



CITY OF WHEATLAND

CITY COUNCIL MEETING STAFF REPORT

October 11, 2022

SUBJECT: Consideration to approve the Task Order with Raney Planning and Management to prepare a Background Report for the Wheatland General Plan Update.

PREPARED BY: Jim Goodwin, City Manager

Recommendation

Staff recommends that the Wheatland City Council approve Task Order #1 with Raney Planning and Management Inc. for the preparation of the General Plan Update Background Reports and direct the City Manager to sign.

Background

The current City of Wheatland General Plan was adopted in 2006. Since that time, the City's development buildout scenario has changed significantly, including annexations, flooding and drainage improvements, sewer conveyance and treatment, lands in active agriculture production, and changes in the planned roadway system. As a result, the need to prepare a comprehensive update of the City of Wheatland General Plan has become considerable.

The first step in preparing a comprehensive General Plan Update is to update the City's existing Background Reports. A Background Report serves as snapshot of the City's existing conditions and summarizes the physical, social, and economic conditions of the City. The preparation of the Background Reports will include a review of all current land use plans, master plans and feasibility studies supporting the current General Plan or completed since adoption of the plan.

The City of Wheatland has been awarded \$100,000 from the 2021 SACOG Community Design Funding Program for the preparation of the General Plan Update Background Reports. The 2021 Community Design Funding Program has a current funding round cycle deadline of April 30, 2024

The City of Wheatland plans to use funds from the Federal American Rescue Plan Act of 2021 (ARPA) for the Comprehensive General Plan Update.

Discussion

The current Planning Services Contract with Raney Planning and Management requires a task order for certain project services. All task orders that exceed the City Manager's contract authority (those \$25,000 or greater) require City Council approval. The attached Task Order authorizes Raney Planning and Management Inc. (Consultant) to perform the necessary tasks to prepare the Background Reports (Project), which is the first step in the Comprehensive General Plan Update process. The preparation of the proposed project, including all of the tasks identified below, is estimated not to exceed the \$100,000 SACOG Community Design Grant Program funding.

Proposed Project Tasks

1. Project Management, including Regular Reporting to SACOG
2. Prepare the General Plan Update Background Reports
3. Planning Commission and City Council Presentations
4. Preparation of Economic Consultant Request for Proposals
5. Preparation of General Plan Consultant Request for Proposals

It should be noted the tasks identified above include hiring two additional consultants. The first consultant will assist in the preparation of the Economic and Fiscal Conditions Background Report and the second consultant will be the General Plan Update consultant. The General Plan Update consultant will specialize in General Plan Updates as well as hosting the associated community outreach workshops for the preparation of the General Plan Update.

Alternatives

Council may choose not to issue the task order and direct the City Manager to seek a separate consultant to provide the services.

Fiscal Impact

The process of preparing the background report for the General Plan Update is not to exceed the \$100,000 funds provided from SACOG's Community Design Grant Program. The City is not required to match any funds from the grant. The City of Wheatland plans to use ARPA funding for the Comprehensive General Plan Update process, which would begin after the Background Reports are completed. The General Plan Update will be completed prior to the end of 2026.

Conclusion

Based on the information contained in the staff report, staff recommends that the Wheatland City Council approve the attached Task Order, authorizing Raney Planning and Management Inc. to prepare the General Plan Update Background Reports.

Attachments

1. General Plan Background Reports Task Order
2. General Plan Background Reports Project Scope of Work

TASK ORDER #1

General Plan Background Reports Project

Date:

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

Consultant: Raney Planning & Management, Inc.
1501 Sports Drive, Suite A
Sacramento, CA 95834
(916) 372-6100
timraney@raneymanagement.com
Tim Raney, President

Original Project Contract: Wheatland Planning Services Contract (May 16, 2022)

Funding Source to be Billed: SACOG Community Design Grant

The Consultant is hereby authorized to perform the following work subject to the provisions of the Contract identified above:

Fee (Not to Exceed): \$100,000

Scope:

Please see Attachment A for a complete scope of work.

Raney will complete the following tasks to prepare the General Plan Background Reports:

1. Project Management, including Regular Reporting to SACOG (see Task 1 of Attachment A);
 - a. Raney will provide quarterly reports, consisting of project progress updates and invoicing to SACOG, as required, until project completion.
2. Prepare General Plan Background Report (see Task 2 of Attachment A);
 - a. Raney will review all current land use plans and master plans to compile an updated Background Report consisting of existing physical, social, and economic conditions within the City of Wheatland and its surrounding regions.
3. Planning Commission and City Council Presentations (see Task 3 of Attachment A);
 - a. Throughout the process, staff will have quarterly update meetings with both the Wheatland Planning Commission and City Council. After completion of the

Background Report, staff will present the findings to the Wheatland Planning Commission and City Council.

4. Preparation of Economic Consultant Request for Proposals (see Task 4 of Attachment A);
and
 - a. Raney will prepare a detailed Request for Proposals (RFP) to acquire an economic consultant to prepare the Economic and Fiscal Conditions section of the Background Report.
 - b. Raney will review the responses to the RFP and select an economic consultant to complete the work outlined in the RFP.
5. Preparation of General Plan Consultant RFP (see Task 5 of Attachment A).
 - a. Raney will prepare a detailed RFP for the local General Plan Update firms to prepare the General Plan Update and associated community workshop meetings.
 - b. Raney will review the responses to the RFP and select a consultant to complete the work outlined in the RFP.

Payment and Invoicing Procedures

Invoicing and Payment is per Professional Services Agreement executed on May 16, 2022.

The undersigned consultant hereby agrees that it will provide all equipment, furnish all materials, except as may be otherwise noted above, and perform all services for the work above specified in accordance with the Contract identified above and will accept as full payment therefore the amount shown above.

City of Wheatland

Consultant: _____

Dated: _____

Dated: _____

Title: City Manager

Title: _____

Print Name: Jim Goodwin

Print Name: _____

Signature: _____

Signature: _____

ATTACHMENT 1

SCOPE OF WORK GENERAL PLAN BACKGROUND REPORT PROJECT

Please find below Raney's scope of work, schedule, and budget for the General Plan Background Reports Project:

PROJECT UNDERSTANDING AND BACKGROUND

The current City of Wheatland General Plan was adopted in 2006. Since that time, the City's development buildout scenario has changed significantly, including annexations, flooding and drainage improvements, sewer conveyance and treatment, lands in active agriculture production, and changes in the planned roadway system for the City. As a result, the need to update the City's background reports has become considerable.

The City of Wheatland intends to use the Sacramento Area Council of Governments' (SACOG) Community Design Grant to prepare the General Plan Background Reports. The Background Report will include an analysis of existing physical, social, and economic conditions within the City of Wheatland and its surrounding region. The Background Report will serve as background information for both the General Plan and Environmental Impact Report. The Background Report will include information on the following topics:

- Land Use and Community Character;
- Transportation;
- Economic and Fiscal Conditions;
- Housing;
- Public Facilities and Services;
- Natural and Cultural Resources;
- Safety and Noise; and
- Environmental Justice.

The Background Report and subsequent General Plan Update will establish a framework for guiding planning decisions related to facility development and service provision. The general emphasis of the policies and programs will focus on planning efforts to ensure quality development, consistent with the SACOG Blueprint Growth Principles, and provide a path for the City of Wheatland to support future development focused on the reduction of Vehicle Miles Traveled (VMT), live/work opportunities, alternate transportation modes, quality development, and space making by implementing the following Blueprint Growth Principles:

- Transportation Choice;
- Compact Development;
- Mixed-Use Development;
- Housing Choice and Diversity;
- Use of Existing Assets;
- Natural Resource Conservation; and
- Quality Design.

TECHNICAL SCOPE OF SERVICES

Raney will complete the following tasks to prepare the General Plan Background Report:

Task 1 Project Management, including Regular Reporting to SACOG

The objective of this task is to provide quarterly reports, consisting of project progress updates and invoicing to SACOG, as required, until project completion, which anticipated to be July 31, 2024.

Raney will complete the following deliverables:

- Preparing and submitting progress reporting and invoicing to SACOG.

Task 2 Prepare General Plan Background Report

The objective of this task is to review all current land use plans and master plans to compile an updated Background Report consisting of existing physical, social, and economic conditions within the City of Wheatland and its surrounding regions.

Raney will complete the following deliverables:

- Conduct a review of all current land use plans and master plans;
- Prepare draft Background Report for City review; and
- Revise draft Background Report based on City comments and prepare final Background Report.

Task 3 Planning Commission and City Council Presentations

Throughout the General Plan Update process, Raney and City staff will attend quarterly update meetings with both the Wheatland Planning Commission and City Council. After completion of the Background Report, Raney and City staff will present the findings to the Wheatland Planning Commission and City Council.

Raney will complete the following deliverables:

- Attendance at up to 16 quarterly update meetings with the Planning Commission and City Council; and
- Present findings of the Background Report to Planning Commission and City Council.

Task 4 Preparation of Economic Consultant Request for Proposals (RFP)

The objective of this task is to prepare a detailed RFP to acquire an economic consultant to prepare the Economic and Fiscal Conditions section of the Background Report. Raney will

review the responses to the RFP and select an economic consultant to complete the work outlined in the RFP.

Raney will complete the following deliverables:

- Prepare a detailed RFP for preparation of the Economic and Fiscal Conditions section of the Background Report; and
- Coordinate with City staff to select an economic consultant to prepare the Economic and Fiscal Conditions section of the Background Report.

Task 5 Preparation of General Plan Consultant RFP

The objective of this task is to prepare a detailed RFP for the local General Plan Update firms to prepare the General Plan Update and associated community workshop meetings. Raney will review the responses to the RFP and select a consulting firm to complete the work outlined in the RFP.

Raney will complete the following deliverables:

- Prepare a detailed RFP for preparation of the General Plan Update and facilitation of associated community workshop meetings; and
- Coordinate with City staff to select a consulting firm to prepare the General Plan Update and facilitate associated community workshop meetings.

SCHEDULE

The following tentative schedule is based on experience providing similar services. The schedule could be lengthened or shortened, depending on the needs of the City of Wheatland. Factors that could lengthen or shorten the schedule include dates of receipt of project information, length of document reviews, and unanticipated issues arising from City staff or the project team.

TENTATIVE SCHEDULE City of Wheatland General Plan Background Report Project		
Milestones & Deliverables	Timing	Anticipated Date
Notice to Proceed (NTP)	TBD	September 2022
Quarterly Reports and Invoicing to SACOG	Quarterly until project completion by July 31, 2024 <i>(Ongoing)</i>	Fall 2022 to Summer 2024
Completion of General Plan Background Report	Six months from NTP	March 2023
Preparation of Economic Fiscal Conditions RFP and Selection of Consultant	Six months form NTP	March 2023
Planning Commission and City Council Presentations	Nine months from NTP	June 2023
Preparation of General Plan Update RFP and Selection of Consultant	12 months from NTP	September 2023

BUDGET

The cost for completion of the General Plan Background Report is anticipated not to exceed **\$99,985** as shown in the spreadsheet on the following page. The costs for completion of the IS/MND are based on the estimates of time for each task, following Raney's standard billing rates.

Wheatland General Plan Background Report						
COST ESTIMATE						
		Project Director	Project Manager	Associate	Administrative	Cost Per Task
Task 1	Project Management, including Regular Reporting to SACOG	8	25		36	\$ 8,045
Task 2	Prepare General Plan Background Report	80	160	237		\$ 70,025
Task 3	Planning Commission and City Council Presentations	22	22			\$ 7,920
Task 4	Preparation of Economic Consultant RFP	18	18		21	\$ 8,055
Task 5	Preparation of General Plan Consultant RFP	14	14		12	\$ 5,940
	Total Hours	142	239	237	69	
	Hourly Rate	\$ 215	\$ 145	\$ 125	\$ 75	
	Total Labor	\$ 30,530	\$ 34,655	\$ 29,625	\$ 5,175	\$ 99,985
	Total Budget					\$ 99,985

*Estimates only. Will be billed on time-and-material basis.