 11K
 Las Vegas, NV 89118
 702.476.2200 Phone

COLORADO (Headquarters)

444 N. Cleveland Avenue
 Loveland, CO 80537
 866.977.4111 Phone

Organizational Structure



Interwest Consulting Group is a wholly owned subsidiary of SAFEbuilt, LLC. Interwest is also a managing partner of the following subsidiary firms in California: EsGil Corporation, BroadSpec Company, and Kutzmann and Associates. Interwest combined with our California subsidiaries employs more than 400 professional staff, supported by SAFEbuilt's larger resources of about 1,400 national employees.

Firm's Unique Qualifications

Interwest's qualifications to provide planning services to cities across the state include a deep knowledge of planning practices, current regulations, and leveraging our extensive experience to provide clients with successful outcomes. Our team has extensive experience in project management and administration; general, comprehensive and long-range planning, housing assessments, element updates, program administration, and affordable agreements and document preparation; project pro forma feasibility and subsidy review; architectural and urban design critiques; and reviewing landscape plans for cities and public agencies throughout California. Together, our team offers the following unique qualifications to the City of Wheatland:

General Plan & Zoning Expertise

Interwest offers the knowledge, experience, and expertise to ensure that your project is a success. We have worked on over two dozen general plans, specific plans, and zoning code updates for cities and counties in California.

Broad Multi-disciplinary Skills

The Interwest team is multi-disciplinary and brings a broad range of practice areas, including comprehensive planning, urban design, zoning, and public facilitation. Our range of skills and experience enable us to prepare effective development regulations that work in the real world.

Urban Design & Place Making

Interwest is adept at working with local communities and their constituencies to find solutions to complex planning and urban design issues. Our team has produced many award-winning projects ranging from general plan updates to residential design guidelines to area-wide planning studies.

Unique Clients, Unique Solutions

Interwest's proposed team is recognized throughout California as an industry leader and champion for innovative and effective planning and design. We can quickly fine-tune staff or staffing levels to match changes in activity to ensure a high level of customer service is maintained.

Current Housing Law

Interwest staff has worked diligently to stay current on California's housing laws. As any planner in California knows, housing is one of the most pressing issues in our state and lawmakers have been very active in creating housing legislation over the past four years. Our team is here to help navigate the complex and occasionally poorly defined collection of recently enacted housing and housing-related legislation in a manner that reflects local interests and values while complying with State and Federal law.

Innovative Public Participation

We lead public participation programs that are inclusive, informative, and validating for participants. We offer experience leading public processes for general plan and other policy-level planning projects. Our diverse experience leading public participation efforts for general plan will ensure that the public outreach effort for the City of Wheatland General Plan Update is a success. We have experience using tools such as ESRI Story Maps, Mindmixer, and Open Town Hall to engage the public in an on-line and web-based setting.

Advanced Planning Meets Development

Interwest's staff have served as extensions to municipal planning and community development departments. We have designed planning documents, and helped to build communities. This hands-on experience leads to practical solutions.

We pride our success in effective communication. Interwest is committed to a “no surprises” approach built upon presenting ideas, asking questions, and identifying and addressing issues early in the process. We will propose options, seek direction, and implement solutions in close coordination with the City of Wheatland. We welcome this opportunity to help maintain the quality of life and character that makes Wheatland a desirable community and we believe our planning team will provide superior resources for meeting your immediate needs and long-term goals.

Awards and Accomplishments

While Interwest believes that the quality of our work, the experience of our staff, and the breadth and depth of our understanding are what differentiates us from other firms, the level of recognition that we have received across the municipal services sector is a true indicator. Awards from across various renowned organizations in California have been bestowed on Interwest as a firm, specific projects we have lead, and many members of our staff for their individual accomplishments. We proudly highlight some of our most recent awards below.

2023 Urban Design Award of Merit

Interwest Consulting Group

San Benito County Zoning Code Update, ADU Design Handbook, &
Construction Drawing Templates Project
American Planning Association, Northern California Chapter

2023 Award of Excellence and Achievement in Planning Best Practices

Interwest Consulting Group

Stanislaus County, Urban Pockets Project
American Planning Association Central California Chapter

2023 Emerging Planning and Design Firm Award of Merit

Interwest Consulting Group

American Planning Association
Northern California & Inland Empire Chapters

2023 Award of Excellence for Leadership and Service

Interwest Consulting Group

American Planning Association
California Central & Inland Empire Section Chapters

2022 Best Park

Interwest Consulting Group

Enchanted Hills Park, City of Perris, CA
American Public Works Association,
Southern California Chapter

Subconsultant

KITTELSON & ASSOCIATES

Kittelson & Associates, Inc. provides comprehensive transportation engineering, planning, and research services to government agencies and private organizations. An Oregon Sub-chapter S Corporation founded in 1985, Kittelson has more than 300 staff in 25 offices nationwide, including four offices in California (Sacramento, Oakland, Orange, and San Diego). In 2012, Kittelson merged with Dowling Associates, a transportation consulting firm with more than two decades of experience serving public agencies in Northern California. With this breadth of staffing, Kittelson is able to address client needs with local experience and national expertise.

Kittelson staff bring a demonstrated understanding of transportation and circulation requirements, SB 743 VMT-consistent traffic impact analyses, travel demand modeling, transportation demand management (TDM) techniques, active transportation, transit and parking assessments. These are supported by our regional knowledge developed over the course of more than 30 years of project experience in California, and our recent work on general plans and specific plans in both Northern and Southern California. The firm provides support for all stages of planning and environmental analysis, from site analysis through approval and construction. Kittelson staff are particularly knowledgeable about California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) compliance and recent changes to CEQA-required transportation analyses. The firm approaches each project by building a thorough understanding of client and project needs and jurisdiction requirements, tailoring its work to assist clients in successfully fulfilling environmental requirements in an efficient and cost-effective manner.



INTERWEST PROJECT EXPERIENCE

Interwest is pleased to present similar projects within the last five years. Directly following Interwest projects, please find project pages for our sub-consultant, Kittelson.

City of Rio Vista General Plan Update

In Fall of 2021, Interwest began assisting the City of Rio Vista (located in Solano County), with the update of its General Plan. Rio Vista's General Plan was last comprehensively updated in 2001. Since then, the City has updated its Housing Element in 2014 and other elements of the General Plan have been modified through minor amendments. This comprehensive update provides a timely opportunity for the City to review the General Plan as a whole, reassess its effectiveness, and provide a framework for decision-makers to establish goals and policies that will guide Rio Vista in realizing its future vision. The updated General Plan is anticipated to be approved in Fall 2023.

During the updating process, the City has gathered input from the public and stakeholders in three community workshops on topics including land use, circulation, housing, safety, and downtown design elements. The City also has an interactive project website through MindMixer that allows residents to provide comments and feedback on the plan on-line.

Budget: \$400,000

Contact: Phil Carter, Interim City Manager | 707.374.6451 | vistapcarter@ci.rio-vista.ca.us

City of San Dimas Downtown Specific Plan

Interwest is assisting the City of San Dimas with the preparation of its first Downtown Specific Plan. The new Specific Plan will help establish a planning and zoning framework for encouraging innovative, transit-oriented development in the downtown area while preserving the historic character of the district. During the planning process, new housing, retail, employment, and hospitality uses in the downtown area will be proposed in conjunction with a new Metro light rail line and transit station opening in 2025. Several opportunity sites within walking distance of the transit station will allow the significant potential for infill development and adaptive reuse of existing underutilized properties in the downtown. Creating a strong community identity and sense of place, with design guidelines for buildings and the public realm, will also be a key outcome of the process.

Budget: \$234,270

Contact: Luis Torrico, Planning Manager | 909.394.6208 | ltorrico@sandimasca.gov

San Benito County Zoning Code Update

Interwest worked with County staff to prepare a comprehensive update to the San Benito County Zoning Code. The Zoning Code was last updated in 1984, and prior to that date had last been substantially revised in 1966. As a result, the Code was outdated and poorly organized, with topics and issues scattered in a way that makes it difficult to use and interpret. In addition to reorganizing and rewriting the Code, Interwest's scope of work included making revisions to implement the County's 2015 General Plan and reflecting recent changes in state legislation, including housing. The scope of work includes updating the County's ADU ordinance, preparing Multi-Family Objective Design Standards, and other topics. The updated Zoning Code was approved in June 2022.

Budget: \$115,000

Contact: Arielle Goodspeed, Principal Planner | 831.902.2547 | agoodspeed@cosb.com

City of Covina Multi-Family Zoning Code Update

Interwest assisted the City of Covina with an update of the City's multi-family zoning district to meet many recent state housing legislation changes. The project, funded by SB 2, included updating the RD zoning district to make it easier to use and provide more guidance on producing Missing Middle housing types, such as bungalow courts and mansion apartments. The project also helped remove impediments to housing production and made it easier for developers to make it through the City's approval process. Interwest also prepared Objective Design Standards for developers to use for a ministerial review process under SB 35. This includes Objective Design Standards for neighborhood compatibility, massing, articulation, materials, site design, open space, and accessory site elements. The new Objective Design Standards include both written and illustrative standards to be incorporated into the updated zoning code and design guidelines.

Budget: \$95,000

Contact: Brian Lee, Director of Community Development, AICP | 626.384.5450 | blee@covina.gov

Mendocino County Zoning Code & Objective Design Standards Update

Interwest is currently assisting the County of Mendocino with a comprehensive update of their current Zoning Code. Our team is working with County staff to update the Code in an effort to comply with the County's General Plan and new state legislation. The update will streamline and facilitate future development, resulting in a more simplified process for staff, the public, and anyone who uses the Code. It will also include new Objective Design Standards for multi-family housing, updated Inclusionary Housing provisions, and additional code amendments to meet SB-9, SB-35, SB-330, and the Housing Affordability Act (HAA). Project completion is scheduled for Summer 2023.

Budget: \$150,000

Contact: Adrienne Thompson, Admin. Services Manager | 707.234.6650 | thompsona@mendocinocounty.org

City of Corning Zoning Update and Objective Design Standards

Interwest assisted the City of Corning with an update of the City's Zoning Code to meet many recent state housing legislation changes. The project, funded by SB 2, includes updating residential zoning districts and development standards to increase housing options in the City. The City in recent years had seen low levels of new housing development, and was seeking to ensure that the City, for its part, would remove impediments to housing production and make it easier for developers to make it through the City's approval process.

Interwest updated the City's density bonus provisions and ADU ordinance to meet recent state housing legislation. To meet recent SB 35 legislation, Interwest prepared Objective Design Standards for developers to use for a ministerial review process. Using an objective standards checklist created by Interwest, the existing multi-family design standards in the existing Zoning Code will be updated. This includes Objective Design Standards for neighborhood compatibility, massing, articulation, materials, site design, open space and accessory elements (such as walls and lighting). The new Objective Design Standards include written and illustrative standards in the updated Zoning Code.

Budget: \$150,000

Contact: Kristina Miller, City Manager | 530.824.7033 | kmiller@corning.org

KITTELSON PROJECT EXPERIENCE

City of Los Banos General Plan Update

Kittelston supported a significant update of the City of Los Banos general plan. The proposed General Plan 2042 brings the general plan up to date with latest state and federal legislation around urban development, transportation, climate resilience, and safety, and addresses the city's growth, economic development, sustainability, and conservation of open space and land resources. The plan responds to local and regional housing needs, promotes economic growth, fosters local job creation, enhances quality of life, and protects natural and agricultural resources. In addition to citywide planning issues, General Plan 2042 provides goals and policies for enhancing downtown Los Banos as the vibrant center of the city and community. Kittelston prepared a comprehensive update to the Circulation Element with an updated roadway network of roadways and functional classifications to connect with the regional network and plans for a state route bypass highway. The updated circulation element was also designed to include complete street elements to its major arterial (SR-152) and to reflect planned completion of a major alternative road to alleviate east-west traffic from the City's major corridor.

Kittelston led the transportation analysis, developing the Circulation Element of the General Plan Update and the corresponding Environmental Impact Report (EIR) prepared for environmental review under the California Environmental Quality Act (CEQA). Kittelston provided traffic modeling review and forecasts, roadway segment and vehicle miles traveled (VMT) analysis, and alternative transportation options. The results of the analysis and transportation recommendations were included in the General Plan Update document.

City of La Verne General Plan Update/EIR

Kittelston developed the circulation and mobility section of the General Plan Update for the City, including the development of mobility-related policies and objectives with respect to automobile, active transportation, transit and freight circulation, plus on-street and off-street parking. Kittelston also worked with land use and economic planning teams to estimate the net-new travel demand that would result from different land use alternatives, with an emphasis on land uses and development types. Kittelston led workshops to identify the community's transportation and mobility needs, which include interactive hands-on complete street planning activities and discussions on the role of biking, walking, and transit for commute and non-commute purposes. Separate efforts were also conducted to address the planned Gold Line Extension, which will have a station in La Verne within the next 10 years. In addition, Kittelston has provided guidance to the City for the establishment of SB-743 compliant transportation impact analysis, including reviews of the methodologies and approaches adopted by neighboring jurisdictions and adoption of best-practices throughout the region.

City of San Jacinto General Plan Update/EIR

To support the City of San Jacinto General Plan 2040 Update, Kittelston prepared the circulation and mobility section of the General Plan 2040 Update consisting of goals, policies, and the future roadway network, based on stakeholder input received during visioning outreach workshops and close coordination with City staff. An environmental document (EIR) was prepared to supplement the General Plan Update. Utilizing the Riverside Transportation Analysis Model (RIVIAM), Kittelston identified changes in travel demand and potential VMT impacts resulting from the proposed land use and circulation plan. In addition, Kittelston worked closely with City staff to establish new VMT-based metrics for transportation impact analysis under CEQA.

City of Anaheim Circulation Element Update

Kittelson is preparing an update to the Circulation Element of the General Plan, which will outline the future transportation network, goals, and policies for the City for the next 10 years. For this effort, Kittelson is assessing existing and future conditions, determining how new development potential (such as Disneyland Forward, OC Vibe! and Big A.2050) could affect transportation conditions. From this assessment, Kittelson is identifying citywide roadway improvements to minimize congestion. Kittelson is also developing new goals and policies to plan for future mobility services, including shared-ride vehicles, micro-mobility, micro-transit, active transportation, connected/autonomous vehicles, and local transit.

City of Oakland General Plan Update

Kittelson is part of the technical consulting team working with the City of Oakland to update their City General Plan. This overall effort involves updating the safety, housing, and new environmental justice element. Kittelson is leading the circulation element update and assisting with safety and environmental justice elements.



03 | QUALIFICATIONS OF PROJECT TEAM

Organizational Chart

Individually, the professionals showcased below excel in each of their backgrounds. As a team, they possess the capability to innovatively create and implement effective solutions with your agency and the community's interests in mind. **Eric Norris** will project direction and management for this project. Eric brings more than 30 years of experience to his work, including: preparing and managing the processing of major projects, including General Plans for several California cities and counties; serving as Planning Director/Planning Manager for several California cities; and preparing various planning studies, ordinances, and resolutions as needed to implement policy direction from City Councils. Eric excels at finding creative solutions to problems, including making the most of limited budgets.

The organizational chart provided below highlights our project team organization. Resumes of our project staff are included on the pages that follow, including our sub-consultants.



ERIC NORRIS // PRINCIPAL PLANNER

INTERWEST



Eric provides planning and management services to cities and counties throughout California. He brings more than 30 years of experience to his work, including: preparing and managing the processing of major projects, including General Plans for several California cities and counties; serving as Planning Director/Planning Manager for several California cities; and preparing various planning studies, ordinances, resolutions as needed to implement policy direction from City Councils. Eric excels at finding creative solutions to problems, including making the most of limited budgets.

LONG RANGE PLANNING EXPERIENCE

San Benito County Zoning Code

This revision of the County of San Benito Zoning Code represented a top-to-bottom rewrite and rethinking of the Zoning Code. Interwest’s work included a complete reorganization of the Code, the rewriting of most of the existing document, and the creation of dozens of new illustrations to explain the concepts and regulations in the Code. Eric was the project manager and a co-author of the updated Code.

Leal Master Plan (2015)

Mr. Norris was the project manager and primary author for this unique “master plan” document for a major, 160-acre property in the heart of Eastvale, California. The creation of the Master Plan included drafting a new section of the Eastvale Zoning Code to create this type of planning document.

Calimesa General Plan (2014)

Complete rewrite of the Calimesa (Riverside County) General Plan, the first comprehensive update since the Plan was adopted in 1992. This project was highlighted by the State of California Strategic Growth Council as an example of achieving exemplary work under strict budget constraints. Eric was the project manager and a primary author of the General Plan.

Calimesa Zoning Code (2014)

Comprehensive Zoning Code update following adoption of the updated Calimesa General Plan. Funded through the same grant that was used for the General Plan update, the new Zoning Code represented additional work accomplished through the efficient use of funds. Eric was the project manager and a primary author of the Zoning Code.

Eastvale Zoning Code (2013 and subsequent updates)

Complete rewrite of the Eastvale (Riverside County) Zoning Code to implement the new Eastvale General Plan. Eric was the project manager and a primary author of the Zoning Code.

Eastvale General Plan (2012)

Entirely new General Plan for a newly incorporated City in Riverside County. The Eastvale General Plan was created on time and for approximately 1/10th the originally anticipated budget. The City is currently in the process of an update of the General Plan, with a budget approximately 15 times the cost of the original General Plan. Eric was the project manager and a primary author of the General Plan.



30+
Years of Experience



Education/License
MS, Urban and Regional Planning, California State Polytechnic University, Pomona

BS, Communication Arts, California State Polytechnic University, Pomona

CHANTAL POWER // SENIOR PLANNER

INTERWEST



Chantal is a Senior Planner, certified by the American Institute of Certified Planners, with more than 10 years of planning experience. Her experience with current and advance planning and her progressive levels of municipal planning duties have provided her a broad understanding of the practical issues involved in civic planning and zoning.

LONG RANGE PLANNING EXPERIENCE

Mendocino County Zoning Code (2023)

An update to the Mendocino County Zoning Code was needed to address compliance with state law, a streamlined development process, implementation of the County's 2035 General Plan, new graphics to create a better understanding of the code, and overall continuity with existing regulations. Chantal is a co-author of the updated Code.

Chico Subdivision Code (2023)

Update of the City of Chico Subdivision Code to reflect current regulations contained in the Subdivision Map Act, SB9, SB35 and SB330. Additional refinements were need to streamline the review process for land use proposals to create certainty about future options for utilizing properties, and to simplify use and understanding by the public, decision-makers, and planning and development professionals. Chantal is a co-author of the updated Code.

Angels Camp All Hazards Municipal Code Update (2023)

Update to the existing Angels Camp Municipal Code to address already-identified City hazards including wildfire, flooding, erosion and grading, and stormwater runoff, by preparing applicable implementation guidelines, standards, and best management practices. Angels Camp is a Local Responsibility Area (LRA). surrounded by wildlands under County jurisdiction and federal ownership (U.S. Bureau of Land Management and U.S. Bureau of Reclamation) on lands generally classified as High Fire Hazard Severity Zones with sections of Very High Fire Hazard Severity Zones within the State Responsibility Areas (SRA) and Federal Responsibility Areas (FRAs). Chantal is the project lead for this Municipal Code Update.

San Benito County Zoning Code (2023)

This revision of the County of San Benito Zoning Code represents a top-to-bottom rewrite and rethinking of the Zoning Code. Interwest's work has included a complete reorganization of the Code, the rewriting of most of the existing document, and the creation of dozens of new illustrations to explain the concepts and regulations in the Code. Chantal was a co-author of the updated Code.

Pomona Hazard Mitigation Plan Update (2023)

Update of the Pomona Local Hazard Mitigation Plan to ensure Pomona remains eligible for project grants under FEMA's mitigation assistance programs, including the Hazard Mitigation Grant Program, Pre-Disaster Mitigation and Flood Mitigation Assistance grant programs. Chantal was the planning lead and co-author of this LHMP update.



Years of Experience



Education:

BS, Social Science, Concentration in Geography, Political Science and Economics, California State University San Bernardino

AA, Social Science, Crafton Hills College, Yucaipa

CEQA, Practice Certificate, University of California San Diego, Online Extension

Affiliations:

Certification, American Institute of Certified Planners

Palmdale Hazard Mitigation Plan Update (2022)

This regular five-year update to the Palmdale Local Hazard Mitigation Plan required by the Disaster Mitigation Act 2000 (DMA2000) was completed for the City and synchronized with the 2019 County of Los Angeles All-Hazards Mitigation Plan to be easily operationalized in such a way that community risks are mitigated, and vulnerabilities are reduced. Chantal was the Planning Lead and co-author of this LHMP update.

Santa Clarita Hazard Mitigation Plan Update (2021)

An update to the Santa Clarita Local Hazard Mitigation Plan was started in 2015 and was not and was not adopted. In order to remain eligible for FEMA mitigation assistance programs, local jurisdictions must update LHMPs every five years. Santa Clarita contracted Interwest Consulting Group to complete this process. A complete re-organization and re-write of the LHMP was undertaken to address FEMA comments and ensure that all information in the document was current and relevant. Pandemic/Infectious Disease was added to the LHMP to address the COVID-19 pandemic, and the potential for other infectious disease outbreaks. Chantal was the planning lead and co-author of the LHMP update.

PROFESSIONAL EXPERIENCE

Senior Planner / Interwest Consulting Group / 2019 - Present

Chantal assists municipalities with various planning functions, with a focus on processing current planning entitlement applications. She has also been project manager for several updates to local hazard mitigations plans.

Associate Planner / City of San Bernardino / 2016 - 2019

Chantal managed advanced planning projects such as Development Code Amendments, General Plan Amendments, and Specific Plans, and a range of current planning projects. She managed the update to the Sign Code for the City (pending final adoption with Development Code update) and provided training to junior staff.

Assistant Planner / City of San Bernardino / 2015 - 2016

Chantal reviewed proposed development and land use projects for compliance with City Codes and Ordinances, while coordinating with several City Departments and outside agencies during the review process. She reviewed Building Permit Plan Checks for compliance with Development Code standards and enhanced property aesthetics, provide guidance to the general public and developers, and provided training to Development Services Technicians regarding land use and zoning issues.

Planning Technician / City of San Bernardino / 2013 - 2015

Chantal's duties included taking phone calls from and meeting with members of the public regarding Planning and Zoning related issues. She helped to issue permits, write Planning Letters, and conduct research of surrounding cities to help maintain the consistency of the City of San Bernardino's Development Code. Chantal worked closely with Planners and other divisions in the Community Development Department to ensure the best customer service while upholding the requirements of the Development Code.

Planning Intern / City of San Bernardino / 2012 - 2013

Chantal worked with Planning staff to conduct research of surrounding cities to help maintain the consistency of the City of San Bernardino's Development Code.

JENNIFER WILLIAMS, AICP // SENIOR PLANNER



Jennifer has 15 years of experience working with local governments. She provides a range of planning services in support of our clients. Her duties include processing development applications. In this role, she ensures compliance and consistency with the General Plan, Zoning Code, Subdivision Map Act, CEQA, and applicable specific plans and design review requirements, as well as federal and state laws. Jennifer also assists with long-range planning efforts such as general plan and zoning code updates and technical studies required to support agency planning efforts. Relying on her public agency experience, Jennifer is well prepared to collect, analyze, interpret, and present technical land use, environmental, zoning and other city planning data.



15
Years of
Experience



Education/License
BS, Urban and Regional
Planning, California State
Polytechnic University,
Pomona, 2009

**Professional
Affiliations**
American Institute of
Certified Planners
American Planning
Association

PROJECT HISTORY

Arbor Square Mixed Use Development – SB330, Density Bonus

South Pasadena, CA / Project Planner

Zoning Code Update and Objective Design Standards

San Benito County, CA / Project Planner

Housing Element Update

San Dimas, CA / Project Planner

Downtown Specific Plan

San Dimas, CA / Project Planner

General Plan Update, Grant Writer, Health Element

Upland, CA / Associate Planner

Historic Downtown Upland Specific Plan

Upland, CA / Assistant Planner

College Heights Land Use and Economic Analysis

Upland, CA / Assistant Planner

PROFESSIONAL HISTORY

Senior Planner / Interwest Consulting Group / 2020 – Present

Jennifer performs complex, advanced level professional planning work in current planning and advanced planning for municipalities. She provides information to the public regarding development regulations, reviews building and grading permit applications, processing development proposals, and preparing and presenting reports on development proposals to government bodies.

Associate Planner / City of San Dimas, CA / 2013 - 2020

Assistant Planner / City of Upland, CA / 2010 - 2013

Planning Intern / City of West Covina, CA / 2007 - 2010

LEXIE ABRAHAMIAN // PLANNER

INTERWEST



Years of Experience



Education/License

- Masters of Urban Planning, University of Southern California
- BA, Community, Environment & Planning and Spanish Double Major

Professional Affiliations and Expertise:

- Member, American Planning Association
- AICP Candidate
- Bilingual, English and Spanish Speaker
- Qualitative Analysis
- ArcGIS
- Adobe Suite
- Python
- Excel
- SPSS

Lexie has 3 years of relevant experience working in urban planning and related fields. She has served in regional planning and planning/policy research roles, where she has developed a passion for equitable community engagement and co-creation, and evidence-based solutions for the planning field’s biggest challenges.

LONG RANGE PLANNING EXPERIENCE

San Dimas Downtown Specific Plan

This in-progress project establishes new land use districts for the San Dimas’s downtown area to accommodate greater density and walkability while maintaining aspects of the city’s historic character. The Specific Plan will guide San Dimas’s growth around the planned light rail extension to the downtown area. Lexie contributed to the project by facilitating community workshops, preparing maps and exhibits as well as drafting sections of the plan document.

Rio Vista General Plan Update

Comprehensive update of the City’s General Plan. Establish planning goals for the community and provide recommendations to reach the community’s vision for future development. As part of the multi-disciplinary team Lexie was responsible for preparing maps and exhibits, data research and analysis, synthesizing community input, and drafting sections of the plan document.

San Clemente Emergency Shelter Overlay Update

Update of San Clemente’s Emergency Shelter Overlay Ordinance to help the city meet current shelter needs in accordance with state law. Lexi provided GIS data research and analysis and development of criteria for potential emergency shelter sites

PROFESSIONAL EXPERIENCE

Planning Technician / Interwest Consulting Group / 2022 – Present

Lexie supports the development and implementation of long-range planning documents, including general plan updates, zoning code updates, and specific plans.

Research Assistant / USC Equity Research Institute / 2021 - 2022

Lexie conducted research for clients in government, philanthropy, and policy advocacy on topics such as municipal budgeting, public participation, and community organizing to inform policy development and advocacy in California. She authored studies and memos to summarize key takeaways and recommended actions for clients and partners.

Student Researcher / City of Seattle / 2020 – 2021

Lexie developed a community engagement research methodology of surveys and interviews for the City of Seattle to identify local types of cultural spaces among racialized and systematically unheard communities.

Policy Analysis Fellow / UW College of Built Environments / 2020

Lexie spearheaded the creation of a strategic plan for the College to engage with local stakeholders to implement its internal and external racial equity goals.

LIZ GOLDEN // ASSOCIATE PLANNER

INTERWEST



Liz has a range of experiences with long-range planning and projects involving municipal governments. Her current planning work includes processing, reviewing, and issuing ministerial permits, as well as Conditional Use Permits. Additionally, she has experience presenting and articulating project details to the Planning Commission for such projects.

During her internship with the County of San Luis Obispo she actively contributed to the review of the Hazard Mitigation Plan and coordinating input from the participating Cities and unincorporated communities.

PROJECT EXPERIENCE

Her current planning work has informed her long-range work, particularly regarding zoning code updates. Liz’s recent work includes:



Years of Experience



Education

BS, Urban Planning and Studies 2017, California State University Northridge

MS, City and Regional Planning 2020, California Polytechnic University

Zoning Code Updates

- Mendocino County
- San Benito County
- City of Irwindale

Subdivision Ordinance Updates

- City of Chico
- Mendocino County.

PROFESSIONAL HISTORY

Associate Planner, Interwest Consulting Group |2021- Current

Long Range Planning Internship, County of San Luis Obispo | 2019-2020

Planning Internship, Jensen Design and Survey | 2016

MIKE ARONSON, PE | PRINCIPAL ENGINEER



Mike Aronson has over 40 years of experience in all aspects of transportation planning and traffic operations analysis. He has managed transportation studies for general plans, major corridor studies, rail transit extensions, highway projects, and development master plans. Mike has developed, and updated travel demand models using all major software programs and has led training programs in travel modeling and planning applications. He has provided evaluation studies for managed lanes to identify the benefits of pricing and metering strategies. Mike specializes in producing consistent and defensible results from complex transportation planning processes, and clearly explaining those results in presentations and training programs.

PROJECT EXPERIENCE

City of Los Banos General Plan Update; Los Banos, CA. Mike was the project principal for the transportation components to Los Banos' General Plan Update. The Kittelson team developed the Circulation Element of the General Plan Update and the corresponding Environmental Impact Report (EIR) prepared for environmental review under the California Environmental Quality Act (CEQA). Kittelson provided traffic modeling review and forecasts, roadway segment and VMT analysis, and alternative transportation options. The results of the analysis and transportation recommendations were included in the General Plan Update document.

City of Oakland General Plan Update; Oakland, CA. Kittelson is part of the technical consulting team working with the City of Oakland to update their City General Plan. Kittelson is leading the circulation element update and assisting with safety and environmental justice elements. Mike is serving as Kittelson's project principal for this update.

EDUCATION

- MS, Transportation Engineering, University of California Berkeley
- BS, Civil Engineering, Cornell University

YEARS OF EXPERIENCE 40

LICENSES

- Professional Engineer: CA (#48759)

AFFILIATIONS

- Institute of Transportation Engineers, Member

Placer County Resort Triangle Transportation Plan (RTTP); Placer County, CA. Kittelson conducted four focused transportation studies that inform the RTTP. These include a VMT reduction study, adaptive corridor study, parking management study, and transportation demand management study. Mike was a senior advisor on identification of data needs and travel patterns for VMT evaluation.

SACOG Targeted Performance Measures in SACSIM; Sacramento Area, CA. Mike managed a study that assisted the Sacramento Area Council of Governments (SACOG) in improving performance measures for Metropolitan Transportation Plan (MTP) project evaluation related to reliability, safety, and ITS. The tasks included a survey of best practices for performance measurement, and a statistical evaluation of travel time reliability based on INRIX data. A tool was developed to use output from the SACSIM activity-based travel forecast model to generate metrics related to improvement projects. The Highway Safety Manual predictive methods were adapted into the tool. The tool was tested using a variety of potential MTP projects.

City of Fowler Modeling Support; Fowler, CA. Mike was the project principal for travel demand forecasting services for the City of Fowler General Plan Update. The results from the travel demand modeling and analysis were used to support the Circulation Element of the General Plan update. Kittelson obtained the Fresno County Travel Model maintained by the Fresno Council of Governments (Fresno COG) and the model files were used to review/modify the land use/socioeconomic data and circulation network assumptions used in the model.

Caltrans Transportation Analysis Framework; Statewide, CA. Recent California state laws and revisions to California's Environmental Quality Act (CEQA) regulations pointed out the importance of Caltrans evaluating the vehicle-miles traveled (VMT) attributable to its projects as well as impacts on transit and non-motorized transportation modes. Kittelson prepared for Caltrans a transportation analysis framework to provide district engineers and planners with the technical supporting information they need to determine how to best forecast the VMT, transit, and non-motorized impacts of projects on the state highway system. Mike assisted with preparation of the Transportation Analysis Framework document, focusing on capabilities of travel models.



FERNANDO SOTELO, PE | ASSOCIATE ENGINEER



Fernando Sotelo has extensive experience in CEQA and the technical aspects of transportation planning, including travel demand forecasting, traffic impact analyses, and parking demand studies. Fernando has been involved with assisting cities with conducting transportation analyses for general plans and specific plans. He also led programs to implement VMT metrics to comply with SB 743. These efforts include reviewing strategies to identify reductions to the use of single occupancy automobile use, promote the use of TDM measures to reduce VMT from land use projects, and identify potential VMT reduction programs. His professional experience with traffic and parking analyses also include transportation analyses for several land development projects such as schools, warehousing, mixed use, commercial, and recreation projects in southern and northern California. He focuses particular attention on issues such as vehicular circulation, site access, queuing, and pedestrian routes to school and safety. Fernando understands the complexities of transportation planning and has prepared transportation sections for EIRs for major projects such as general plan updates and specific plans.

EDUCATION

- MS, Civil Engineering (Transportation), University of Southern California
- BS, Naval Engineering, University of Sao Paulo, Brazil

YEARS OF EXPERIENCE

23

LICENSES/CERTIFICATIONS

- Professional Traffic Engineer: CA

AFFILIATIONS

- Institute of Transportation Engineers
- Orange County Traffic Engineers Council
- Institute of Noise Control Engineers

PROJECT EXPERIENCE

City of Los Banos General Plan Update; Los Banos, CA. Fernando was the project manager for the transportation components to Los Banos' General Plan Update. The Kittelson team developed the Circulation Element of the General Plan Update and the corresponding Environmental Impact Report (EIR) prepared for environmental review under the California Environmental Quality Act (CEQA). Kittelson provided traffic modeling review and forecasts, roadway segment and VMT analysis, and alternative transportation options. The results of the analysis and transportation recommendations were included in the General Plan Update document.

City of Montebello General Plan Update, Environmental Impact Report, and Transportation Impact Guidelines; Montebello, CA. Kittelson is developing the updated circulation element for the City of Montebello General Plan Update and their Downtown Specific Plan area. Kittelson is updating the mobility element's goals, policies, and a circulation network to accommodate the City's envisioned land use and circulation buildout. The plan will provide an enhanced network of trails, enhance pedestrian and bicycle mobility and promote a vibrant and walkable downtown area and near rail stations. Fernando is serving as the lead for the technical analyses to review transportation impacts under CEQA.

City of Indian Wells General Plan Update and Environmental Impact Report; Indian Wells, CA. Fernando is the project manager for the City of Indian Wells General Plan Update. Kittelson is updating mobility elements for the City of Indian Wells General Plan Update and the technical analysis to support the EIR document. The mobility element is focusing on expanding the bicycle and NEV network, plan to integrate regional multi-use path connections, and provide complete street policies for residents, workers, and visitors. Fernando led the community workshop to inform the public and seek input for the mobility element update. Fernando manages the day-to-day project activities, coordinates with city staff and supports multiple tasks of this project, including the development of the mobility elements, the SB 743 VMT guidance in traffic impact analysis guidelines, and preparation of the transportation study to support CEQA review for the project.

Clovis SB 743 VMT Metrics Implementation; Clovis, CA. Fernando served as the project manager and technical lead for the City of Clovis VMT metrics implementation project. As project manager, Fernando managed the consultant team, providing direction on technical work and deliverables, conducting quality control checks for analysis and deliverables, and leading communications with the City. The project included establishing metrics, thresholds, screening criteria and a VMT screening and mitigation tool, and the development of transportation impact study guidelines. Fernando has provided several options for the City to implement specific thresholds and screening, considering the city's characteristics within the region. He also assisted the City with outreach efforts in coordination with the building industry association in the Fresno area as a major stakeholder.



ALLISON WOODWORTH | PLANNER



Allison Woodworth is a transportation planner with nearly five years of planning and project management experience. Most recently, she was an Associate Regional Planner at the San Diego Association of Governments (SANDAG) where she fostered partner relationships, co-led the development of the 2021 Regional Transportation Plan online project viewer, and managed the agency's Park & Ride network. While transit planning is her main focus, Allison is expanding her portfolio at Kittelson to include her wider range of passions around mobility justice, bike/ped planning, circulation studies, and other planning projects.

PROJECT EXPERIENCE

Capitol Southeast Connector JPA Project Performance Benefits; Sacramento, CA. Kittelson led a study to establish, document, and communicate the performance benefits of the Capital Southeast Connector Expressway in alignment with existing funding programs and statewide goals. The study comprised eight performance benefits analyses: air quality, environmental justice, crash modification, greenhouse gas (GHG) reduction, climate resiliency, transportation equity, barriers to opportunity, and environmental sustainability. Allison supported the analysis of transportation equity performance benefits.

EDUCATION

BA, Urban Studies, Brown University

YEARS OF EXPERIENCE 5

San Francisco Municipal Transportation Agency (SFMTA) Slow Streets Support, San Francisco, CA. As a task order under an on-call contract with SFMTA, Kittelson is leading consultant support for the Slow Streets Program efforts to convert the temporary treatments into longer term designs for the 24 corridors identified as slow streets. Kittelson's role on the project includes data collection and evaluation, concept design development, survey development, survey distribution and analysis, as well as support with the communications strategy and community engagement. Allison researched and summarized the characteristics of permanent slow streets programs in the United States.

Rancho Cordova Roundabout Study, Rancho Cordova, CA. Kittelson is performing a feasibility assessment to help the City of Rancho Cordova identify top locations for roundabout projects, including concepts for those locations and guidance for roundabout planning and implementation. Allison provides planning and GIS support.

Beverly Hills Transit Needs Assessment, Beverly Hills, CA. Kittelson led a transit needs assessment study to determine whether current and future planned transit services are sufficient to support the needs of Beverly Hills residents, workers, and visitors. Allison provided planning and outreach support.

Military Multimodal Access Strategy, San Diego, CA. This Caltrans Planning Grant-funded project examined the challenges and opportunities for facilitating access to the region's diverse and dispersed military facilities. The project identified access improvements that benefited multiple stakeholders and developed a process for prioritizing them to support both military and local needs. Allison provided deliverable input and helped coordinate a multi-agency, off-site workshop that included participation from Caltrans, multiple branches of the military, SANDAG, local governments, transportation agencies, non-profits, and the public. **Completed with previous firm*

South Bay to Sorrento Comprehensive Multimodal Corridor Plan (CMCP); San Diego, CA. As deputy project manager for this CMCP at the San Diego Association of Governments, Allison coordinated or participated in contract management, three phases of stakeholder engagement, and deliverable input. Community outreach included virtual community meetings with interpretation or held in Spanish, direct coordination with local community-based organizations to provide collateral directly by mail or electronically and hosting two months of public (virtual) office hours to connect with the CMCP co-project managers in either English or Spanish. **Completed with previous firm*



04 | REFERENCES & PROJECT EXPERIENCE

References

Interwest is pleased to provide the following list of references that would be able to provide additional information on our quality of work and customer service. Following this page is a summary of recent project that further detail our experience and qualifications.

City of Rio Vista, CA

Phil Carter, Interim City Manager
707.374.6451, vistapcarter@ci.rio-vista.ca.us

City of San Dimas, CA

Luis Torrico, Planning Manager
909.394.6208, ltorrigo@sandimasca.gov

San Benito County, CA

Arielle Goodspeed, Principal Planner
831.902.2547, agoodspeed@cosb.com

City of Covina, CA

Brian Lee, Director of Community Development, AICP
626.384.5450, blee@covina.gov

Medocino County, CA

Adrienne Thompson, Administrative Services Manager
707.234.6650, thompsona@mendocinocounty.org

City of Lodi, CA

Charles Swimley, Public Works Director
209.33.6706 | cswimley@lodi.gov

City of Corning, CA

Kristina Miller, City Manager
530.824.7033 | kmiller@corning.org



05 | SCOPE OF WORK & DELIVERABLES *Updated 10-12-23*

Project Understanding

Our scope of work and budget are based on the following:

1. The City has a clear idea of the desired updates to the General Plan (as discussed below). The City does not need, and we do not propose, to conduct an extensive “visioning” process to determine how the community sees Wheatland’s future and how the General Plan should be amended/updated. Public involvement in the update process will primarily take place during the General Plan Advisory Committee process.
2. Land use changes are limited to three specific areas:
 - Lands in the eastern portion of Wheatland owned by AKT,
 - Land owned by the Bishop family (the pumpkin farm and adjacent lands), and
 - Land owned by the Gilbert family

Our scope of work includes specific outreach to each of these property owners to determine their desired future land uses.

3. The City wishes to include goals and policies in the General Plan which address the continued use of land within the city for agricultural production and which emphasize the City’s support for “Ag Tourism.” Our scope of work includes the preparation of a new General Plan chapter on the topic of “Agriculture and Ag Tourism.”
4. The City has several specific Circulation-related needs for the update:
 - A VMT analysis to support the preparation of an EIR for the updated General Plan
 - Changes to the Circulation Map/policies to:
 - Eliminate the “enhanced arterials” concept, eliminate the proposed “ring road,” access to future development on the west side of Hwy 65 via existing traffic signals;
 - Revising/simplifying the designated future arterial roadways in the Johnson Ranch area;
 - Examining traffic flow on Hwy 65 without the future bypass and as the bypass is constructed in phases; and
 - Devising potential strategies to improve traffic flow on Hwy 65 while the City waits for the

Bypass to be completed.

5. The City will create a General Plan Advisory Committee whose work will focus on a review of proposed changes to goals and policies. City staff will be responsible for organizing the Committee and working with Interwest to keep the group focused and on task.
6. The City (Raney) will prepare the CEQA analysis of the updated General Plan. We will focus on preparing the updated General Plan, working with the City to ensure that the General Plan is self-mitigating and does not require the imposition of mitigation measures. We suggest discussing the potential use of existing environmental documentation to allow the adoption of the updated General Plan without the preparation of a new EIR.
7. All background information—with the exception of traffic information included in our scope of work—is either already available or will be provided by the City. Interwest’s scope does not include the preparation of a Background/Existing Conditions Report or similar document; documentation of existing setting will be done as part of the preparation of the CEQA analysis.
8. The City will provide GIS information (base maps, existing General Plan, etc.) for Interwest’s use in creating updated maps. We do not propose conducting original research to create new maps, except the updated Land Use Policy and Circulation maps.

Scope of Work

The Interwest Team will undertake the following scope of work. The schedule at the end of this scope of work illustrates the proposed work flow. Some tasks will take place throughout the update process; others will overlap.

TASK 1: ONGOING COORDINATION, REVIEW EXISTING GENERAL PLAN, NEW GENERAL PLAN TEMPLATE, INTERNAL DRAFT GOAL/POLICY SETS

Ongoing Coordination

- The Interwest Team will hold a kick-off meeting with City staff at the beginning of the project.
- We will coordinate with City staff throughout the General Plan process, with monthly conference calls to discuss progress of the work and regular check-ins via phone or Zoom as needed.
- Draft documents will be provided to the City for review and comment prior to their public release.
- As detailed later in this Scope of Work, we will report to the City Council on progress on the General Plan Update.

General Plan Review/Draft Goals and Policies

The Interwest Team will review the existing General Plan. Combined with our discussions with City staff and key stakeholders, we will use our review to determine which existing goals and policies should be retained. We propose using the existing Land Use Map to the extent possible in the updated General Plan, along with all other appropriate land use and other policies.

- We will review the goals and policies in the existing General Plan to begin to create a list of policies/actions which are either not needed or do not appear to have support from the community.
- We will review the 2008 Community Vision and the 2021 Citywide Agricultural Goals, Objectives and Implementation Measures to determine which portions of those documents should be included in the updated General Plan.
- We will discuss our initial recommendations with City staff.
- Following our discussions with City staff, we will create a chapter-by-chapter list of all existing goals and policies which highlight those that are recommended to be retained, edited, or deleted. These will be for internal review, after which they will be used in Task 2 as part of the discussions with the General Plan Advisory Committee.

General Plan Template

Interwest will create a new General Plan template that establishes a new “look and feel” for the document. This will include a consistent, modern graphic style for maps, illustrations, and other graphics.

Interwest will convert the existing text and images of the General Plan and place the selected goals, policies and maps into the new format.

Transportation Existing Conditions Assessment

Kittelson will review the current general plan and other recent studies of development and transportation affecting the Wheatland planning area such as the Yuba County General Plan, the South Yuba Transportation Improvement Authority (SYTIA) Comprehensive Implementation Strategy (CIS) study and the proposed East Wheatland Expressway.

Kittelson will prepare an existing transportation conditions assessment to identify the primary networks for each travel mode and qualitatively identify gaps or significant deficiencies in the networks such as barriers to walking and biking, and locations with high levels of safety concerns. Existing conditions will be assessed using available data from the city, current city plans and programs, and aerial images. Kittelson will also rely on the US Census and other data sources such as Replica to review key metrics

related to mobility in the city. Recent street segment and intersection traffic counts will be compiled from available sources such as Caltrans, and daily traffic volumes will be collected at up to 8 roadway segments. This assessment will be summarized in a technical memorandum.

TASK 2: GENERAL PLAN ADVISORY COMMITTEE/PROPERTY OWNER/STAKEHOLDER INPUT

The preparation of the General Plan will provide for public input and information throughout the process. We will use the City's social media accounts to send out information on the General Plan (including drafts of documents) and will conduct several public meetings at the Planning Commission and City Council (see Task 5). As outlined below, we will create a General Plan Update web site to provide a place to share information about the Update process.

Specific public outreach tasks are outlined below.

General Plan Advisory Committee

Public outreach for the General Plan Update will focus on working with a General Plan Advisory Committee. We will work with the Committee, going through the General Plan chapter by chapter to discuss proposed additions and edits to the General Plan's existing goals and policies. Kittelson staff will prepare transportation-related content for the Committee meetings.

We understand that City staff will take the lead in organizing and publicizing the meetings and helping keep the Committee on task and on schedule.

Per our discussion with City staff, we project reviewing two General Plan chapters at each two-hour Committee meeting. Our budget and schedule include a total of seven (7) Committee meetings, scheduled biweekly. Interwest will provide draft updated chapters for each meeting (presented as redline/strikeout versions of existing goals and policies) and a brief summary of the proposed changes.

During the update process, we will provide materials to City staff for posting on the City's web site and social media to keep the public informed about progress on the General Plan.

Meetings with Stakeholders

We will meet with property owners and stakeholders to discuss the General Plan update. We will meet with three specific property owners to discuss their concepts for land uses and circulation on their property:

- AKT (Johnson Rancho)
- Bishop Family (Pumpkin Farm and adjacent lands)
- Gilbert Family

We anticipate meeting with each group at least once, developing a land use concept for the property controlled by each as described later in this scope of work.

In addition to these property owner meetings, we will reach out to the following stakeholders to obtain their ideas on updates to the General Plan:

- Yuba-Sutter Economic Development Corporation
- Wheatland Economic Development Committee
- Wheatland School District

We anticipate 1-2 hour in-person stakeholder meetings at city hall, scheduled if possible on the same day early in the update process. We can also be available to meet with Zoom if needed to accommodate the stakeholders' schedules.

Public Information Meetings/Public Hearings

At the beginning of the process, we will make a presentation to the City Council to inform them about the update, our proposed schedule, and the overall concept for updating the General Plan.

We will make a second presentation to the Council at the end of the General Plan Advisory Committee process, summarizing the work to date and the general recommendations we have received.

We will conduct public hearings at the Planning Commission and City Council. We estimate two public hearings at the Planning Commission and two public hearings at the City Council.

TASK 3: PREPARE A DRAFT GENERAL PLAN

Interwest Scope

We will prepare a draft updated General Plan, with changes focused on the issues described in the "Project Understanding" section of this proposal. Updates to the current General Plan will focus on:

- Editing current goals and policies to better address Wheatland issues
- Adding/editing goals and policies as needed to address issues of Ag Tourism, land use, circulation, etc.
- Eliminating unnecessary goals and policies and information that will become outdated over time (e.g., existing and proposed infrastructure systems)
- Eliminating the duplication of information and text

As described above, the proposed goal/policy sets will be presented to the General Plan Advisory

Committee for review and comment. The final goals and policies included in each chapter will be those that are approved by the Committee, prefaced by brief introductions to the topics addressed in the chapter.

We propose to generally retain the structure of the current General Plan. This will make the updated Plan easier to use for persons familiar with the current structure and will reduce the work needed to create the updated General Plan. We propose the following structure:

1. Introduction
2. Land Use and Community Character
3. Agriculture and Ag Tourism
4. Transportation and Circulation
5. Housing (Not part of this update)
6. Public Facilities and Services
7. Recreation, Educational and Community Services
8. Historic Preservation
9. Environmental Resources
10. Health and Safety
11. Noise (proposed to be separate from the Health and Safety chapter)
12. Administration and Implementation

The General Plan will be built on the new template, including photographs, illustrations, and explanatory text.

Once the Administrative Draft General Plan is completed, we will provide copies to the City Manager, City Attorney, Public Works, and other City departments. After receiving comments, we will proceed to Task 4.

Kittelson Scope

Kittelson will assist Interwest in the preparation of the Circulation Element of the General Plan. and provide recommendations to Interwest for topics which should be addressed in the updated General Plan. Based on conversations with the project team, the city would like to address the following:

- Modification or elimination of “enhanced arterials” roadway functional classification and

modifying future arterial roadways in the Johnson Ranch area;

- Elimination of the proposed “ring road”;
- Examine traffic flow on State Route 65 without the planned bypass, and consider the effects of the bypass constructed in phases;
- Identify measures to improve traffic conditions on State Route 65 while the passpass is not compelted

Kittelton will support Interwest in updating General Plan goals, policies and implementation actions. These will include policies to reflect more recent state laws regarding Complete Streets, multimodal transportation and access for the mobility impaired. The updated Circulation Element will also address potential added traffic with land use and development. The mobility needs for the city’s unique community profile will be incorporated into the Circulation Element, as there have been significant changes to mobility strategies since the current General Plan was adopted. These include the “safe systems” approach to safety planning and demand-responsive services such as transportation network companies and microtransit.

In order to update the circulation map for the city, Kittelson will work closely with Interwest and city staff to address the circulation issues listed above and potential new issues to be identified during community outreach process These may include congestion on State Route (SR) 65, access to the Pumpkin Farm and planned developments east of downtown and railroad grade crossings and grade separations.

To identify potential solutions to the issues above, Kittelson will use the travel model and other analysis tools to assess up to three sets of circulation configurations. Kittelson will obtain all available travel model inputs and outputs from the Yuba County travel model and/or the SACOG regional travel model. The model files will be reviewed to verify if the land use/socio-economic and circulation network inputs match the city’s existing and projected land uses and transportation systems. The land use comparisons in the model vs the city’s land use projections will be summarized to be reviewed and confirmed with the city prior to further use of the travel model. If the model is acceptable, the available model output files will be utilized to extract vehicle-miles of travel (VMT) and traffic volumes on key roadway segments. The VMT analysis will be sufficient to support the General Plan’s environmental impact report (as discussed under Task 5).

If required, Kittelson will update the travel model to more correctly represent the proposed General Plan land use plan.

Kittelton will use the travel model and other analysis tools to assess up to three sets of circulation

improvements and review roadway volumes and levels of service (LOS) to help compare the effectiveness of major circulation improvements. Kittelson will document the assessment of circulation improvements in a technical memorandum. The consultant team will then work with the city to refine a single circulation map to include with the General Plan Circulation Element. For the refined circulation map, future LOS will be calculated for up to eight road segments and up to three intersections.

Kittelson will also work with City staff to identify a program-level conceptual bicycle and pedestrian network to provide viable facilities for non-motorized travel as an alternative to automobile travel. In addition, existing and future transit routes will be reviewed to best integrate with the circulation system and the bicycle and pedestrian network.

TASK 4: PREPARE PUBLIC DRAFT GENERAL PLAN

Interwest Scope

Interwest will revise the Administrative Draft General Plan based on input from the City Manager, City Attorney, and other departments and publish the Draft General Plan.

The Draft General Plan will be published on the City's web site, and a limited number of printed copies will be made for distribution to other agencies, the public, and other interested parties.

Kittelson Scope

Kittelson will assist Interwest in the preparation of the updated Circulation Element prepared in Task 3 based on input from the project team, city staff and public. One round of review is included in this scope.

TASK 5: ENVIRONMENTAL DOCUMENTATION

Interwest Scope

The Interwest Team will work with the CEQA consultant selected by the City throughout the General Plan Update process to ensure consistency between the General Plan and EIR.

We recommend that the General Plan should be self-mitigating—that is, that potential environmental impacts are as much as possible mitigated with goals and policies in the General Plan. This requires extensive and on-going coordination between the General Plan consultant and the EIR preparer, sharing information on the Plan, its impacts, and potential mitigation.

As discussed below, this coordination between consultants is proposed to occur throughout the Update process, beginning in Task 1 and continuing through the EIR preparation and public hearings.

Kittelson Scope

Kittelson will will provide inputs to the CEQA transportation analysis, including vehicle miles travelled

(VMT) statistics for CEQA analysis, and roadway segment volumes for air quality and noise analysis. Kittelson will not prepare the EIR transportation analysis, but this task includes 8 hours of staff time to assist the project team with EIR response to comments.

TASK 6: PUBLIC MEETINGS AND HEARINGS

Interwest Scope

Interwest will assist City staff in conducting a series of public hearings to introduce the Draft General Plan and EIR to the Planning Commission and City Council. Our budget includes the following:

Planning Commission

Five public meetings/hearings will be held, so that the Planning Commission, City Council and public have sufficient time to receive information and have meaningful discussion.

- Commission Meeting 1: Introduce the General Plan and seek comments from the Commission.
- Commission Hearing 2: Public hearing; recommendation to the City Council to adopt the General Plan and certify the EIR.

City Council

- Council Hearing 1: First public hearing to provide an overview of the General Plan, inform the Council of the Planning Commission's recommendations, and receive comments from the Council and public.
- Council Hearing 2: Final public hearing to adopt the General Plan. Any final comments from the City Council that will require edits to the General Plan will be recorded; final edits will be made after adoption and prior to publishing the final General Plan in Task 6.

Kittelson Scope

Kittelson will attend up to four total in-person public meetings including community outreach, Planning Commission and City Council.

TASK 7: PUBLISH AND DISTRIBUTE FINAL GENERAL PLAN

Based upon the City Council's action to adopt the General Plan, a final General Plan will be prepared that incorporates all changes made by the Council. The City Manager, City staff, and City Attorney will be provided with an internal review copy of the Final General Plan.

SCHEDULE

We believe that the Draft General Plan can be completed and be ready for public hearings in six months. Assuming a start date in November 2023, this would result in a draft General Plan ready for Planning Commission and City Council consideration by July 2024. CEQA processing and public hearings, which are beyond Interwest’s control, will affect the final adoption date.

Projected completion dates for major milestones are shown below:

| Task | Timing/Completion | Notes |
|--|---|--|
| Task 1: Ongoing Coordination, Review Existing General Plan, Prepare New General Plan Template, Internal Draft Goals and Policies | Review of current General Plan: November 2023 General Plan Template: November 2023 | Coordination with the City will occur throughout the Update process. |
| Task 2: General Plan Advisory Committee/ Property Owner/ Stakeholder Input | Beginning November 2024, continuing through January 2024 General Plan Advisory Committee meetings: January to March 2024 | Community participation will occur throughout the Update process. Seven (7) General Plan Advisory Committee meetings, held biweekly |
| Task 3: Prepare Draft General Plan | April-May 2024 | Work will start after the completion of the General Plan Advisory Committee process |
| Task 4: Prepare Public Draft General Plan | June-July 2024 | Ready for Planning Commission and City Council consideration in July 2024 |
| Task 5: Environmental Document Coordination | Preparation of CEQA document by separate consultant; this task addresses Interwest’s coordination with that consultant. | Schedule for the EIR consultant will need to be coordinated with the schedule for the General Plan. |

| | | |
|---|------------------------------------|--|
| Task 6: Public Meetings and Hearings | Begin approximately September 2024 | Schedule to be determined by the City |
| Task 7: Publish and Distribute Final General Plan | December 2024 (approximate) | Final documents printed and made available on the City's web site. |

06 | BUDGET & BILLING RATES

We propose to complete the Update for a total fee of **\$300,350**, including Interwest and Kittelson labor and expenses.

We have shown a breakdown by task to illustrate the level of effort we anticipate for each part of the project, but we would like to set up the project with one overall not-to-exceed budget to avoid the need to revise tasks or billing if individual task work efforts differ from these projections.

| | Eric Norris | | Chantal Power | | Liz Golden | | Lexie Abrahamian | | Interwest Labor | | Kittelson | Cost Per Task |
|--|-----------------|----------------|-------------------|---|------------|--|------------------|--|-----------------|-----------|-----------|---------------|
| | Project Manager | Senior Planner | Associate Planner | Assistant Planner and Admin Support Staff | | | | | | | | |
| Task 1. Ongoing Coordination, Review Existing General Plan, and Prepare New General Plan Template | | | | | | | | | | | | |
| Task Total Hours | 120 | 120 | 24 | 24 | 288 | | | | | | | |
| Task Total Cost | \$21,600 | \$18,600 | \$3,000 | \$2,160 | \$45,360 | | | | | \$ 18,560 | | \$63,920 |
| Task 2. Community Participation | | | | | | | | | | | | |
| Task Total Hours | 60 | 60 | 20 | 28 | 168 | | | | | | | |
| Task Total Cost | \$10,800 | \$9,300 | \$2,500 | \$2,520 | \$25,120 | | | | | \$ 7,760 | | \$32,880 |
| Task 3. Prepare Draft General Plan | | | | | | | | | | | | |
| Task Total Hours | 132 | 132 | 32 | 80 | 376 | | | | | | | |
| Task Total Cost | \$23,760 | \$20,460 | \$4,000 | \$7,200 | \$55,420 | | | | | \$ 39,140 | | \$94,560 |
| Task 4. Prepare Public Draft General Plan | | | | | | | | | | | | |
| Task Total Hours | 72 | 72 | 24 | 40 | 208 | | | | | | | |
| Task Total Cost | \$12,960 | \$11,160 | \$3,000 | \$3,600 | \$30,720 | | | | | \$ 5,970 | | \$36,690 |
| Task 5. EIR Document Coordination | | | | | | | | | | | | |
| Task Total Hours | 60 | 60 | 0 | 0 | 120 | | | | | | | |
| Task Total Cost | \$10,800 | \$9,300 | \$- | \$- | \$20,100 | | | | | \$ 5,100 | | \$25,200 |
| Task 6. Public Meetings and Hearings | | | | | | | | | | | | |
| Task Total Hours | 60 | 24 | 12 | 16 | 112 | | | | | | | |
| Task Total Cost | \$10,800 | \$3,720 | \$1,500 | \$1,440 | \$17,460 | | | | | \$ 15,220 | | \$32,680 |
| Task 7. Publish and Distribute Final General Plan | | | | | | | | | | | | |
| Task Total Hours | 12 | 18 | 0 | 12 | 42 | | | | | | | |
| Task Total Cost | \$2,160 | \$2,790 | \$- | \$1,080 | \$6,030 | | | | | \$ 1,790 | | \$7,820 |
| Grand Total Interwest Hours | 516 | 486 | 112 | 200 | 1,314 | | | | | | | |
| Fee Total | \$92,880 | \$75,330 | \$14,000 | \$18,000 | \$200,210 | | | | | \$93,540 | | \$293,750 |

Additional items:

Traffic Counts (Kitelson): \$1,600
Interwest Expenses:* \$5,000

* Travel costs, printing, etc.

Total with additional items:

Interwest Labor: \$200,210
Kitelson Labor: \$93,540
Traffic Counts: \$1,600
Expenses: \$5,000
TOTAL: \$300,350

07 | LEGAL ACTIONS AGAINST FIRM

| Case Name | Details | Date Filed | Comments |
|---------------------------------|--|-----------------------------------|---|
| Chan v. City of Atherton | Plaintiff alleges that a road project initiated by Atherton caused severe injury to his business. Plaintiff alleges that IW personnel were told about the potential impact and did nothing to mitigate it. <u>Mike Kashiwagi and Mary Grace Houhlihan are personally named. IW is now a party.</u> | 12/20/19, 3rd Amended 5/20/22 | IW is not in the case and Mike Kashiwagi & Mary Grace Houhlihan have been served. Third amended complaint has been filed. The judge seemed skeptical of much of the complaint. We have spoken with plaintiff's counsel and, given the situation, he has agreed to let us put off filing an answer. Most recently, plaintiff's current counsel has filed to withdraw from the action. |
| Evans v. San Jacinto (Tri-Lake) | Wrongful death claim related to an auto accident. The plaintiff and her husband were driving on a two-lane road when a car entered their lane to pass. A head on collision resulted, killing the husband. The allegation is that the husband could not swerve to avoid the accident due to a ditch near the edge of the roadway. Allegation is professional negligence by, among others, Tri-Lake. | 08/05/21 | Answer filed. It appears we did some traffic work on this roadway. Our expert believes that the roadway was safe and records indicate only one head-on collision in 10 years. The City has tendered its defense to us and we are waiting for the carrier to respond. Plaintiff has added the decedent's children. We have retained an accident recreation expert. Trial has been set for 12/1/23. |
| SAFEbuilt v. BPR | Complaint by Interwest & SAFEbuilt against BPR (Ron Beehler's new firm) and several former IW employees alleging various unfair competitive practices. | Amended complain to be filed 6/22 | Discovery is ongoing. |
| Frontier v. Elk Grove | Frontier alleges damage to fiber optic cable due to work performed on a City civil engineering project for which IW provides management services. City tendered the claim to IW. | Notice of Claim 5-9-23 | |

08 | AVAILABILITY

Interwest has the resources to provide the highest level of service to the City for the duration of this project. Our team will be available to begin work immediately after contract award.

A kick-off meeting will be scheduled with City staff as soon as possible after receiving the notice to proceed to ensure timeline and deliverable schedules are agreed upon by all parties.

Contact information for all Interwest team members will be provided during this meeting.

"It has been my pleasure to work Interwest Consulting Group. They have assisted with both long range and short term projects. I have appreciated the professional manner they present themselves to my staff, always with a desire to be complete in their communications, working as a member of our department and not separate from it."

John R. Della Monica, Jr.
Community Development Director
City of Lodi, California

09 | APPENDIX**Appendix 1****Modifications to Agreement**

The Interwest Contract and Legal team have carefully reviewed the contract terms presented in the Sample Professional Services Agreement in the RFP. We respectfully request the following modifications to the agreement terms:

7 Ownership of Documents

All works of authorship and every report, study, spreadsheet, worksheet, plan, design, blueprint, specification, drawing, map, photograph, computer model, computer disk, magnetic tape, CAD data file, computer software and any other document or thing prepared, developed or created by Contractor under this Agreement and provided to City ("Work Product") shall be the property of City, and City shall have the rights to use, modify, reuse, reproduce, publish, display, broadcast and distribute the Work Product and to prepare derivative and additional documents or works based on the Work Product without further compensation to Contractor or any other party. Contractor may retain a copy of any Work Product and use, reproduce, publish, display, broadcast and distribute any Work Product and prepare derivative and additional documents or works based on any Work Product; provided, however, that Contractor shall not provide any Work Product to any third party without City's prior written approval, unless compelled to do so by legal process.

If any Work Product is copyright-able, Contractor may copyright the same, except that, as to any Work Product that is copyrighted by Contractor, City reserves a royalty-free, nonexclusive and irrevocable license to use, reuse, reproduce, publish, display, broadcast and distribute the Work Product and to prepare derivative and additional documents or works based on the Work Product.

If City reuses or modifies any Work Product for a use or purpose other than that intended by the scope of work under this Agreement, then City shall hold Contractor harmless against all claims, damages, losses and expenses arising from such reuse or modification. For any Work Product provided to City in paper format, upon request by City at any time (including, but not limited to, at expiration or termination of this Agreement), Contractor agrees to provide the Work Product to City in a readable, transferable and usable electronic format generally acknowledged as being an industry-standard format for information exchange between computers (e.g., Word file, Excel spreadsheet file, Auto-CAD file). **For the avoidance of doubt, nothing in this Agreement shall be understood to grant City rights to pre-existing intellectual property of Contractor, including Contractor software and licensed software, or to any improvements thereto.**

10 Indemnification.

10.1 Contractor shall indemnify, defend, protect, and hold harmless City, and its officers, employees and agents ("Indemnitees") from and against any **third-party** claims, liability, losses, damages and expenses (including attorney, expert witness and Contractor fees, and litigation costs) (collectively a "Claim") **that to the extent they** arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Contractor or its employees, agents or subcontractors. The duty to indemnify, including the duty and the cost to defend, is limited as provided in this section. However, this indemnity provision will not apply to any Claim arising from the sole or active negligence or willful misconduct of City or its employees or agents. Contractor's obligations under this indemnification provision shall survive the termination of, or completion of Work under, this Agreement. **Contractor's obligations under this Agreement are contingent upon timely receipt of notice of the claim for which indemnification is sought, such that defense of the claim is not prejudiced, and the reasonable assistance of the indemnitee in connection with the defense of the claim.**

12.2 Independent Contractor.

Contractor’s relationship to City is that of an independent contractor. All persons hired by Contractor and performing the Work shall be Contractor’s employees or agents. Contractor and its officers, employees and agents are not City employees, and they are not entitled to City employment salary, wages or benefits. Contractor shall pay, and City shall not be responsible in any way for, the salary, wages, workers’ compensation, unemployment insurance, disability insurance, tax withholding, and benefits to and on behalf of Contractor’s employees. **Except to the extent arising from compliance by Contractor with any City requirements regarding the performance of the services,** Contractor shall, to the fullest extent permitted by law, indemnify City, and its officers, employees, volunteers and agents from and against any and all liability, penalties, expenses and costs resulting from any adverse determination by the federal Internal Revenue Service, California Franchise Tax Board, other federal or state agency, or court concerning Contractor’s independent contractor status or employment-related liability.

12.4 Assignment.

This Agreement and all rights and obligations under it are personal to the parties. The Agreement may not be transferred, assigned, delegated or subcontracted in whole or in part, whether by assignment, subcontract, merger, operation of law or otherwise, by either party without the prior written consent of the other party, **which shall not be unreasonably delayed or withheld.** Any transfer, assignment, delegation, or subcontract in violation of this provision is null and void and grounds for the other party to terminate the Agreement.

Remainder of Page Intentionally Left Blank

Appendix 2

CITY OF WHEATLAND GENERAL PLAN SCOPE OF WORK - KITTELSON & ASSOCIATES

TASK 1. ONGOING COORDINATION, REVIEW EXISTING GENERAL PLAN, PREPARE NEW GENERAL PLAN TEMPLATE

Transportation Existing Conditions Analysis

Kittelson will review the current general plan and prepare an existing transportation conditions analysis to identify the primary networks for each travel mode and identify gaps or significant deficiencies in the networks such as barriers to walking and biking, and locations with high levels of safety concerns. Existing conditions will be assessed using available data from the City, current City plans and programs, and aerial images. Kittelson will also rely on US Census and other data sources such as Replica to review key metrics related to mobility in the City. Average daily traffic (ADT) volumes will be collected at up to 8 roadway segments to calculate roadway segment levels of service (LOS). This analysis will be summarized in a technical memorandum.

TASK 2. COMMUNITY PARTICIPATION

Community Participation: Kittelson staff will prepare transportation-related content for presentations to be prepared by Interwest. Kittelson will also attend up to four in-person public meetings for community outreach and with the Planning Commission and City Council.

TASK 3. PREPARE DRAFT GENERAL PLAN DOCUMENT

Circulation Element

Kittelson will assist Interwest in the preparation of the Circulation Element of the General Plan. Kittelson will review the adopted Circulation Element, as well as related plans and programs such as the Yuba County General Plan, the South Yuba Transportation Improvement Authority (SYTIA) Comprehensive Implementation Strategy (CIS) study and the proposed East Wheatland Expressway and provide recommendations to Interwest for topics which should be addressed in the updated General Plan.

Kittelson will support Interwest in updating General Plan goals, policies and implementation actions. These will include policies to reflect more recent state laws regarding Complete Streets, multi-modal transportation and access for the mobility impaired. The updated Circulation Element will also address potential added traffic with land use and development. The mobility needs for the City's unique community profile will be incorporated into the Circulation Element, as there have been significant changes to mobility strategies since the current General Plan was adopted. These include the safe systems approach to safety planning and demand-responsive services such as transportation network companies and micro-transit.

Kittelson will work closely with Interwest and City staff to identify issues of importance for the City and key stakeholders. SR-65 is the primary commercial corridor in the City, which provides direct access from its busy streets to many properties while serving as the major thoroughfare. Kittelson will review the SYTIA CIS study and the proposed East Wheatland Expressway project to identify the issues and opportunities and to inform the project team how to best integrate these projects with the General Plan update, especially planned developments east of downtown that may have alternative access with the Wheatland Expressway.

Roadway segment LOS will be provided for existing and for the General Plan horizon year conditions to review how the roadway system is anticipated to perform and identify need for improvements. The future conditions analysis will be coordinated closely with the update of the Land Use Element of the General Plan to ensure that the transportation analysis reflects and incorporates planned land use changes, if any, within the city between the current year and horizon year.

Kittelson will obtain all available model inputs and outputs from the Yuba County travel model and/or the SACOG regional travel model. The model files will be reviewed to verify if the land use/socio-economic and circulation network inputs match the City's existing and projected land uses and transportation systems. The land use comparisons in the model vs the City's land use projections will be summarized to be reviewed and confirmed with the City prior to further use of the travel model. If the model is acceptable, the available model output files will be utilized to extract traffic volumes on roadway segments for the entire city.

Roadway segment volumes will be provided for existing conditions and horizon year conditions. If it is determined that the available model inputs would not adequately represent the City's future land use and circulation characteristics, Kittelson will discuss options with Interwest and the City. If it is determined that modifications to the model inputs and new model runs are needed, Kittelson could provide these updated model forecasts as an optional task.

Kittelson will also work with City staff to identify a program-level conceptual bicycle and pedestrian network to provide viable facilities for non-motorized travel as an alternative to automobile travel. In addition, existing and future transit routes will be reviewed to best integrate with the circulation system and the bicycle and pedestrian network.

This scope does not include new model runs to generate new forecasts or VMT estimates for CEQA studies.

TASK 4. PREPARE PUBLIC DRAFT GENERAL PLAN DOCUMENT

Kittelson will assist Interwest in the preparation of the updated Circulation Element prepared in Task 3 based on input from the project team, City staff and public. One round of review is included in this scope.

TASK 5: ENVIRONMENTAL DOCUMENTATION

Kittelson will not prepare the EIR transportation analysis, but will assist the CEQA consultant team by providing roadway segment volumes and vehicle miles traveled (VMT) for existing and future conditions for the approved scenarios analyzed in the General Plan.