



PLANNING COMMISSION AGENDA

OCTOBER 18, 2012

CITY COUNCIL CHAMBERS

6:30 PM

1. Call to order
2. Roll Call
3. **Approval of Minutes for September 20, 2012**
4. **Director's Report:** This an opportunity for the Community Development Department's Director or designee to provide the Commission with information on any items other than those listed on the Agenda.
5. **Public Comment:** This is an opportunity for the public to speak to the Commission on any item other than those listed on the Agenda. The Chairman may impose a time limit on any speaker.
6. **Communication - Commission Statements and Requests:** This is an opportunity for the Commission members to make comments and announcements to express concerns or to request Commission's consideration of any items a Commission member would like to have discussed at a future Commission meeting.
7. **Subcommittee Reports:**

PUBLIC HEARING:

8. **General Plan Map Consistency Update:** An update to the City's General Plan Land Use Map to provide consistency with previous land use, zoning or specific plan amendments.

Applicant:	City of Woodland
Environmental Determination:	Environmental review was prepared at the time the initial land use, zoning or specific plan amendment was approved.
Staff Contact:	Cindy A. Norris, Principal Planner
Recommended Action:	Recommend approval to City Council

NEW BUSINESS:

9. **General Plan Update - Information Concerning the General Plan Update Process – Release of Request for Qualifications and Request for Proposals**

Applicant:	City of Woodland
Staff Contact:	Cindy A. Norris, Principal Planner
Recommended Action:	Informational Update

10. **Spring Lake Mow Strip Planting Policy - Information Regarding Potential Spring Lake Mow Strip Modifications**

Applicant:	City of Woodland
Staff Contact:	Cindy A. Norris, Principal Planner
Recommended Action:	Informational Update

OLD BUSINESS:

11. Adjournment

The Planning Commission of the City of Woodland encourages all parties interested in a matter scheduled to be reviewed, discussed and acted on at a meeting, to participate in the public discourse, which may include the submission of written comments and materials. The Planning Commission notifies the public that those materials received less than 24 hours before a meeting date and time may not be able to be considered completely. Further, the Planning Commission encourages interested parties to attend the meeting to discuss any matter of concern and to explain their comments more fully.



PLANNING COMMISSION AGENDA

SEPTEMBER 20, 2012
CITY COUNCIL CHAMBERS
6:30 PM

DRAFT MINUTES

1. Call to order

2. Roll Call

Commissioners Present: Lopez, Murray, Wurzel, Holt, Murphy
Commissioners Absent: Gonzalez

Staff: Nick Ponticello, Community Development Director; Cindy Norris, Principal Planner; Paul Hanson, Senior Planner; Bruce Pollard, Senior Civil Engineer

3. **Approval of Minutes for August 16, 2012**

Ayes: Lopez, Murray, Wurzel, Holt, Murphy

No's:

Abstain:

4. **Director's Report:** This an opportunity for the Community Development Department's Director or designee to provide the Commission with information on any items other than those listed on the Agenda.

- *New PC member appointed last Tuesday. Marco Lizarraga. Hopefully will join us for our next meeting.*
- *We will hold a meeting in October 18th.*
- *Upcoming training offered by the City Attorney for the council, boards and commissions on Brown Act and Ethics in October – will be receiving notice from the City Clerk for those dates.*
- *Update on the surface water site fill project.*

5. **Public Comment:** This is an opportunity for the public to speak to the Commission on any item other than those listed on the Agenda. The Chairman may impose a time limit on any speaker.

None

6. **Communication - Commission Statements and Requests:** This is an opportunity for the Commission members to make comments and announcements to express concerns or to request Commission's consideration of any items a Commission member would like to have discussed at a future Commission meeting.

Commissioner Murphy requested a status update concerning the third sports field at the sports park. Staff indicated that they would bring an update to the next meeting.

7. **Subcommittee Reports:**

None

PUBLIC HEARING:

8. **Velocity Island Cable Wakeboard Park Conditional Use Permit (CUP).** Request for a Conditional Use Permit to construct and operate a cable wakeboard park (a surface water sport park) within the City's 15-acre Dubach Detention Basin (also known as Dubach Park) at 755 North East Street (APNs 027-340-002 & 027-270-078). The requested entitlements include a Conditional Use Permit, review of the proposed Initial Study and Mitigated Negative Declaration and the proposed

adoption of the Mitigation Monitoring and Reporting Plan, and a review of the Site Plan, Landscape Plans, and Design Review for the project.

Applicant:	Scott Hartmann of LoveRide Inc
Environmental Document:	Initial Study and Mitigated Negative Declaration with a Mitigation Monitoring Reporting Plan
Staff Contact:	Paul L Hanson, AICP, Senior Planner
Recommended Action:	Recommend to City Council Conditional Approval

Motion: Commissioner Murray made a motion to recommend to the City Council the approval of the Mitigated Negative Declaration, Mitigation Monitoring and Reporting Plan and the Conditional Use Permit for Velocity Island Park, a cable wake board park located 755 North East Street (Dubach Detention Basin), which was seconded by Commissioner Lopez.

Ayes: Lopez, Murray, Wurzel, Holt, Murphy

No's

Abstain:

NEW BUSINESS:

OLD BUSINESS:

9. Adjournment

The Planning Commission of the City of Woodland encourages all parties interested in a matter scheduled to be reviewed, discussed and acted on at a meeting, to participate in the public discourse, which may include the submission of written comments and materials. The Planning Commission notifies the public that those materials received less than 24 hours before a meeting date and time may not be able to be considered completely. Further, the Planning Commission encourages interested parties to attend the meeting to discuss any matter of concern and to explain their comments more fully.



MEMORANDUM

TO: Planning Commission Members

FROM: Cindy A. Norris, Principal Planner

SUBJECT: General Plan Land Use Map Consistency Update

DATE: October 18, 2012

RECOMMENDATION:

That the Planning Commission recommends that the City Council take the following action:

1. Adopt Resolution No. ____ approving the General Plan Land Use Map Consistency Update (Attachment A).

BACKGROUND:

With the 1996 General Plan a Land Use Map was approved which provided a depiction of various land use categories within the city in a black and white format (Attachment B). Further, there have been a couple zoning and specific plan area changes that were not correspondingly changed on the General Plan Land Use Map.

The purpose for updating the General Plan Land Use map achieves multiple objectives:

- Depicts land use designations in color to allow clarity in the visual identification of land uses.
- Includes the voter approved Urban Limit Line boundaries.
- Updates the map in order that it may serve as a solid baseline for the upcoming General Plan Update project.
- Provides consistency with previously adopted zoning and specific plan changes that were not correspondingly depicted on the General Plan Land Use Map. In particular, describes land use changes approved in the Spring Lake Specific Plan area.

DISCUSSION:

When the General Plan was approved in 1996, the black and white format allowed an ease of updating by staff and the ability to copy at lower cost at a time when it was technologically more difficult to copy in color. However, a land use map in black and white does not allow a visually conceptual

understanding of land use allocations. As a result, staff has translated the black and white map version using standard accepted colors to depict land use citywide.

The updated map also captures more recently approved land use changes including the Woodland Gateway II, the residential land use change at Gibson and Ogden, at Pioneer Avenue for Farm Credit West and within Spring Lake.

The colored map will also provide a more readily understandable visual land use exhibit that can be used as a baseline map as the city considers land use options as part of the General Plan Update. Additional corresponding information layers can be shown, as example, the land use map with the 200-year flood zone overlay. (Attachment “C”)

RECOMMENDED ACTION:

That the Planning Commission recommends that the City Council take the following action:

1. Adopt Resolution No. ____ approving the General Plan Land Use Map Consistency Update (Attachment A).

Attachment:

- A. Updated General Plan Land Use Map with color
- B. General Plan Land Use Map Updated in 2008 (Black and White)
- C. General Plan Land Use Map with 200-year flood overlay.



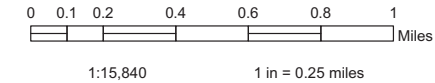
General Plan Land Use

- Land Use Designations**
- Residential**
- Rural (0.0 – 2.0 dwelling units/gross acre)
 - Very Low Density (1.0 – 4.0 du/gross ac)
 - Low Density (3.0 – 8.0 du/gross ac)
 - Medium Low Density (5.0 – 12.0 du/gross ac)
 - Neighborhood Preservation (3.0 – 8.0 du/gross ac)
 - Medium Density (8.0 – 15.0 du/gross ac)
 - High Density (16.0 – 25.0 du/gross ac)
 - Planned Neighborhood (1.0 – 25.0 du/gross ac)

- Commercial**
- Neighborhood Commercial
 - Central Commercial
 - General Commercial
 - Highway Commercial
 - Service Commercial
 - Mixed Use

- Industrial**
- Business Park
 - Industrial
- Other**
- Open Space
 - Public Service
 - Urban Reserve
 - Undesignated

- Schools**
- E Elementary School
 - M Middle School
 - H High School
 - C College
- Specific Plans**
- 1 Southeast Area
 - 2 Spring Lake
 - 3 Spring Lake Master Plan Remainder
 - 4 East Street
 - 5 Downtown
- Park**
- P Park
 - P Proposed Park



CITY OF
WOODLAND
GENERAL PLAN
POLICY DOCUMENT

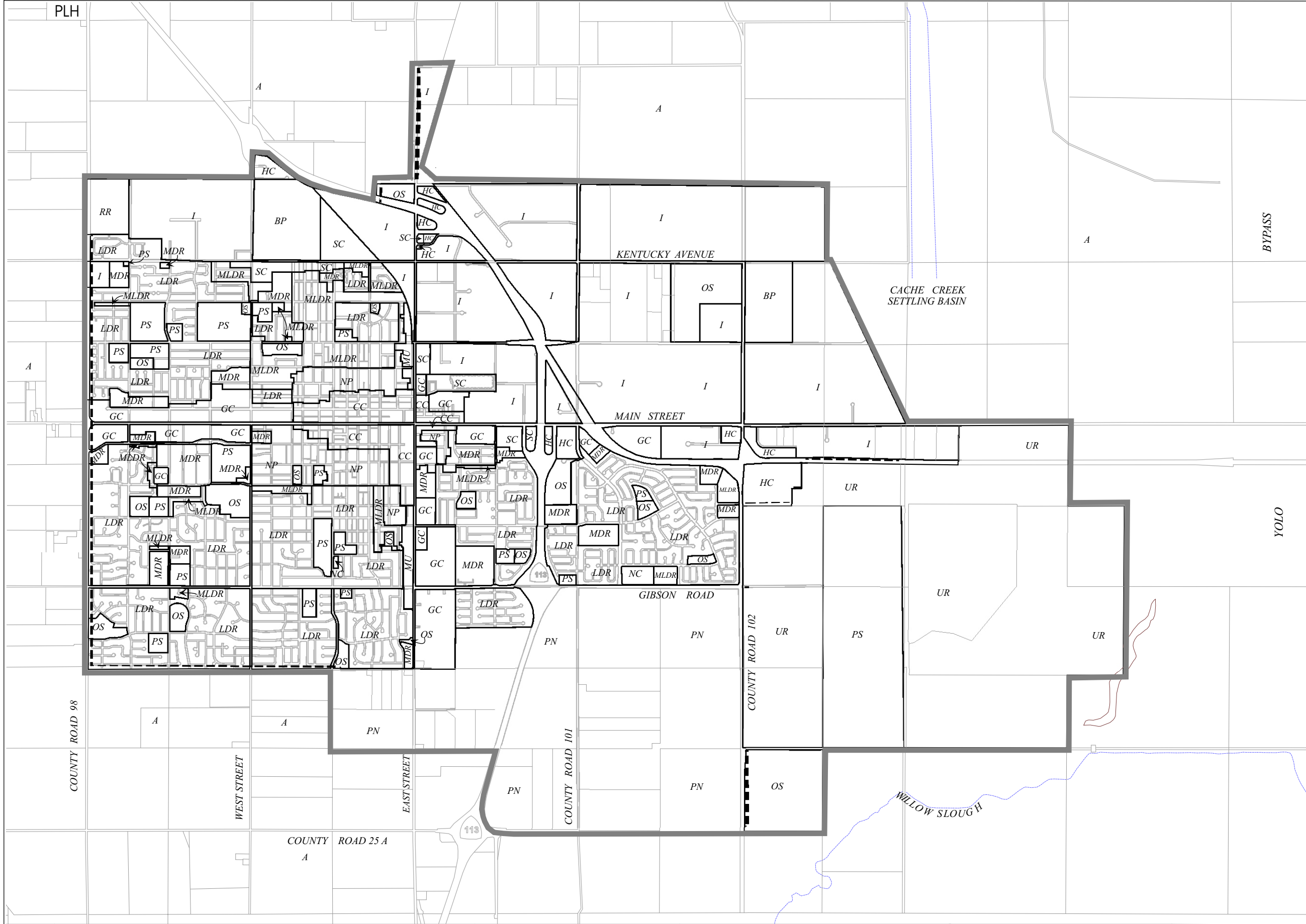


FIGURE 1-4
LAND USE DIAGRAM

- RESIDENTIAL**
- RR Rural Residential
 - VLDR Very Low Density Residential
 - LDR Low Density Residential
 - MLDR Medium Low Density Residential
 - NP Neighborhood Preservation
 - MDR Medium Density Residential
 - HDR High Density Residential
 - PN Planned Neighborhood
- COMMERCIAL**
- MU Mixed Use
 - NC Neighborhood Commercial
 - CC Central Commercial
 - GC General Commercial
 - HC Highway Commercial
 - SC Service Commercial
- INDUSTRIAL**
- I Industrial
 - BP Business Park
- OTHER**
- PS Public Service
 - OS Open Space
 - A Agriculture
 - UR Urban Reserve

- CITY LIMITS
- URBAN LIMIT LINE
- PLANNING AREA BOUNDARY

Amended
December 17, 2002 February 21, 2008
May 18, 2005





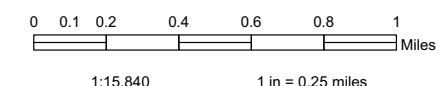
General Plan Land Use
with Flood Overlay

- Land Use Designations**
- Residential**
- Rural (0.0 – 2.0 dwelling units/gross acre)
 - Very Low Density (1.0 – 4.0 du/gross ac)
 - Low Density (3.0 – 8.0 du/gross ac)
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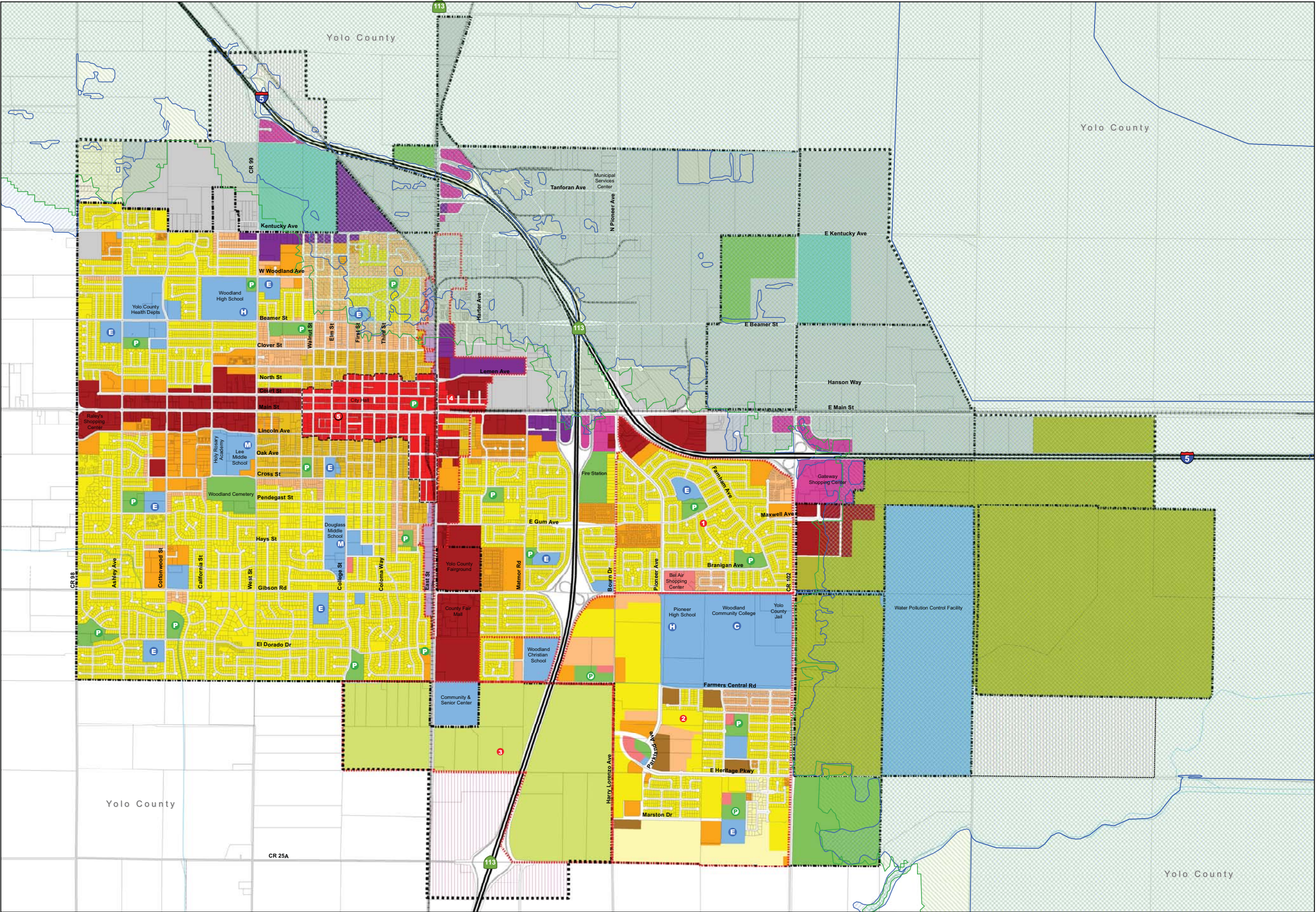
- Commercial**
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 - Central Commercial
 - General Commercial
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 - Service Commercial
 - Mixed Use

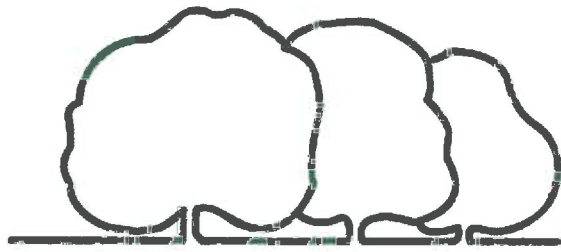
- Industrial**
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 - Proposed Park



City of Woodland, October 2012
Technology Services GIS
Source: Woodland Planning Dept





City of Woodland

MEMORANDUM

TO: Planning Commission Members

FROM: Cindy A. Norris, Principal Planner

SUBJECT: Information Concerning the General Plan Update Process – Release of Request for Qualifications and Request for Proposals

DATE: October 18, 2012

INFORMATIONAL UPDATE:

The City Council has determined that an update of the General Plan is appropriate and necessary in order to more fully align the document with current regulatory and policy based requirements and that there should be an assessment to ensure that the document is a reflection of the communities values with regard to growth and priorities. Toward this end, the City released a Request for Qualifications (RFQ) and Request for Proposals (RFP) in order to hire a project manager and consultant team to prepare the update. The RFQ and RFP were released on October 5, 2012 and are included, (Attachments “A” and “B”).

BACKGROUND:

The last significant update to the City of Woodland’s General Plan was completed in February 1996. This update was significant in scope and followed an involved and controversial public process, including a referendum process. In November 1996, Woodland residents voted to keep the General Plan as approved by the Council in February. In 2002, the city conducted a five-year technical update to the General Plan and a Mitigated Negative Declaration.

Since that time, there have been signification legislative, policy and technological changes that should be incorporated into a General Plan update.

DISCUSSION:

The City has determined that in order to keep the project on a tight time frame and to ensure that it stays within budget with minimum staffing levels, that an effective course of action will be to hire a Project Manager as staff augmentation. The City hopes to bring in a seasoned consultant who has expertise in managing and overseeing complex projects of this nature. A Request for Qualifications (RFQ) for Project

Management Services has been released. In addition, a consultant team will be hired to prepare the General plan update and corresponding environmental documentation. These services will be procured through a Request for Proposal (RFP) process. The RFP and RFQ process is anticipated to meet the following schedule:

Release: *October 5, 2012*

Pre-proposal meeting: *Wednesday October 17, 2012, at 2:00 PM in the Council Chambers*

Submittal: *RFQ – November 5, 2012*

RFP – November 19, 2012

Selection: *December*

Project start: *January*

Process and Citizen Involvement

Citizen Involvement –The General Plan at its most basic level is a statement of the community’s vision for the future and a guide to achieving that vision. With this in mind, it is clear that citizen involvement is essential to the successful preparation of a General Plan. The City envisions that a variety of methods be used to ensure that every person in Woodland who wishes to express an opinion has the ability to do so. However, time is of the essence and the process should be streamlined with public engagement occurring in the most efficient manner. Among the means the City suggests the General Plan program to accomplish these goals are the following:

- Establish a **General Plan Steering Committee** of 10 – 15 members to provide advice/input at key phases of the General Plan update effort including assessment of relevant resources. This group will include identified stakeholders, related agency staffs such as SACOG and Yolo County, as well as Commission and Council representatives. Establishing a clear purpose statement for the group with a corresponding description of the committee roles and responsibilities is essential.
- Conduct **public workshops and meetings** on specific topics, including meetings with the Steering Committee and City Council study sessions.
 - Introduction and visioning – Up to two (2) meetings
 - Key Issues identification meeting(s) – Up to two (2) meetings
 - Land use Alternatives workshop/study session – Up to two (2) meetings
 - Topic discussion meeting(s) – At least two (2) meetings, although more may be required. Should occur prior to release of the draft in order to refine direction on key topic areas
 - Draft General Plan/ DEIR meetings for review and input. May include Steering Committee meetings as well as public study sessions with the Planning Commission and City Council. Up to two (2) meetings
 - Final recommendation and approval public hearings

- Develop an **interactive General Plan section** at the City's web site and the use of social media to build interest in the General Plan process. The Team will assist the City in developing, writing content and structuring an effective web site. The City plans to publish all General Plan-related materials—including drafts of the various General Plan Elements and the General Plan Environmental Impact Report—on the City's web site. Included on the General Plan web site will be an opportunity for residents to send comments and questions directly to City staff.

Project Manager

The City of Woodland intends to hire a project manager, independent from the Consultant Team who will function as an extension of staff to assist and oversee the preparation of the General Plan update. This individual will assist in ensuring that the project stays on time and within budget. This person will oversee key tasks, review and edit material, organize and participate in public workshops and presentations and basically function as the first line project manager for this effort reporting to the City.

Planning Commission and City Council

It is anticipated that the Planning Commission and City Council will be actively involved in the overall process of development of the General Plan through initial workshops, meetings, and public hearings. It is anticipated that the Planning Commission and City Council will receive regular updates on progress including identification of key issues, work in progress, policy issues, and questions.

Key Development Considerations

Key considerations as the city considers future development growth and patterns include the following:

Economic Development

Many policies in the General Plan and in the City's Downtown Specific Plan emphasize the development of a vibrant, active commercial downtown, as the governmental, social and entertainment center for the city. Through a Downtown Task Force, efforts are underway to evaluate how, when and what uses are necessary to achieve the desired outcome for the downtown. The City has also experienced recent commercial growth northeast of town along the I-5 as part of the new 50-acre commercial Woodland Gateway Center. Additionally, an Environmental Impact Report has recently been certified by the City Council for 63 acres of additional commercial development south of the existing Gateway Center. The newer commercial center is doing well while the City's older County Fair Mall, located toward the center of town, has been struggling, as have many of the older commercial centers along West Main Street. Coordinated efforts and vision are needed to help the city create a strategic vision for economic development that will benefit the downtown, address older and possibly excessive commercial uses in town, while capturing valuable freeway-based revenue generating land uses. Strategic identification of leakage and appropriate uses for each of these commercial segments is required, while at the same time considering repurposing or reuse in some cases.

Development Patterns and Growth

Woodland has had a history of orderly, compact growth. The City is essentially ringed by open or active agricultural land which creates a distinct edge or boundary for Woodland. Radiating from the downtown

outward, much of the area within City boundaries designated for single family residential has already developed. Generally, new growth will occur within existing specific planned neighborhoods, on future annexed lands or on infill opportunity sites. There is possibility for reuse and mixed-use development along Main Street, East Street and possibly along Kentucky Avenue.

Existing older commercial development areas along West Main Street, on parts of East Street, and at the County Fair Mall site have struggled in this latest economic downturn and may be ripe for transitional development concepts. Further, there is existing industrially zoned property in the northeast portion of the City that serves varying ranges of economic business segments from startup to large warehouse users. In some areas the building stock is older and may be obsolete. New industrial development pressure is focused on the annexation of additional land and the building of new, specialized structures, rather than re-use. Inventory and management of industrial building stock and reuse opportunities is essential.

Urban Limit Line

Recognizing the importance of preserving surrounding agricultural land, to help preserve the character of Woodland, and to ensure efficient infrastructure, the 1996 General Plan identified the idea of an Urban Limit Line (ULL). A study to evaluate the ULL was initiated after the 2002 update. In 2006, a voter approved initiative resulted in the designation of a permanent ULL. The initiative requires the City to evaluate the potential for residential development both within the city as well as on future annexed land within boundary limits. As a result, the growth boundaries of the City have been determined. A key aspect of this General Plan update will be for the community to assess where and in what manner Woodland should grow within this boundary through the next planning horizon. The plan will need to provide an assessment of development options in order to evaluate possible increases to residential densities to meet state housing criteria, to encourage and facilitate transit-oriented development and to plan for mixed-use development possibilities.

SACOG Metropolitan Transportation Plan and Sustainable Communities Strategy

The Sacramento Area Council of Governments has recently completed the Metropolitan Transportation Plan and Sustainable Communities Strategy through the horizon year of 2035. To the extent possible the City would like to achieve tiered benefits and to consider a land use alternative that is generally consistent with the Strategy. To the extent possible the City wishes to utilize existing data and resources to assist in informing the update process.

State Housing Requirements/Housing Element Update deadline

Pursuant to SB 375 the Housing Element adoption deadline is October 31, 2013. As a result, the City will be required to submit an updated Element prior to the completion of the overall General Plan update. A further revised Housing Element may be required at the end of the General Plan update. It is anticipated that the work required to review and update the Element will inform the land use alternatives analysis for the General Plan update. As part of the Housing Element review the City will undertake an analysis to demonstrate the appropriate densities to achieve housing for low income households. The Community will need to assess development trends as well as the level of development intensity desired and where possible higher density developments could be encouraged.

2010 Census and Demographics

In large part, due to the City's significant agricultural base, Woodland has a very diverse population. Between 2000 and 2010 the city's population increased 12.9%, but it should be noted that the Hispanic/Latino population increased in that same time period and in 2010 represented 47.4% of the City's total population. Data information from the Census and American Community Survey can be used to help inform trends and patterns.

Climate Action Plan

The City is in the process of developing a Climate Action Plan (CAP) background analysis. The work is being prepared by the University of California Davis Sustainable Design Academy under the direction of climate change authority Dr. Deb Niemeier. It is anticipated that a final product will be completed by December 2012 and will provide significant technical data for the CAP. The Consultant team's tasks will include completing the CAP and ensuring correspondence between the CAP and the General Plan Update. For example, the objectives and strategies presented in the Climate Action Plan will need to be appropriately reflected in various elements of the updated General Plan elements.

Financing and Feasibility

A key element in the success toward achieving goals, policies and implementation programs is ensuring that they are reasonable and financially feasible for the community. As part of the analysis the City desires a fiscal assessment of the cost associated with the identified proposed land use options, as well as the cost associated with implementation of key policy requirements.

Environmental Documentation

The General Plan will need to be accompanied by a comprehensive Environmental Impact Report (EIR) which meets the requirements of State law. In addition, the project will include CEQA review for the Climate Action Plan sufficient to ensure that consistency of future projects with the Climate Action Plan will satisfy CEQA compliance consistent with Section 15183.5(b) of the State CEQA Guidelines. Consultants preparing the General Plan may propose to complete this EIR themselves, or may include on their team a separate firm to prepare the environmental analysis.

The City will impose on the General Plan EIR the same level of review and direction that will be applied to the General Plan itself.

To the extent possible, the EIR should contain no mitigation measures. As environmental impacts and mitigation measures are identified, they should be included as policies or action items in the General Plan and clearly identified as such. The EIR will then be revised to reflect the inclusion of these policies – the General Plan should be “self mitigating.”

Issues, Regulatory Requirements and Required Updates

The existing General Plan is divided into 10 elements. It is anticipated that not every element will need to be updated except to ensure internal consistency. However, of those elements that will need to be

evaluated, the following is a summary of the issues identified by element that will need to be addressed in the update:

Land Use

- Requirements of the 2006 Voter initiative approving an Urban Limit Line. Growth boundary areas are set, and the nature and intensity of development within portions of these boundaries will be a key consideration.
 - Prepare growth and build-out intensity alternatives
 - Evaluate revenue generating uses including evaluating freeway oriented development potential
 - Evaluate Industrial land availability, reuse potential, and possible refinement to the mix of land uses; emphasis on key industries such as Agricultural related business, as well as assessment of new development vs. reuse of existing sites
 - Conduct commercial re-use assessment of prime opportunity areas (East Street corridor/West Main Street commercial /County Fair Mall)
- Evaluate consistency with regional plans and policies including SACOG Metropolitan Transit Plan, SB 375 and the Blueprint.

Transportation and Circulation

- Examine connectivity to better link the City's neighborhoods
- Re-examine the City's Level of Service (LOS) and evaluate policies and implications on corridors and intersections
- Seek additional opportunities for multi-modal transportation alternatives. (AB 1358 Complete Streets). This assessment will rely on the recently updated streets master plan.
- Modify the conceptual plan of on- and off-street bicycle lane/routes and multi-use trails
- Address issues related to freight and goods movements (including traffic, safety, and wear and tear)

Housing

- Update the Housing Element, (Oct 31, 2013 deadline)
- Examine the impacts of the economic downturn on housing and how this impacts the ability to provide a range of housing opportunities
- Assess development policy considerations concerning emphasizing development within existing residential specific plans as compared to allowing development in new growth areas

Public Facilities and Services

- Address new Waste Water Treatment Facility upgrades and Surface Water Project information
- Update to incorporate new storm water regulations

Evaluate Public Safety service levels

Health and Safety

- Update to incorporate the revised FEMA map (May 16, 2012), and to address new Flood legislation (AB 162, AB 70, AB 5 and AB 156 and SB 17)
- Cache Creek and localized flooding impacts to the 200 year flood plain (SB 5)

Economic Development

- Evaluate Economic Development policies including:
- City Image and attraction issues
- Downtown incentives and development possibilities
- Prioritization of key commercial development areas
- Providing for a business friendly environment and flexibility, while preserving appropriate land use goals.
- Establish long term economic policies (such as maintaining the City's ability to provide high quality services to its residents)
- Examine issues related to long-term infrastructure maintenance needs
- Prepare a fiscal analysis to help define appropriate land use options and to assess the fiscal implications of key policies

Conservation/Sustainability

- Address issues of energy conservation in both the City's operations and private development/residential
- Include policies related to "low impact" or "green" development
- Include goals, policies and objectives to help create a more sustainable and energy efficient community in concert with the City's recently drafted Climate Action Plan
- Address climate change and adaptability strategies including availability and cost of water supply

Other

- Include evaluation of the fiscal implications of various land use and policy options. Are the proposed goals and implementation measures financially feasible?
- Consider including an element that highlights goals, policies and objectives related to creating a thriving cultural and arts "scene"
- Consider an element that includes issues of community health and quality of life (connections to Circulation, Land Use, Safety, Economics, Conservation, etc...)
- Clean up entire document to ensure internal consistency in content and appearance
- Provide consistency to the extent possible with the State Office of Planning and Research (OPR) General Plan Guideline update for 2013

RECOMMENDED ACTION:

Staff is recommending that the Planning Commission review the attached memo concerning the General Plan Update and Request for Proposals and Request for Qualifications.

Attachments:

Planning Commission Staff Report – Thursday, October 18, 2012 Meeting

- A. Request for Qualifications
- B. Request for Proposal

ATTACHMENT A

Request for Qualifications (RFQ) For Project Management Services

2012 General Plan Update



**City of Woodland
Community Development Department**

**Circulation Date: October 5, 2012
Submission Date: November 5, 2012**

Rev 10.4.12

Table of Contents

- 1. INTRODUCTION AND PROJECT**
- 2. SCOPE OF SERVICES**
- 3. SELECTION PROCESS AND OTHER INFORMATION**
- 4. SUBMISSION REQUIREMENTS**
- 5. CONSULTANT QUESTIONNAIRE**
- 6. GENERAL PLAN UPDATE DESCRIPTION**
 - a. Background**
 - b. Issues, Regulatory Requirements, and Updates**
 - c. Scope of the General Plan Update**
 - d. General Plan Project Components**

I. INTRODUCTION AND PROJECT

1. The City of Woodland invites Statements of Qualifications (SOQ) from qualified individuals and/or firms to provide a Project Manager (PM) to function as staff augmentation to oversee the preparation of a General Plan Update and the preparation of the corresponding California Environmental Quality Act (CEQA) document (PROJECT). The PM will work under the direction of Community Development Director, or designee, to manage the project implementation schedule, budget, review, and interaction with the public and elected officials.

Completing the PROJECT within the set time frame and within the budget is a key factor. In these difficult economic times the City is seeking an individual/firm that can accomplish this while still achieving exemplary products.

2. The SOQ must be received by the City of Woodland, at 520 Court Street, Woodland, Ca, **by November 5 , 2012 by 3:00 PM**
3. The City will conduct a **pre-proposal** meeting to present this RFQ and answer questions from consultants. This meeting will take place **on Wednesday, October 17, 2012 at 2:00 pm**. Details on the time and place for the pre-proposal meeting will also be published on the City's Web site.
4. SOQs received by the deadline will be reviewed to ensure that each has met the minimum submittal requirements outlined in this RFQ. SOQs which do not meet these minimum requirements will be rejected.
5. The City will select the PM on the basis of demonstrated competence and qualification for the type of services required without regard to fee, and thereafter the City will negotiate a contract for the PM services at a fair and reasonable fee with the best qualified individual/firm.
6. The City intends to use a two-part process. In addition to this RFQ, a separate Request for Proposal (RFP) will be issued in order to solicit proposals from qualified Consultants to complete the PROJECT. The PM may assist in the selection of the Consultant Team.
7. The PM will be an integral member of the Project Team, consisting of the PM, Consultant Team, representatives of the City, and other consultants as required.

2. SCOPE OF SERVICES

Project Management Component

The City is seeking an individual who will function as the Project Manager (PM), hired separate from the consultant team. The PROJECT will consist of preparation of a General Plan update and corresponding CEQA compliance. The PM will oversee the PROJECT under the direction of City staff. The PM will monitor timelines, review and evaluate products, ensure quality control, assist in facilitating meetings. The PM will ensure that the PROJECT is completed within the specified time frame and that it stays within budget.

The PM should have the following experience and qualifications:

Experience and Qualifications

1. Experience in successful project management, preferably in a municipal setting, involving General Plan preparation, preparation of CEQA documents, economic development, and general planning principles.
2. Demonstrated competence in building and sustaining project timelines, schedules and critical path analysis with all affected parties.
3. Ability to work with key City staff to establish performance targets, track progress, and create concise reporting through various means.
4. Effective communication skills and interpersonal skills, demonstrated leadership abilities, with ability to clearly report on plan progress, and motivate team members to follow timelines, report progress, and adapt and adjust as required.
5. Strong ability to keep the project team focused on goal attainment within conflicting time parameters.
6. Experience with projects in similar settings to Woodland.
7. Effective public participation and outreach skills.
8. Ability to commit to this project for two (2) years.

Task and Responsibilities

1. Gain a complete understanding of the parameters of the General Plan update, including scope, time frame and budgetary considerations.
2. Report to the Community Development Director and provide timely status reports.
3. Prepare appropriate reports.
4. Work with staff on key elements including:
 - a. Developing a timeline, key targets, and benchmarks. Identify critical paths and key steps.
 - b. Preparing a citizen participation component. Facilitate and develop strategies to achieve a successful and meaningful public participation component.
 - c. Coordinating with the Consultant Team to ensure the appropriateness and timeliness of deliverables.

- d. Facilitating the review of Consultant Team work products and comments by City staff.
- e. Assisting in the analysis of data, reports, conclusions, overall products, writing quality, and graphics.
- f. Attending meetings with City staff, working with stakeholder groups and elected officials as requested.
- g. Negotiating a contract and beginning work immediately.

3. SELECTION PROCESS FOR RFQ AND OTHER INFORMATION

The Selection Process

The City will use the following process to select the consultant/consultant team for the General Plan program.

- The City will conduct a **pre-proposal meeting** to present this RFP and answer questions from consultants. This meeting will take place on **Wednesday, October 17, 2012 at 2:00 pm**. Details on the time and place for the pre-proposal meeting will be published on the City's Web site.
- Statement of Qualifications (SOQs) received by the **deadline, Monday, November 5 2012 by 3:00 PM**, will be reviewed to ensure that each has met the minimum submittal requirements outlined in this RFQ. SOQs which do not meet these minimum requirements will be rejected.
- Qualifications will be reviewed to ensure that the individual/firm clearly demonstrates the required knowledge, skills and experience for providing Project Management Services and who demonstrate the ability to work cooperatively and constructively with Elected Officials and City Staff.
- References will be checked.
- Review of the **Project Management Component**.

Experience in successful project management, preferably in a municipal setting, involving General Plan preparation, preparation of CEQA documents, economic development, and general planning principles.	0 – 10 Points
Demonstrated competence in building and sustaining project timelines, schedules and critical path analysis with all affected parties.	0 – 10 Points
Ability to work with key City staff to establish performance targets, track progress, and create concise reporting through various means.	0 – 10 Points
Effective communication skills and interpersonal skills, demonstrated leadership abilities, with ability to clearly report on plan progress, and	0 – 10 Points

motivate team members to follow timelines, report progress, and adapt and adjust as required.	
Strong ability to keep the project team focused on goal attainment within conflicting time parameters.	0 – 10 Points
Experience with projects in similar settings to Woodland.	0 – 10 Points
Effective public participation and outreach skills.	0 – 10 Points
Ability to commit to this project for two (2) years.	0 – 10 Points

Maximum

80 Points

Statement of Qualifications Selection Criteria

Individuals/Firms interested in providing Project Management Services must submit a Statement of Qualifications (SOQ) that addresses the following evaluation criteria. Applicants are encouraged to organize their submissions in such a way as to follow the general evaluation criteria listed below. Information obtained from the SOQ and from any other relevant source may be used in the evaluation and selection process.

1. Cover letter containing at a minimum:

- a. Company name
- b. Contact name
- c. Address,
- d. Phone number
- e. Fax number
- f. Email address

2. Qualifications Criteria Statement

- a. General Information
 - i. Brief description of the history and mission of the firm.
 - ii. Legal company organization; organization chart with names
- b. Relevant Experience
 - i. Describe the firm's and the assigned staff's demonstrated technical competence and management qualifications with similar projects including General Plan and CEQA compliance.
 - ii. List and briefly describe 3-5 comparable projects completed by your firm or currently in process; include your role, project owner, project location, contact name and title, address, current and accurate telephone number, fax number and email address.
 - iii. A minimum of three (3) referrals and references.
 - iv. List and describe any litigation, arbitration, claims filed by your firm against any project owner as a result of any contract dispute, any claim filed against your firm, termination from a project.

- v. Capacity and ability to proceed without delay if selected for this work.
- c. Project Understanding and Approach
 - i. Describe your understanding of the project
 - ii. Describe your understanding of best practices with regard to the underlying General Plan project components.
 - iii. Describe your understanding of the potential challenges and opportunities associated with providing project management services for the City, and your strategy for meeting these challenges and opportunities.
 - iv. Describe what you see as the critical issues for this project and your strategy for addressing the critical issues.
- d. Project Management
 - i. Describe your project management approach and team organization philosophy.
 - ii. Provide “team” experience working on similar projects.
 - iii. Describe systems used for planning, scheduling, managing complex projects and multiple team members.
 - iv. Describe your experience on quality assurance and dispute resolution
- e. Other
 - i. Current workload and ability to proceed promptly
 - ii. Provide a statement that this project will not result in a conflict of interest.
 - iii. Describe any relevant factors impacting the quality and value of work.
 - iv. Ability to commit to the project for a minimum of 2 years.

4. SUBMISSION REQUIREMENTS

The following requirements must be met in all Statement of Qualifications (SOQ) submitted to the City for the Project Management. **Ten (10) printed, double-sided**, physical copies and **one (1) CD** version of your SOQ must be submitted prior to the deadline shown in this Request for Qualifications (RFQ).

SOQs must contain the following items:

1. A one-page **Cover letter**.
2. A maximum 10-page **Statement**, which outlines your understanding of the Submittal of Qualifications requirements (not including resumes, table of contents, dividers or cover page).

3. **Resume** of the professional staff member who will be assigned to the project.
Maximum of 2-pages.
4. Provide a **Statement of Availability** that the project manager – shall remain in place for the duration of the General Plan program.
5. A completed **Consultant Questionnaire** (attached).
6. Submit **Writing Samples** as described below. Your samples will be judged on clarity, on the ability to explain complex ideas and technical information to the average reader, and of a lack of jargon and unnecessary technical language.
7. A listing of your firm's standard **cost schedule**, including hourly rates for the persons assigned to the Woodland General Plan program and any rates for subcontracted work.
8. Identification of any available **insurance coverage** (e.g. Errors and Omissions, Liability) the firm may have.

Right to Reject SOQs

The City reserves the right to reject any or all SOQs, or any part of any submittal, to waive minor technicalities, or to solicit new proposals on the same project, or on a modified project, which may include portions of the originally proposed project the City may deem necessary in its interest. SOQs may be rejected for any alterations of form, additions or alternates not called for, incomplete proposals, or irregularities of any kind.

Notification of Withdrawn SOQs

SOQs may be modified or withdrawn prior to the time and date specified for SOQ submission by formal written notice from an authorized representative of the consultant. SOQs submitted will become the property of the City after the SOQ submission deadline and may be released as public documents after that time.

Cost of Preparation of SOQ

The City of Woodland will not pay any costs incurred in the preparation, printing, interview, or negotiation process. All costs associated with preparing and presenting the SOQ shall be borne by the proposing consultants.

This Request for Qualifications is Not a Commitment

This Request for Qualifications is not a contract or a commitment of any kind by the City of Woodland and does not commit the City to award a contract or to pay any costs incurred in the submission of an SOQ. All SOQs will become the property of the City of Woodland.

Sample Contract

A sample Professional Services Contract is attached.

5. CONSULTANT QUESTIONNAIRE

Firm Name: _____

Address: _____

Phone: _____ FAX: _____

Email: _____

Years in Business: _____

Number of Employees: _____

List at least three (3) agencies in California for which you have provided project management services in the last five (5) years:

Agency #1 _____ Contact person/Phone No. _____

Agency #2 _____ Contact person/Phone No. _____

Agency #3 _____ Contact person/Phone No. _____

Agency #4 _____ Contact person/Phone No. _____

Agency #5 _____ Contact person/Phone No. _____

Identify the project manager/primary author for each Project..

Agency #1

Year Plan Adopted

Project Manager/Title

Agency #2

Year Plan Adopted

Project Manager/Title

Agency #3

Year Plan Adopted

Project Manager/Title

Agency #4

Year Plan Adopted

Project Manager/Title

Is Project Manager still with your firm?

Agency #5

Year Plan Adopted

Project Manager/Title

6. GENERAL PLAN UPDATE DESCRIPTION (Project)

a. BACKGROUND

City of Woodland Location

The City of Woodland is located in the Central Valley of California, which has been one of the most prosperous and fastest growing areas of the State, though it is currently experiencing a serious downturn in economic activity along with the rest of the State. Woodland is the County Seat of Yolo County. The City houses numerous city and county governmental agencies as well as related service agencies. The City is located approximately 20 miles northwest of Sacramento, and 7 miles north of Davis. The Yolo bypass of the Sacramento River lies approximately 3 miles east of the City. Cache Creek is located approximately two miles to the north while Willow Slough is located about one mile to the southeast. Woodland is traversed by two major roadways, State Route (SR) 113 from north to south and Interstate 5 (I-5) which runs east to northwest. The City's Main Street is also the former State Highway 16 and it still carries a significant amount of through traffic to the northwest. Active railroads are still a major link for many industries with the main lines running north to south along East Street and east to west along Main Street.

History

Woodland's modern historic development was the result of several factors; its rich soil and climatic conditions, good transportation systems, and its function as the county seat. Woodland also has strong agricultural history with early agricultural development beginning in the early 1850s. Money earned in the gold fields of California financed the purchase and cultivation of much of the farmland around Woodland. In 1861 Major Freeman gained permission to build a federal post office in the town and the former Yolo City was renamed Woodland. The Yolo county seat was transferred to Woodland in 1862. The first plat of the city was recorded one year later and the northern portion of the present day downtown was divided into streets, blocks and lots. While many of Woodland's original historic buildings were destroyed by fire or demolished, Woodland still has a rich stock of historic buildings with a significant concentration in the downtown area. As with most Central Valley cities, railroads played an important role in the community's development by making the transport of crops to market much easier. Warehousing and industries requiring rail service developed along the tracks. Over time, modern highways replaced the railways as the critical transportation corridors. Alignments for SR 113 and I-5 were planned. I-5 opened in 1959 and SR 113 opened in 1990.

The City's first General Plan was adopted in 1958. The objectives at that time were to preserve the residential character and attractive qualities of family living, to develop a more complete central business district and system of small neighborhood shopping centers, and to provide for greater local employment opportunities and a varied and strengthened tax base. Since then

the General Plan has undergone major reviews in 1962, 1967, 1970, 1979, 1988 and then in 1996. In 2002 a five-year technical update was provided to the document.

Community Form and Character (vision)

Woodland has a strong historic heritage, which is reflected in an impressive stock of historic buildings in the downtown and surrounding neighborhoods. Woodland's agricultural setting is largely responsible for the community's distinct identity and plays an important economic role. The city has a very large and diverse industrial sector as well as a fairly large amount of commercial development along main corridors, including Main Street, East Street and portions of Gibson Road. Another asset is Woodland's stable residential neighborhoods that provide diverse housing stock, mature trees, and a high level of community involvement. Significant recent development in the community includes two new master planned residential communities. The Southeast Area and Spring Lake neighborhoods have taken shape since the last General Plan update was completed, as well as a new regional commercial development, the Woodland Gateway Shopping Center located southeast of the I-5 and County Road (CR) 102 intersection.

Development interests have prompted the submittal of two fairly large (150 Acre) industrial and commercial annexation requests. Discussion has also occurred concerning land north of the City's current boundary. Analysis of future development within the boundaries of the 2006 voter's approved permanent urban limit line and the long-term vision for growth and the future build-out of the City are key elements that will need to be evaluated given the limit to available land that has been legislatively imposed.

Last updates to the General Plan 1996/2002

The City initiated a significant update to the General Plan in 1994 in response to new regional and local population projections, major development proposals, and new studies regarding flood impacts. Through 1994 and 1995 the City engaged several task force groups, held numerous meetings and public workshops as well as a number of joint Planning Commission and City Council study sessions. The General Plan and EIR were initially adopted by the City Council on February 27, 1996. However, following that vote a referendum petition was submitted. On November 5, 1996 Woodland residents voted to keep the General Plan as adopted by the City Council on February 27, 1996. The General Plan horizon year is 2020 with a projected population of approximately 66,000.

The General Plan included ten (10) chapters or elements: Land Use and Community Design; Housing; Transportation and Circulation; Public Facilities and Services; Recreational, Educational, and Community Services; Historic Preservation; Environmental Resources; Health and Safety; Economic Development; and Administration and Implementation.

In 2002, the City conducted a five-year review and technical update of the General Plan and background report. A Mitigated Negative Declaration was prepared with this update. The Five-Year Review and Update Amendment were approved by City Council on December 17, 2002.

As part of the General Plan, a growth limit was approved with a specified population cap of 60,000 by the year 2015. In May 2005, the City Council adopted Resolution 4636 amending the General Plan Policy 1.A.7 to change the cap measure from population to housing units and to extend the limit to coincide with the General Plan build-out horizon. The Revised policy 1.A.7 stated that *the city would manage residential growth at an even and reasonable pace so that single family residential construction in new neighborhoods does not exceed 5,000 houses by the year 2020 per approved Specific Plans*. The intent was to limit the number of building permits issued per year, but to not limit infill and multi-family development.

Existing Specific Plans

During the 1958 preparation of a General Plan update, the City Council formed a Redevelopment Agency for the purpose of developing a plan for the downtown. The Agency was subsequently disbanded in 1961 due to local opposition. The Redevelopment Agency was reactivated in 1985 and the City subsequently adopted a redevelopment plan in 1998. With recent legislative action to dissolve Redevelopment Agencies in California the City has been in the process of participating in the development of a successor agency. Activities and functions of that agency are still undetermined.

In 1988, the City Council adopted a revised General Plan that allowed new residential development east of County Road 101 and south of I-5 as the next phase of development. The City then prepared and adopted the Southeast Area Specific Plan in 1990.

The City adopted the Downtown Specific Plan in 1993 and a subsequent update in 2003. In 1998, the City adopted the East Street Corridor Specific Plan. Then in 2001, the City adopted the Spring Lake Specific Plan to guide the development of approximately 1,097 acres of land located primarily south of Gibson Road and East of SR 113. The plan provides for the development of over 4,000 residential units with supporting commercial and park land. A future Spring Lake Master Plan remainder area was envisioned with a financing structure co-dependant upon Spring Lake. Actual planning and environmental analysis has not been completed for this remainder area.

The City has found that some of the assumptions and policies provided in the older specific plans may need to be reviewed in light of new economic conditions and urban limit line requirements. In particular, a fresh analysis of the East Street Corridor is desired as part of the General Plan Land Use update and will inform a future specific plan update. Evaluation of this area should be considered in the overall land use assessment as part of the General Plan update.

Future Development Considerations

Economic Development

Many policies in the General Plan and in the City's Downtown Specific Plan emphasize the development of a vibrant, active commercial downtown, as the governmental, social and entertainment center for the city. Through a Downtown Task Force, efforts are underway to evaluate how, when and what uses are necessary to achieve the desired outcome for the downtown. The City has also experienced recent commercial growth northeast of town along the I-5 as part of the new 50-acre commercial Woodland Gateway Center. Additionally, an Environmental Impact Report has recently been certified by the City Council for 63 acres of additional commercial development south of the existing Gateway Center. The newer commercial center is doing well while the City's older County Fair Mall, located toward the center of town, has been struggling, as have many of the older commercial centers along West Main Street. Coordinated efforts and vision are needed to help the city create a strategic vision for economic development that will benefit the downtown, address older and possibly excessive commercial uses in town, while capturing valuable freeway-based revenue generating land uses. Strategic identification of leakage and appropriate uses for each of these commercial segments is required, while at the same time considering repurposing or reuse in some cases.

Development Patterns and Growth

Woodland has had a history of orderly, compact growth. The City is essentially ringed by open or active agricultural land which creates a distinct edge or boundary for Woodland. Radiating from the downtown outward, much of the area within City boundaries designated for single family residential has already developed. Generally, new growth will occur within existing specific planned neighborhoods, on future annexed lands or on infill opportunity sites. There is possibility for reuse and mixed-use development along Main Street, East Street and possibly along Kentucky Avenue.

Existing older commercial development areas along West Main Street, on parts of East Street, and at the County Fair Mall site have struggled in this latest economic downturn and may be ripe for transitional development concepts. Further, there is existing industrially zoned property in the northeast portion of the City that serves varying ranges of economic business segments from startup to large warehouse users. In some areas the building stock is older and may be obsolete. New industrial development pressure is focused on the annexation of additional land and the building of new, specialized structures, rather than re-use. Inventory and management of industrial building stock and reuse opportunities is essential.

Urban Limit Line

Recognizing the importance of preserving surrounding agricultural land, to help preserve the character of Woodland, and to ensure efficient infrastructure, the 1996 General Plan identified the idea of an Urban Limit Line (ULL). A study to evaluate the ULL was initiated after the 2002 update. In 2006, a voter approved initiative resulted in the designation of a permanent ULL.

The initiative requires the City to evaluate the potential for residential development both within the city as well as on future annexed land within boundary limits. As a result, the growth boundaries of the City have been determined. A key aspect of this General Plan update will be for the community to assess where and in what manner Woodland should grow within this boundary through the next planning horizon. The plan will need to provide an assessment of development options in order to evaluate possible increases to residential densities to meet state housing criteria, to encourage and facilitate transit-oriented development and to plan for mixed-use development possibilities.

SACOG Metropolitan Transportation Plan and Sustainable Communities Strategy

The Sacramento Area Council of Governments has recently completed the Metropolitan Transportation Plan and Sustainable Communities Strategy through the horizon year of 2035. To the extent possible the City would like to achieve tiering benefits and to consider a land use alternative that is generally consistent with the Strategy. To the extent possible the City wishes to utilize existing data and resources to assist in informing the update process.

State Housing Requirements/Housing Element Update deadline

Pursuant to SB 375 the Housing Element adoption deadline is October 31, 2013. As a result, the City will be required to submit an updated Element prior to the completion of the overall General Plan update. A further revised Housing Element may be required at the end of the General Plan update. It is anticipated that the work required to review and update the Element will inform the land use alternatives analysis for the General Plan update. As part of the Housing Element review the City will undertake an analysis to demonstrate the appropriate densities to achieve housing for low income households. The Community will need to assess development trends as well as the level of development intensity desired and where possible higher density developments could be encouraged.

2010 Census and Demographics

In large part, due to the City's significant agricultural base, Woodland has a very diverse population. Between 2000 and 2010 the city's population increased 12.9%, but it should be noted that the Hispanic/Latino population increased in that same time period and in 2010 represented 47.4% of the City's total population. Data information from the Census and American Community Survey can be used to help inform trends and patterns.

Climate Action Plan

The City is in the process of developing a Climate Action Plan (CAP) background analysis. The work is being prepared by the University of California Davis Sustainable Design Academy under the direction of climate change authority Dr. Deb Niemeier. It is anticipated that a final product will be completed by December 2012 and will provide significant technical data for the CAP. The Consultant team's tasks will include completing the CAP and ensuring correspondence between the CAP and the General Plan Update. For example, the objectives and strategies presented in the Climate Action Plan will need to be appropriately reflected in various elements of the updated General Plan elements.

Financing and Feasibility

A key element in the success toward achieving goals, policies and implementation programs is ensuring that they are reasonable and financially feasible for the community. As part of the analysis the City desires a fiscal assessment of the cost associated with the identified proposed land use options, as well as the cost associated with implementation of key policy requirements.

1. ISSUES, REGULATORY REQUIREMENTS AND REQUIRED UPDATES

The General Plan update will focus on those key General Plan topics that need to be updated. The result should be a usable, realistic, flexible document that will provide guidance for the community for the long-term future. Consequently, the document should be written in a manner that allows flexibility rather than identifying rigid policies. As we have seen in the last ten years, economic conditions fluctuate, technology evolves rapidly, and new legislation and regulations are imposed more frequently, all of which change the dynamics of how a city functions and affects priorities. The General Plan must be a living document that can maintain relevance and allow for change in a fast paced world. Identification of core values and a vision for the community are crucial elements in developing a guiding document.

Issues, Regulatory Requirements and Required Updates that will need to be addressed in the General Plan update:

Land Use

- Requirements of the 2006 Voter initiative approving an Urban Limit Line. Growth boundary areas are set, and the nature and intensity of development within portions of these boundaries will be a key consideration.
 - Prepare growth and build-out intensity alternatives
 - Evaluate revenue generating uses including evaluating freeway oriented development potential
 - Evaluate Industrial land availability, reuse potential, and possible refinement to the mix of land uses; emphasis on key industries such as Agricultural related business, as well as assessment of new development vs. reuse of existing sites.
 - Conduct commercial re-use assessment of prime opportunity areas (East Street corridor/West Main Street commercial /County Fair Mall)
- Evaluate consistency with regional plans and policies including SACOG Metropolitan Transit Plan, SB 375 and the Blueprint

Transportation and Circulation

- Examine connectivity to better link the City's neighborhoods
- Re-examine the City's Level of Service (LOS) and evaluate policies and implications on corridors and intersections

- Seek additional opportunities for multi-modal transportation alternatives. (AB 1358 Complete Streets). This assessment will rely on the recently updated streets master plan.
- Modify the conceptual plan of on- and off-street bicycle lane/routes and multi-use trails.
- Address issues related to freight and goods movements (including traffic, safety, and wear and tear)

Housing

- Update the Housing Element, (Oct 31, 2013 deadline)
- Examine the impacts of the economic downturn on housing and how this impacts the ability to provide a range of housing opportunities.
- Assess development policy considerations concerning emphasizing development within existing residential specific plans as compared to allowing development in new growth areas.

Public Facilities and Services

- Address new Waste Water Treatment Facility upgrades and Surface Water Project information
- Update to incorporate new storm water regulations
- Evaluate Public Safety service levels

Health and Safety

- Update to incorporate the revised FEMA map (May 16, 2012), and to address new Flood legislation (AB 162, AB 70, AB 5 and AB 156 and SB 17)
- Cache Creek and localized flooding impacts to the 200 year flood plain (SB 5)

Economic Development

- Evaluate Economic Development policies including:
 - City Image and attraction issues
 - Downtown incentives and development possibilities
 - Prioritization of key commercial development areas
 - Providing for a business friendly environment and flexibility, while preserving appropriate land use goals.
- Establish long term economic policies (such as maintaining the City's ability to provide high quality services to its residents)
- Examine issues related to long-term infrastructure maintenance needs
- Prepare a fiscal analysis to help define appropriate land use options and to assess the fiscal implications of key policies.

Conservation/Sustainability

- Address issues of energy conservation in both the City's operations and private development/residential
- Include policies related to "low impact" or "green" development

- Include goals, policies and objectives to help create a more sustainable and energy efficient community in concert with the City's recently drafted Climate Action Plan.
- Address climate change and adaptability strategies including availability and cost of water supply.

Other

- Include evaluation of the fiscal implications of various land use and policy options. Are the proposed goals and implementation measures financially feasible?
- Consider including an element that highlights goals, policies and objectives related to creating a thriving cultural and arts "scene"
- Consider an element that includes issues of community health and quality of life (connections to Circulation, Land Use, Safety, Economics, Conservation, etc...)
- Clean up entire document to ensure internal consistency in content and appearance.
- Provide consistency to the extent possible with the State Office of Planning and Research (OPR) General Plan Guideline update for 2013.

b. GENERAL PLAN UPDATE SCOPE OF SERVICES

Project Management

The City is seeking an individual who will function as the project manager, hired separate from the Team, who will oversee the General Plan update project under the direction of City staff. This person will monitor timelines, review and evaluate products, ensure quality control, and assist in facilitating meetings.

Scope of the General Plan Update

The Consultant Team will suggest a General Plan format and organization that reflects the issues facing Woodland. The General Plan should be engaging, easy to read, and up to modern standards for visual appeal and ease of use. The document should be built to function both as a print and electronic document. The General Plan must be a flexible, living document that can maintain relevance through time over the length of the horizon period. The document should set overall general policy but should not provide a set of rigid requirements that may be difficult to modify should baseline conditions change.

The following are key products will be prepared as part of the General Plan update process:

- Existing Conditions and Background Report – Review of all relevant existing documents and data and a summary of existing conditions. A key area of analysis will involve an assessment of and identification of existing uses, vacancies and development patterns for commercial, industrial and residential uses. Identification and assessment of vacant or underutilized parcels for possible development will be included.

- Visioning Concepts – Results of brainstorming to allow the community to express ideas about the future of Woodland within the parameters of the key elements to be updated.
- Key Issues - Report identifying key issues facing Woodland, including analysis with recommendations on how to address those issues
- Land Use Alternatives Analysis – Consideration of at least three (3) viable ranges of land use alternatives. Corresponding development assumptions and projections of development capacity within the planning period and possibly beyond.
- Guiding Principles and Policies – Document that lays the ground work to discuss key and controversial policies (build out densities, sustainability policies, and public service criteria) before the General Plan update is drafted.
- Economic Analysis - Evaluate fiscal implications of key land use alternatives, policies and related implementation measures.
- Implementation Measures – Possible implementation measures for the General Plan.
- Administrative Draft General Plan Update –At a minimum the Administrative Draft General Plan will include the following:
 - Incorporation of sustainability principals, policies and actions
 - Update to the Land Use Element to address the voter initiative to establish a growth limit and study land use intensification.
 - Update to the Circulation and Transportation Element
 - Update to the Housing Element
 - Updates to the Public Facilities and Services, Environmental Resources and Health and Safety Elements as needed
 - Update to the Economic Development Element
 - Fiscal and economic assessment to address market conditions, project future needs and opportunities and assess cost and constraints of key policies and implementation strategies.
- Draft General Plan Update – The draft General Plan update will incorporate revisions as directed by City Staff.
- Final General Plan – Incorporation of any final directions part of the Final City Council action to adopt the Draft General Plan and Climate Action Plan.

Scope of the Climate Action Plan Component

The final Climate Action Plan (CAP) will incorporate any modifications that occur through the General Plan update and CEQA qualification process. This will not be a document that is developed from the ground up, rather extensive analysis and community input have already occurred in the development of the draft CAP to date. This extensive body of information will be used to inform the General Plan update. This effort will result in a final CAP version that has been CEQA “certified”.

Scope of the Environmental Compliance

The General Plan will need to be accompanied by a comprehensive Environmental Impact Report (EIR) which meets the requirements of State law. In addition, the project will include CEQA review for the Climate Action Plan sufficient to ensure that consistency of future projects with the Climate Action Plan will satisfy CEQA compliance consistent with Section 15183.5(b) of the State CEQA Guidelines. Consultants preparing the General Plan may propose to complete this EIR themselves, or may include on their team a separate firm to prepare the environmental analysis.

The City will impose on the General Plan EIR the same level of review and direction that will be applied to the General Plan itself.

To the extent possible, the EIR should contain no mitigation measures. As environmental impacts and mitigation measures are identified, they should be included as policies or action items in the General Plan and clearly identified as such. The EIR will then be revised to reflect the inclusion of these policies – the General Plan should be “self mitigating.”

Also, to the extent possible, the EIR should be suitable for use in streamlining the subsequent environmental review of future development and public projects. Please discuss in the proposal how you would address this need.

c. GENERAL PLAN UPDATE PROJECT COMPONENTS

Citizen Involvement and Technical Accuracy

The successful proposal to prepare the Woodland General Plan will incorporate the following components:

Citizen Involvement –The General Plan at its most basic level is a statement of the community’s vision for the future and a guide to achieving that vision. With this in mind, it is clear that a citizen involvement is essential to the successful preparation of a General Plan. The City envisions that a variety of methods be used to ensure that every person in Woodland who wishes to express an opinion has the ability to do so. However, time is of the essence and the process should be streamlined with public engagement occurring in the most efficient manner. Among the means the City suggests the General Plan program to accomplish these goals are the following:

- Establish a General Plan **Steering Committee** of 10 – 15 members to provide advice/input at key phases of the General Plan update effort including assessment of relevant resources. This group will include identified stakeholders, related agency staffs such as SACOG and Yolo County, as well as Commission and Council representatives.

Establishing a clear purpose statement for the group with a corresponding description of the committee roles and responsibilities is essential.

- Conduct **public workshops and meetings** on specific topics, including meetings with the Steering Committee and City Council study sessions.
 - Introduction and visioning – Up to two (2) meetings
 - Key Issues identification meeting(s) – Up to two (2) meetings.
 - Land use Alternatives workshop/study session – Up to two (2) meetings
 - Topic discussion meeting(s) – At least two (2) meetings, although more may be required. Should occur prior to release of the draft in order to refine direction on key topic areas.
 - Draft General Plan/ DEIR meetings for review and input. May include Steering Committee meetings as well as public study sessions with the Planning Commission and City Council. Up to two (2) meetings.
 - Final recommendation and approval public hearings.
- Develop an interactive General Plan section at the **City's web site** and the use of **social media** to build interest in the General Plan process. The Team will assist the City in developing, writing content and structuring an effective web site. The City plans to publish all General Plan-related materials—including drafts of the various General Plan Elements and the General Plan Environmental Impact Report—on the City's web site. Included on the General Plan web site will be an opportunity for residents to send comments and questions directly to City staff.

Technical Accuracy – While the General Plan should not be an overly complex, technical planning document, it needs to be based on sound information. . **The City's desire is to use available data sources and technical tools and to minimize the amount of new data collection efforts.** The services of the following types of technical consultants will be necessary:

- A **traffic** consultant. The traffic model will be provided by the city's approved traffic consultant utilizing the city's traffic model.
- An **economic** consultant to provide baseline information on which to base future land use and economic strategies.
- A **housing** consultant to assist in the preparation of a legally defensible Housing Element.
- A **noise** consultant to provide updated information on current and future noise levels, particularly along the major roadways in the city.
- A **biological** consultant to ensure that all requirements of habitat conservation are addressed.
- An **air quality** consultant to assist in the identification of existing and future air pollution issues, including greenhouse gas inventories and emissions forecasts.

The Right People

Individuals rather than firms are ultimately the most important element in a project team. The questionnaire attached to this Request for Proposals requires that you list as references projects which were conducted by staff members still with your firm. We are particularly interested in the qualifications of these persons – those who will be doing the work – rather than a listing of projects completed by past staffs. Please do not include projects if the staff persons who prepared a document are no longer with your firm, or if they will only have a management role.

The City's Role

Staff Involvement

The staff of the City of Woodland will administer and take a strong role in the Preparation of the General Plan. The City believes that its own staff is most familiar with the day to day issues faced by Woodland and recognizes that to the City staff will be working with and implementing the General Plan long after its preparation and adoption. Therefore, regular involvement of the City staff during the course of the writing of the plan is essential. To the extent possible staff will be taking a leadership role in many aspects of Plan's preparation.

- Staff intends to work closely with the Project Manager and Consultant Team in the preparation of the draft General Plan. The consultant should include time for meetings and work sessions with staff. It is specifically not desired that the consultant prepare large increments of work product independently and present completed drafts to the City, unless specifically directed to do so.
- City staff will take a role in all public forums, workshops, meetings, and hearings. The consultant should expect that staff will be a part of all presentations made and will take part in question and answer sessions.
- City staff will carefully read and may extensively edit all written materials prepared by the consultant.
- City staff will take the lead in the use of the City's web site and social media updates.

Project Manager

The City of Woodland intends to hire a project manager, independent from the Consultant team who will function as an extension of staff to assist and oversee the preparation of the General Plan update. This individual will assist in ensuring that the project stays on time and within budget. This person will oversee key tasks, review and edit material, organize and participate in public workshops and presentations and basically function as the first line project manager for this effort reporting to the City.

Planning Commission and City Council

It is anticipated that the Planning Commission and City Council will be actively involved in the overall process of development of the General Plan through initial workshops, meetings, and

public hearings. It is anticipated that the Planning Commission and City Council will receive regular updates on progress including identification of key issues, work in progress, policy issues, and questions.

Review of Draft Products

The City has high expectations regarding the level of quality of the work which will be produced by the Consultant and his/her Team. To that end we offer the following suggestions:

- Expect a thorough review of products.
- Do not structure a budget on the assumption that one round of review/revision will be sufficient to address all City comments. To avoid the need for you to reconcile comments from various city departments, the City/Project Manager will provide consolidated comments on your products. However, we will insist that work products meet our standards before they are accepted. We recommend that you anticipate at least the following, and include an appropriate level of effort in your scope/budget:
 - You submit an administrative (“screencheck”) draft
 - Project Manager/City staff reviews the administrative draft and provides a consolidated set of comments
 - You revise the administrative draft and resubmit a second administrative draft
 - Project Manager/City staff reviews the second administrative draft to ensure that all comments have been adequately addressed.
 - If all comments have been adequately addressed, you may submit the product as a “draft”.
 - If all comments have not been addressed, you will be required to refine and submit a third administrative draft. This process will continue until you have adequately addressed all of the City comments.

**CITY OF WOODLAND
PROFESSIONAL SERVICES AGREEMENT
FOR
Planning Consultant Services**

CM #	
------	--

This Agreement is entered into this ____ day of _____, 20__, by and between the City of Woodland, a California municipal corporation ("City"), and [INSERT NAME OF COMPANY], a [INSERT TYPE OF BUSINESS; CORPORATION; LIMITED LIABILITY COMPANY; ETC.] ("Consultant").

RECITALS

A. Consultant desires to perform and assume responsibility for the provision of professional planning consultant services required by the City on the terms and conditions set forth in this Agreement.

B. Consultant has presented a proposal for such services to the City, dated _____, 20__, and is duly licensed, qualified and experienced to perform those services.

C. Consultant agrees it has satisfied itself by its own investigation and research regarding the conditions affecting the work to be done and labor and materials needed, and that its decision to execute this Agreement is based on such independent investigation and research.

D. City desires to engage Consultant to render such services as set forth in this Agreement.

AGREEMENT

1. SCOPE OF SERVICES.

1.1 General Scope of Services. Consultant promises and agrees to furnish to the City all labor, materials, tools, equipment, services and incidental and customary work necessary to fully and adequately supply the necessary professional Planning consultant services ("Services"). The Services are more particularly described in Exhibit "A."

2. SCHEDULE OF SERVICES.

2.1 Schedule of Services. The Services of Consultant are to commence upon execution of this Agreement by the City and shall be undertaken and completed in a prompt and

timely manner, pursuant to the schedule outlined in the Scope of Work, more particularly described in Exhibit "B."

2.2 Extension of Time. Consultant may, for good cause, request extensions of time to perform the Services required hereunder. Such extensions shall be authorized in advance by the City in writing and shall be incorporated in written amendments to this Agreement.

3. FEES AND PAYMENTS.

3.1 Compensation. Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit "C." The total compensation shall not exceed [INSERT WRITTEN DOLLAR AMOUNT] DOLLARS (\$[INSERT NUMBER]) without City's prior written approval. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

3.2 Payment of Compensation. Consultant shall submit to City a monthly itemized statement which indicates work completed and hours of Services rendered by Consultant. The statement shall describe the amount of Services and supplies provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement. City shall, within forty-five (45) days of receiving such statement, review the statement and pay all approved charges thereon. The maximum interest rate paid on any overdue invoices owed to the Consultant shall be 0.833% per month or 10% per year.

3.3 Extra Work. At any time during the term of this Agreement, City may request that Consultant perform Extra Work. As used herein, "Extra Work" means any work which is determined by City to be necessary for the proper completion of the Project, but which the parties did not reasonably anticipate would be necessary at the execution of this Agreement. Consultant shall not perform, nor be compensated for, Extra Work without written authorization from City's Representative.

4. CHANGES.

4.1 The Parties may, from time to time, request changes in the scope of the Services of Consultant to be performed hereunder. Such changes, including any increase or decrease in the amount of Consultant's compensation and/or changes in the schedule must be authorized in advance by the City in writing. Mutually agreed changes shall be incorporated in written amendments to the Agreement.

5. RESPONSIBILITIES OF CONSULTANT.

5.1 Independent Contractor; Control and Payment of Subordinates. Consultant enters into this Agreement as an independent contractor and not as an employee of the City. Consultant shall have no power or authority by this Agreement to bind the City in any respect. Nothing in

this Agreement shall be construed to be inconsistent with this relationship or status. All employees, agents, contractors or subcontractors hired or retained by the Consultant are employees, agents, contractors or subcontractors of the Consultant and not of the City. The City shall not be obligated in any way to pay any wage claims or other claims made against Consultant by any such employees, agents, contractors or subcontractors, or any other person resulting from performance of this Agreement.

5.2 Conformance to Applicable Requirements. All work prepared by Consultant shall be subject to the approval of City.

5.3 Project Manager. The Consultant shall designate a project manager who at all times shall represent the Consultant before the City on all matters relating to this Agreement. The project manager shall continue in such capacity unless and until he or she is removed at the request of the City, is no longer employed by Consultant or replaced with the written approval of the City which shall not be unreasonably withheld.

5.4 Coordination of Services. Consultant agrees to work closely with City staff in the performance of Services and shall be available to City staff, consultants and other staff at all reasonable times. City agrees to work closely with Consultant's staff in the performance of Services and shall be available to Consultant's staff at all reasonable times.

5.5 Warranty. Consultant agrees and represents that it is qualified to properly provide the Services set forth in Exhibit "A" in a manner which is consistent with the generally accepted standards of Consultant's profession. Consultant further represents and agrees that it will perform said Services in a legally adequate manner in conformance with applicable federal, state and local laws and guidelines.

5.6 Interest in Contract. Consultant covenants that neither it, nor any of its employees, agents, contractors, subcontractors has any interest, nor shall they acquire any interest, direct or indirect, in the subject of the Contract, nor any other interest which would conflict in any manner or degree with the performance of its services hereunder.

Consultant shall make all disclosures required by the City's conflict of interest code in accordance with the category designated by the City, unless the City Manager determines in writing that Consultant's duties are more limited in scope than is warranted by the category designated by the City code and that a narrower disclosure category should apply. Consultant also agrees to make disclosure in compliance with the City conflict of interest code if, at any time after the execution of this agreement, City determines and notifies Consultant in writing that Consultant's duties under this agreement warrant greater disclosure by Consultant than was originally contemplated. Consultant shall make disclosures in the time, place and manner set forth in the conflict of interest code and as directed by the City.

6. INSURANCE.

6.1 Time for Compliance. Consultant shall not commence Services under this Agreement until it has provided evidence satisfactory to the City that it has secured all insurance required under this section. In addition, Consultant shall not allow any subconsultant to commence work on any subcontract until it has provided evidence satisfactory to the City that the subconsultant has secured all insurance required under this section.

6.2 Types of Required Coverages. As a condition precedent to the effectiveness of this Agreement for work to be performed hereunder and without limiting the indemnity provisions of the Agreement, the Consultant in partial performance of its obligations under such Agreement, shall procure and maintain in full force and effect during the term of the Agreement, the following policies of insurance.

6.2.1 Commercial General Liability: Commercial General Liability Insurance which affords coverage at least as broad as Insurance Services Office "occurrence" form CG 0001, with minimum limits of at least \$1,000,000 per occurrence. Defense costs shall be paid in addition to the limits.

The policy shall contain no endorsements or provisions limiting coverage for (1) products and completed operations; (2) contractual liability; (3) third party action over claims; or (4) cross liability exclusion for claims or suits by one insured against another.

6.2.2 Automobile Liability: Automobile Liability Insurance with coverage at least as broad as Insurance Services Office Form CA 0001 covering "Any Auto" (Symbol 1) with minimum limits of \$1,000,000 each accident.

6.2.3 Workers' Compensation: Workers' Compensation Insurance, as required by the State of California and Employer's Liability Insurance with a limit of not less than \$1,000,000 per accident for bodily injury and disease.

6.2.4 Professional Liability: Professional Liability insurance for errors and omissions with minimum limits of \$1,000,000. Covered Professional Services shall specifically include all work to be performed under the Agreement.

If coverage is written on a claims-made basis, the retroactive date shall precede the effective date of the initial Agreement and continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least three (3) years from termination or expiration of this Agreement.

6.3 Endorsements.

6.3.1 The policy or policies of insurance required by Sections 6.2.1 Commercial General Liability and 6.2.2 Automobile shall be endorsed to provide the following:

6.3.1.1 Additional Insured: The indemnified parties shall be additional insureds with regard to liability and defense of suits or claims arising out of the performance of the Agreement. Additional Insured Endorsements shall not (1) be restricted to “ongoing operations”; (2) exclude “contractual liability”; (3) restrict coverage to “sole” liability of Consultant; or (4) contain any other exclusions contrary to the Agreement.

6.3.1.2 Primary Insurance and Non-Contributing Insurance: This insurance shall be primary and any other insurance, deductible, or self-insurance maintained by the indemnified parties shall not contribute with this primary insurance.

6.3.1.3 Severability: In the event of one insured, whether named or additional, incurs liability to any other of the insureds, whether named or additional, the policy shall cover the insured against whom claim is or may be made in the same manner as if separate policies had been issued to each insured, except that the limits of insurance shall not be increased thereby.

6.3.1.4 Cancellation: The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon the City except ten (10) days prior written notice shall be allowed for non-payment of premium.

6.3.1.5 Duties: Any failure by the named insured to comply with reporting provisions of the policy or breaches or violations of warranties shall not affect coverage provided to the indemnified parties.

6.3.1.6 Applicability: That the coverage provided therein shall apply to the obligations assumed by the Consultant under the indemnity provisions of the Agreement, unless the policy or policies contain a blanket form of contractual liability coverage.

6.3.2 The policy or policies of insurance required by Section 6.2.3 Workers’ Compensation shall be endorsed, as follows:

6.3.2.1 Waiver of Subrogation: A waiver of subrogation stating that the insurer waives all rights of subrogation against the indemnified parties.

6.3.2.2 Cancellation: The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon the City except ten (10) days prior written notice shall be allowed for non-payment of premium.

6.3.3 The policy or policies of insurance required by Section 6.2.4 Professional Liability shall be endorsed, as follows:

6.3.3.1 Cancellation: The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon the City except ten (10) days prior written notice shall be allowed for non-payment of premium.

6.4 Deductible. Any deductible or self-insured retention must be approved in writing by the City and shall protect the indemnified parties in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention.

6.5 Evidence of Insurance. The Consultant, concurrently with the execution of the Agreement, and as a condition precedent to the effectiveness thereof, shall deliver either certified copies of the required policies, or original certificates and endorsements on forms approved by the City. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15) days prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the City. If such coverage is cancelled or reduced, Consultant shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the City evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies.

6.6 Failure to Maintain Coverage. Consultant agrees to suspend and cease all operations hereunder during such period of time if the required insurance coverage is not in effect and evidence of insurance has not been furnished to the City. The City shall have the right to withhold any payment due Consultant until Consultant has fully complied with the insurance provisions of this Agreement.

In the event that the Consultant's operations are suspended for failure to maintain required insurance coverage, the Consultant shall not be entitled to an extension of time for completion of the Work because of production lost during suspension.

6.7 Acceptability of Insurers. Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and authorized to do business in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

6.8 Insurance for Subconsultants. All subconsultants shall be included as additional insureds under the Consultant's policies, or the Consultant shall be responsible for causing subconsultants to purchase the appropriate insurance in compliance with the terms of this Agreement, including adding the City as an Additional Insured to the subconsultant's policies.

7. OWNERSHIP OF MATERIALS AND CONFIDENTIALITY.

7.1 Documents & Data; Licensing of Intellectual Property. This Agreement creates a non-exclusive and perpetual license for City to copy, use, modify, reuse or sublicense any and all copyrights, designs and other intellectual property embodied in plans, specifications, studies, drawings, estimates and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Consultant under this Agreement ("Documents & Data").

Consultant shall require all subconsultants to agree in writing that City is granted a non-exclusive and perpetual license for any Documents & Data the subconsultant prepares under this Agreement. Consultant represents and warrants that Consultant has the legal right to license any and all Documents & Data. Consultant makes no such representation and warranty in regard to Documents & Data which were prepared by design professionals other than Consultant or provided to Consultant by the City.

Consultant shall provide electronic copies of the finished products in the original software format at the conclusion of the respective phases of work. Complex documents such as reports that utilize more than one type of software shall also be provided in a common format such as Adobe Acrobat (*.pdf). Files of construction drawings shall be provided in a current version of AutoCAD.

City shall not be limited in any way in its use or modification of the Documents and Data at any time, provided that any such use or modification not within the purposes intended by this Agreement shall be at City's sole risk.

7.2 Confidentiality. All Documents & Data are confidential and Consultant agrees that they shall not be made available to any individual or organization without the prior written approval of the City, except by court order.

8. ACCOUNTING RECORDS.

8.1 Maintenance and Inspection. Consultant shall maintain and make available for inspection by the City and its auditor's accurate records of all its costs, disbursements and receipts with respect to any work under this Agreement. Such inspections may be made during regular office hours at any time until one (1) year after the final payments under this Agreement are made to the Consultant.

9. SUBCONTRACTING.

9.1 Prior Approval Required. Consultant shall not subcontract any portion of the work required by this Agreement, except as expressly stated herein, without prior written

approval of City. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

10. TERMINATION OF AGREEMENT.

10.1 Grounds for Termination. City may, by written notice to Consultant, terminate all or any part of this Agreement at any time and without cause by giving written notice to Consultant of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Consultant shall be compensated only for those Services which have been adequately rendered to City, and Consultant shall be entitled to no further compensation. Consultant may not terminate this Agreement except for cause.

10.2 Effect of Termination. If this Agreement is terminated as provided herein, City may require Consultant to provide all finished or unfinished Documents and Data and other information of any kind prepared by Consultant in connection with the performance of Services under this Agreement. Consultant shall be required to provide such document and other information within fifteen (15) days of the request.

10.3 Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, City may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

11. GENERAL PROVISIONS.

11.1 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

City:

CITY OF WOODLAND
Community Development Department
300 First Street
Woodland, CA 95695
Attn: Cindy A. Norris

Consultant:

[INSERT NAME, ADDRESS & CONTACT PERSON]

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

11.2 Indemnification. As to claims alleged to arise from Consultant's professional services, Consultant hereby agrees to indemnify, and hold City and its elected officials, officers, employees, agents and volunteers (collectively, "Indemnitees") free and harmless from any and all losses, claims, liens, demands and causes of action of every kind and character including, but not limited to, the amounts of judgments, penalties, interest, court costs, reimbursement of reasonable legal fees and all other expenses incurred by City and/or the Indemnitees arising in favor of any party, including claims, liens, debts, personal injuries, death, or damages to property (including employees or property of the City) and without limitation by enumeration, all other claims or demands of every character occurring or in any way incident to, in connection with or arising directly or indirectly out of the contract or agreement (collectively "claims") but only to the extent that the above are caused by negligent acts, errors, omissions, or willful misconduct of the Consultant. This provision is not intended to create any cause of action in favor of any third party against Consultant or the City or to enlarge in any way the Consultant's liability but is intended solely to provide for indemnification of City and the Indemnitees from liability for damages or injuries to third persons or property to the extent caused by Consultant's negligent performance pursuant to this Agreement. Consultant's defense obligations under this indemnity paragraph include only those reasonable defense costs incurred to the extent of Consultant's actual indemnity obligations hereunder.

As to claims other than those alleged to arise from Consultant's professional services, Consultant hereby agrees to protect, defend, indemnify, and hold City and the Indemnitees free and harmless from any and all losses, claims, liens, demands and causes of action of every kind and character including, but not limited to, the amounts of judgments, penalties, interest, court costs, legal fees, and all other expenses incurred by City and/or the Indemnitees arising in favor of any party, including claims, liens, debts, personal injuries, death, or damages to property (including employees or property of the City) and without limitation by enumeration, all other claims or demands of every character occurring or in any way incident to, in connection with or arising directly or indirectly out of the contract or agreement (collectively "claims") to the extent that the above are caused by negligent acts, errors, omissions, or willful misconduct of the Consultant. Consultant's obligation shall include the duty to defend City and the Indemnitees as set forth in California Civil Code, Section 2778 and 2782.5 This provision is not intended to create any cause of action in favor of any third party against Consultant or the City or to enlarge in any way the Consultant's liability but is intended solely to provide for indemnification of City from liability for damages or injuries to third persons or property arising from Consultant's performance pursuant to this contract or agreement. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the City, its elected officials, officers, employees, agents or volunteers.

11.3 Laws and Regulations. Consultant shall keep itself fully informed of and in compliance with all local, state and federal laws, rules, regulations and ordinances in any manner affecting the performance of the Project or the Services, including without limitation City business license requirements and all Cal/OSHA requirements, and shall give all notices required by law.

11.4 Prohibited Interests. Consultant covenants that neither it, nor any of its employees, agents, contractors or subcontractors has any interest, nor shall they acquire any interest, direct or indirect, in the subject of the Agreement, nor any other interest which would conflict in any manner or degree with the performance of the Services hereunder.

11.5 Prevailing Wages. Consultant is aware of the requirements of California Labor Code section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. If the Services are subject to the Prevailing Wage Laws, Consultant agrees to fully comply with such Prevailing Wage Laws.

11.6 Equal Opportunity Employment. Consultant shall not engage in unlawful employment discrimination. Such unlawful employment discrimination includes, but is not limited to, employment discrimination based upon a person's race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, gender, citizenship or sexual orientation.

11.7 Labor Certification. By its signature hereunder, Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

11.8 Attorneys' Fees. If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to reasonable attorneys' fees and all other costs of such action.

11.9 Assignment or Transfer. Consultant shall not assign or transfer any interest in this Agreement whether by assignment or novation, without the prior written consent of the City, which will not be unreasonably withheld. Provided, however, that claims for money due or to become due Consultant from the City under this Agreement may be assigned to a financial institution or to a trustee in bankruptcy, without such approval. Notice of any assignment or transfer, whether voluntary or involuntary, shall be furnished promptly to the City.

11.10 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the Parties.

11.11 Amendment; Modification. No supplement, modification or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

11.12 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel or otherwise.

11.13 Entire Agreement. This Agreement constitutes the entire agreement between the Parties relative to the Services specified herein. There are no understandings, agreements, conditions, representations, warranties or promises with respect to this Agreement, except those contained in or referred to in the writing.

11.14 Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be in Yolo County.

11.15 Time of Essence. Time is of the essence for each and every provision of this Agreement.

11.16 Interpretation. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party.

11.17 No Third Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the Parties.

11.18 Authority to Enter Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right and authority to make this Agreement and bind each respective Party.

11.19 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

11.20 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

**Professional Services Agreement for
Planning Consultant Services**

CIP <##-##>

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

CITY OF WOODLAND

[INSERT NAME OF CONSULTANT]

By: _____
Name
City Title

By: _____
[Name]
[Title]

Attest:

Attest:

By: _____
Ana B. Gonzalez, City Clerk

Approved as to Form:

By: _____
Andrew Morris, Best Best & Krieger LLP, City Attorney

**EXHIBIT "A"
SCOPE OF SERVICES**

**EXHIBIT "B"
SCHEDULE OF SERVICES**

**EXHIBIT "C"
COMPENSATION**

ATTACHMENT B

Request for Proposals (RFP)

2012 General Plan Update



**City of Woodland
Community Development Department**

**Circulation Date: October 5, 2012
Submission Date: November 19, 2012**

Table of Contents

- 1. INTRODUCTION AND PROJECT SUMMARY**
- 2. BACKGROUND**
 - a. City of Woodland Location**
 - b. History**
 - c. Community Form and Character (vision)**
 - d. Last Updates to the General Plan (1996/2002)**
 - e. Existing Specific Plans**
 - f. Future Development Considerations**
 - i. Economic Development**
 - ii. Development Patterns and Growth**
 - iii. Urban Limit Line**
 - iv. SACOG and MTP/SCS**
 - v. State Housing Requirements**
 - vi. 2010 Census and Demographics**
 - g. Climate Action Plan**
 - h. Financing and Feasibility**
- 3. ISSUES/REGULATORY REQUIREMENTS/UPDATES**
- 4. SCOPE OF SERVICES**
 - a. Project Management Component**
 - b. Scope of the General Plan Update**
 - c. Scope of the Climate Action Plan Component**
 - d. Scope of the Environmental Compliance**
- 5. PROJECT COMPONENTS**
 - a. Citizen Involvement and Technical Accuracy**
 - b. The Right People**
 - c. The City's Role**
 - d. Review of Draft Products**
- 6. SELECTION PROCESS AND OTHER INFORMATION**
 - a. The Selection Process**
 - b. Consultant Selection Schedule**

- c. **Right to Reject Proposals**
- d. **Notification of Withdrawn Proposals**
- e. **Cost of Preparation of Proposal**
- f. **Request for Proposals is not a Commitment**
- g. **Sample Contract**
- h. **Questions from Interested Proposers**
- 7. **BUDGET**
- 8. **SUBMISSION REQUIREMENTS**
- 9. **TECHNICAL PRODUCT REQUIREMENTS**
- 10. **CONSULTANT QUESTIONNAIRE**

1. INTRODUCTION AND PROJECT

The City of Woodland invites proposals from qualified firms to prepare an update to the City's General Plan and prepare the corresponding California Environmental Quality Act (CEQA) documentation. The process will result in the selection of one or more firms for the Consultant Team (Team).

The City intends to use a two-step process in the selection of the Team. The proposals will first be ranked according to qualifications to perform the work as described in this Request for Proposals (RFP). Interviews will be conducted as part of the assessment process. The City will consider the top-ranked qualified respondents further, including an assessment of rates and overall costs. The City will then rank the respondents in order to determine a "most" qualified respondent.

The selected Team will work under the direction of City staff and a consulting Project Manager, who will be selected in a separate process.

This General Plan update is not envisioned to be a wholesale rewrite, but rather a refreshing of the 1996/2002 General Plan and of key elements. The existing plan has ten (10) elements. Not every element may need to be updated. Further, to the extent possible the City's desire is to utilize available data sources and technical tools to reduce the amount of effort without sacrificing quality.

Primary Work Product

Responsive proposals will describe the approach, the process and costs to:

Prepare a General Plan Update, including

- Revisions and updates to the following elements:
 - Land Use Element
 - Housing Element
 - Circulation and Transportation Element (based on Land Use changes)
 - Public Facilities and Services
 - Environmental Resources
 - Health and Safety
 - Economic Development (to identify and refine policy direction and actions)
- A new Sustainability Element
- Ensuring correspondence between objectives of the Climate Action Plan (currently in preparation) and General Plan policies.
- Conducting necessary environmental analysis and preparation of California Environmental Quality Analysis (CEQA) compliance documentation for the General Plan Update and Climate Action Plan, including background studies and supporting documentation. To the extent possible, CEQA document that allows tiering for future development.

- Conducting an economic analysis to provide baseline information that will serve as a basis for future land use and economic strategies.
- Planning and conducting associated public outreach and involvement activities

Completing the project within the set time frame and within the budget is a key factor. In these difficult economic times the City is seeking a firm that can perform in exemplary fashion within tight budgetary and time limits.

The deadline for submitting the proposal is Monday, November 19, 2012 at 3:00 P.M.

Proposals must be received by the City of Woodland, at 520 Court Street, Woodland CA, 95695 by the time and date stated.

2. BACKGROUND

City of Woodland Location

The City of Woodland is located in the Central Valley of California, which has been one of the most prosperous and fastest growing areas of the State, though it is currently experiencing a serious downturn in economic activity along with the rest of the State. Woodland is the County Seat of Yolo County. The City houses numerous city and county governmental agencies as well as related service agencies. The City is located approximately 20 miles northwest of Sacramento, and 7 miles north of Davis. The Yolo bypass of the Sacramento River lies approximately 3 miles east of the City. Cache Creek is located approximately two miles to the north while Willow Slough is located about one mile to the southeast. Woodland is traversed by two major roadways, State Route (SR) 113 from north to south and Interstate 5 (I-5) which runs east to northwest. The City's Main Street is also the former State Highway 16 and it still carries a significant amount of through traffic to the northwest. Active railroads are still a major link for many industries with the main lines running north to south along East Street and east to west along Main Street.

History

Woodland's modern historic development was the result of several factors; its rich soil and climatic conditions, good transportation systems, and its function as the county seat. Woodland also has strong agricultural history with early agricultural development beginning in the early 1850s. Money earned in the gold fields of California financed the purchase and cultivation of much of the farmland around Woodland. In 1861 Major Freeman gained permission to build a federal post office in the town and the former Yolo City was renamed Woodland. The Yolo county seat was transferred to Woodland in 1862. The first plat of the city was recorded one year later and the northern portion of the present day downtown was divided into streets, blocks and lots. While many of Woodland's original historic buildings were destroyed by fire or demolished, Woodland still has a rich stock of historic buildings with a significant concentration in the downtown area. As with most Central Valley cities, railroads played an important role in the community's development by making the transport of crops to

market much easier. Warehousing and industries requiring rail service developed along the tracks. Over time, modern highways replaced the railways as the critical transportation corridors. Alignments for SR 113 and I-5 were planned. I-5 opened in 1959 and SR 113 re-routed in 1990.

The City's first General Plan was adopted in 1958. The objectives at that time were to preserve the residential character and attractive qualities of family living, to develop a more complete central business district and system of small neighborhood shopping centers, and to provide for greater local employment opportunities and a varied and strengthened tax base. Since then the General Plan has undergone major reviews in 1962, 1967, 1970, 1979, 1988 and then in 1996. In 2002 a five-year technical update was provided to the document.

Community Form and Character (vision)

Woodland has a strong historic heritage, which is reflected in an impressive stock of historic buildings in the downtown and surrounding neighborhoods. Woodland's agricultural setting is largely responsible for the community's distinct identity and plays an important economic role. The city has a very large and diverse industrial sector as well as a fairly large amount of commercial development along main corridors, including Main Street, East Street and portions of Gibson Road. Another asset is Woodland's stable residential neighborhoods that provide diverse housing stock, mature trees, and a high level of community involvement. Significant recent development in the community includes two new master planned residential communities. The Southeast Area and Spring Lake neighborhoods have taken shape since the last General Plan update was completed, as well as a new regional commercial development, the Woodland Gateway Shopping Center located southeast of the I-5 and County Road (CR) 102 intersection.

Development interests have prompted the submittal of two fairly large (150 Acre) industrial and commercial annexation requests. Discussion has also occurred concerning land north of the City's current boundary. Analysis of future development within the boundaries of the 2006 voter's approved permanent urban limit line and the long-term vision for growth and the future build-out of the City are key elements that will need to be evaluated given the limit to available land that has been legislatively imposed.

Last updates to the General Plan 1996/2002

The City initiated a significant update to the General Plan in 1994 in response to new regional and local population projections, major development proposals, and new studies regarding flood impacts. Through 1994 and 1995 the City engaged several task force groups, held numerous meetings and public workshops as well as a number of joint Planning Commission and City Council study sessions. The General Plan and EIR were initially adopted by the City Council on February 27, 1996. However, following that vote a referendum petition was submitted. On November 5, 1996 Woodland residents voted to keep the General Plan as adopted by the City Council on February 27, 1996. The General Plan horizon year is 2020 with a projected population of approximately 66,000.

The General Plan included ten (10) chapters or elements: Land Use and Community Design; Housing; Transportation and Circulation; Public Facilities and Services; Recreational, Educational, and Community Services; Historic Preservation; Environmental Resources; Health and Safety; Economic Development; and Administration and Implementation.

In 2002, the City conducted a five-year review and technical update of the General Plan and background report. A Mitigated Negative Declaration was prepared with this update. The Five-Year Review and Update Amendment were approved by City Council on December 17, 2002.

As part of the General Plan, a growth limit was approved with a specified population cap of 60,000 by the year 2015. In May 2005, the City Council adopted Resolution 4636 amending the General Plan Policy 1.A.7 to change the cap measure from population to housing units and to extend the limit to coincide with the General Plan build-out horizon. The Revised Policy 1.A.7 stated that *the city would manage residential growth at an even and reasonable pace so that single family residential construction in new neighborhoods does not exceed 5,000 houses by the year 2020 per approved Specific Plans*. The intent was to limit the number of building permits issued per year, but to not limit infill and multi-family development.

Existing Specific Plans

During the 1958 preparation of a General Plan update, the City Council formed a Redevelopment Agency for the purpose of developing a plan for the downtown. The Agency was subsequently disbanded in 1961 due to local opposition. The Redevelopment Agency was reactivated in 1985 and the City subsequently adopted a redevelopment plan in 1998. With recent legislative action to dissolve Redevelopment Agencies in California the City has been in the process of participating in the development of a successor agency. Activities and functions of that agency are still undetermined.

In 1988, the City Council adopted a revised General Plan that allowed new residential development east of County Road 101 and south of I-5 as the next phase of development. The City then prepared and adopted the Southeast Area Specific Plan in 1990.

The City adopted the Downtown Specific Plan in 1993 and a subsequent update in 2003. In 1998, the City adopted the East Street Corridor Specific Plan. Then in 2001, the City adopted the Spring Lake Specific Plan to guide the development of approximately 1,097 acres of land located primarily south of Gibson Road and East of SR 113. The plan provides for the development of over 4,000 residential units with supporting commercial and park land. A future Spring Lake Master Plan remainder area was envisioned with a financing structure co-dependant upon Spring Lake. Actual planning and environmental analysis has not been completed for this remainder area.

The City has found that some of the assumptions and policies provided in the older specific plans may need to be reviewed in light of new economic conditions and urban limit line

requirements. In particular, a fresh analysis of the East Street Corridor is desired as part of the General Plan Land Use update and will inform a future specific plan update. Evaluation of this area should be considered in the overall land use assessment as part of the General Plan update.

Future Development Considerations

Economic Development

Many policies in the General Plan and in the City's Downtown Specific Plan emphasize the development of a vibrant, active commercial downtown, as the governmental, social and entertainment center for the city. Through a Downtown Task Force, efforts are underway to evaluate how, when and what uses are necessary to achieve the desired outcome for the downtown. The City has also experienced recent commercial growth northeast of town along the I-5 as part of the new 50-acre commercial Woodland Gateway Center. An Environmental Impact Report has recently been certified by the City Council for 63 acres of additional commercial development south of the existing Gateway Center. The newer commercial center is doing well while the City's older indoor County Fair Mall, located toward the center of town, has been struggling, as have many of the older commercial centers along West Main Street. Coordinated efforts and vision are needed to help the City create a strategic vision for economic development that will benefit the downtown, address older and possibly excessive commercial uses in town, while capturing valuable freeway-based revenue generating land uses. Strategic identification of leakage and appropriate uses for each of these commercial segments is required, while at the same time considering repurposing or reuse in some cases.

Development Patterns and Growth

Woodland has had a history of orderly, compact growth. The City is essentially ringed by open or active agricultural land which creates a distinct edge or boundary for Woodland. Radiating from the downtown outward, much of the area within City boundaries designated for single family residential has already developed. Generally, new growth will occur in specific planned neighborhoods, on future annexed lands or on limited infill land opportunity sites. There is possibility for reuse and mixed-use development along Main Street, East Street and possibly along Kentucky Avenue.

Existing older commercial development areas along West Main Street, on parts of East Street, and at the County Fair Mall site have struggled in this latest economic downturn and may be ripe for transitional development concepts. Further, there is existing industrially zoned property in the northeast portion of the City that serves varying ranges of economic business segments from startup to large warehouse users. In some areas the building stock is older and may be obsolete. New industrial development pressure is focused on the annexation of additional land and the building of new, specialized structures, rather than re-use. Inventory and management of industrial building stock and reuse opportunities are essential.

Urban Limit Line

Recognizing the importance of preserving surrounding agricultural land, to help preserve the character of Woodland, and to ensure efficient infrastructure, the 1996 General Plan identified the idea of an Urban Limit Line (ULL). A study to evaluate the ULL was initiated after the 2002 General Plan update. In 2006, a voter approved initiative resulted in the designation of a permanent ULL. The initiative requires the City to evaluate the potential for residential development both within the city as well as on future annexed land. As a result, the growth boundaries of the City have been determined. A key aspect of this General Plan update will be for the community to assess where and in what manner Woodland should grow within those boundaries through the next planning horizon. The plan will need to provide an assessment of development options in order to evaluate possible increases to residential densities to meet state housing criteria, to encourage and facilitate transit-oriented development and to plan for mixed-use development possibilities.

SACOG Metropolitan Transportation Plan and Sustainable Communities Strategy

The Sacramento Area Council of Governments has recently completed the Metropolitan Transportation Plan and Sustainable Communities Strategy through the horizon year of 2035. To the extent possible the City would like to achieve tiering benefits and to consider a land use alternative that is generally consistent with the Strategy. Where possible, the City wishes to utilize existing data and resources to assist in informing the update process.

State Housing Requirements/Housing Element Update deadline

Pursuant to SB 375 the Housing Element adoption deadline is October 31, 2013. As a result, the City will be required to submit an updated Element prior to the completion of the overall General Plan update. A further revised Housing Element may be required at the end of the General Plan update. It is anticipated that the work required to review and update the Element will inform the land use alternatives analysis for the General Plan update. As part of the Housing Element review the City will undertake an analysis to demonstrate the appropriate densities to achieve housing for low income households. The Community will need to assess development trends as well as the level of development intensity desired and where possible higher density developments could be encouraged.

2010 Census and Demographics and American Community Survey

In large part, due to the City's significant agricultural base, Woodland has a very diverse population. Between 2000 and 2010 the city's population increased 12.9%, but it should be noted that the Hispanic/Latino population increased in that same time period and in 2010 represented 47.4% of the City's total population. Data information from the Census and American Community Survey can be used to help inform trends and patterns.

Climate Action Plan

The City is in the process of developing a Climate Action Plan (CAP) background analysis. The work is being prepared by the University of California Davis Sustainable Design Academy under the direction of climate change authority Dr. Deb Niemeier. It is anticipated that a final product

will be completed by December 2012 and will provide significant technical data for the CAP. The Team's tasks will include completing the CAP and ensuring correspondence between the CAP and the General Plan Update. For example, the objectives and strategies presented in the Climate Action Plan will need to be appropriately reflected in various elements of the updated General Plan elements.

Financing and Feasibility

A key element in the success toward achieving goals, policies and implementation programs is ensuring that they are reasonable and financially feasible for the community. As part of the analysis the City desires a fiscal assessment of the cost associated with the identified proposed land use options, as well as the cost associated with implementation of key policy requirements.

3. ISSUES, REGULATORY REQUIREMENTS AND REQUIRED UPDATES

The General Plan update will focus on those key General Plan topics that need to be updated. The result should be a usable, realistic, flexible document that will provide guidance for the community into the long-term future. Consequently, the document should be written in a manner that allows flexibility rather than identifying rigid policies. As we have seen in the last ten years, economic conditions fluctuate, technology evolves rapidly, and new legislation and regulations are imposed more frequently, all of which change the dynamics of how a city functions and affects priorities. The General Plan must be a living document that can maintain relevance and allow for change in a fast paced world. Identification of core values and a vision for the community are crucial elements in developing a guiding document.

Issues, Regulatory Requirements and Required Updates that will need to be addressed in the General Plan update:

Land Use

- Requirements of the 2006 Voter initiative approving an Urban Limit Line. Growth boundary areas are set, and the nature and intensity of development within portions of these boundaries will be a key consideration.
 - Prepare growth and build-out intensity alternatives
 - Evaluate revenue generating uses including evaluating freeway oriented development potential
 - Evaluate Industrial land availability, reuse potential, and possible refinement to the mix of land uses; emphasis on key industries such as Agricultural related business, as well as assessment of new development vs. reuse of existing sites.
 - Conduct commercial re-use assessment of prime opportunity areas (East Street corridor/West Main Street commercial /County Fair Mall)
- Evaluate consistency with regional plans and policies including SACOG Metropolitan Transit Plan, SB 375 and the Blueprint

Transportation and Circulation

- Examine connectivity to better link the City's neighborhoods
- Re-examine the City's Level of Service (LOS) and evaluate policies and implications on corridors and intersections
- Seek additional opportunities for multi-modal transportation alternatives. (AB 1358 Complete Streets). This assessment will rely on the recently updated Streets Master Plan.
- Modify the conceptual plan of on- and off-street bicycle lane/routes and multi-use trails.
- Address issues related to freight and goods movements (including traffic, safety, and wear and tear)

Housing

- Update the Housing Element, (Oct 31, 2013 deadline)
- Examine the impacts of the economic downturn on housing and how this impacts the ability to provide a range of housing opportunities.
- Assess development policy considerations concerning emphasizing development within existing residential specific plans as compared to allowing development in new growth areas.

Public Facilities and Services

- Address new Waste Water Treatment Facility upgrades and Surface Water Project information
- Update to incorporate new storm water regulations
- Evaluate Public Safety service levels

Health and Safety

- Update to incorporate the revised FEMA map (May 16, 2012), and to address new Flood legislation (AB 162, AB 70, AB 5 and AB 156 and SB 17)
- Cache Creek and localized flooding impacts to the 200 year flood plain (SB 5)

Economic Development

- Evaluate Economic Development policies including:
 - City Image and attraction issues
 - Downtown incentives and development possibilities
 - Prioritization of key commercial development areas
 - Providing for a business friendly environment and flexibility, while preserving appropriate land use goals.
- Establish long term economic policies (such as maintaining the City's ability to provide high quality services to its residents)
- Examine issues related to long-term infrastructure maintenance needs
- Prepare a fiscal analysis to help define appropriate land use options and to assess the fiscal implications of key policies

Conservation/Sustainability

- Address issues of energy conservation in both the City's operations and private development/residential
- Include policies related to "low impact" or "green" development
- Include goals, policies and objectives to help create a more sustainable and energy efficient community in concert with the City's recently drafted Climate Action Plan
- Address climate change and adaptability strategies including availability and cost of water supply

Other

- Include evaluation of the fiscal implications of various land use and policy options. Are the proposed goals and implementation measures financially feasible?
- Consider including an element that highlights goals, policies and objectives related to creating a thriving cultural and arts "scene"
- Consider an element that includes issues of community health and quality of life (connections to Circulation, Land Use, Safety, Economics, Conservation, etc...)
- Clean up entire document to ensure internal consistency in content and appearance
- Provide consistency to the extent possible with the State Office of Planning and Research (OPR) General Plan Guideline update for 2013

4. SCOPE OF SERVICES

Project Management

The City is seeking an individual who will function as the project manager, hired separate from the Team, who will oversee the General Plan Update project under the direction of City staff. This person will take on a strong role to monitor timelines, review and evaluate products, ensure quality control, and assist in facilitating meetings.

Scope of the General Plan Update

The Team will suggest a General Plan format and organization that reflects the issues facing Woodland. The General Plan should be engaging, easy to read, and up to modern standards for visual appeal and ease of use. The document should be built to function both as a print and electronic document. The General Plan must be a flexible, living document that can maintain relevance through time over the length of the horizon period. The document should set overall general policy but should not provide a set of rigid requirements that may be difficult to modify should baseline conditions change.

The following are key products that will be prepared as part of the General Plan update process:

- Existing Conditions and Background Report – Review of all relevant existing documents and data and a summary of existing conditions. A key area of analysis will involve the assessment and identification of existing uses, vacancies and development patterns for commercial, industrial and residential uses. Identification and assessment of vacant or underutilized parcels for possible development will be included
- Visioning Concepts – Results of brainstorming to allow the community to express ideas about the future of Woodland within the parameters of the key elements to be updated
- Key Issues - Report identifying key issues facing Woodland, including analysis with recommendations on how to address those issues
- Land Use Alternatives Analysis – Consideration of at least three (3) viable ranges of land use alternatives. Corresponding development assumptions and projections of development capacity within the planning period and possibly beyond
- Guiding Principles and Policies – Document that lays the ground work to discuss key and controversial policies (build out densities, sustainability policies, and public service criteria) before the General Plan update is drafted
- Economic Analysis - Evaluate fiscal implications of key land use alternatives, policies and related implementation measures
- Implementation Measures – Possible implementation measures for the General Plan.
- Administrative Draft General Plan Update –At a minimum the Administrative Draft General Plan will include the following:
 - Incorporation of sustainability principals, policies and actions
 - Update to the Land Use Element to address the voter initiative to establish a growth limit and study land use intensification
 - Update to the Circulation and Transportation Element
 - Update to the Housing Element
 - Updates to the Public Facilities and Services, Environmental Resources and Health and Safety Elements as needed
 - Update to the Economic Development Element
 - Fiscal and economic assessment to address market conditions, project future needs and opportunities and assess cost and constraints of key policies and implementation strategies
- Draft General Plan Update – The draft General Plan update will incorporate revisions as directed by City Staff
- Final General Plan – Incorporation of any final directions part of the Final City Council action to adopt the Draft General Plan and Climate Action Plan

Scope of the Climate Action Plan Component

The final Climate Action Plan (CAP) will incorporate any modifications that occur through the General Plan Update and CEQA qualification process. This will not be a document that is developed from the ground up, rather extensive analysis and community input have already occurred in the development of the draft CAP to date, including development of the baseline

analysis. This extensive body of information will be used to inform the General Plan update. This effort will result in a final CAP version that has been CEQA “certified”.

Scope of the Environmental Compliance

The General Plan will need to be accompanied by a comprehensive Environmental Impact Report (EIR) which meets the requirements of State law. In addition, the project will include CEQA review for the Climate Action Plan sufficient to ensure that consistency of future projects with the Climate Action Plan will satisfy CEQA compliance consistent with Section 15183.5(b) of the State CEQA Guidelines. Consultants preparing the General Plan may propose to complete this EIR themselves, or may include on their team a separate firm to prepare the environmental analysis.

The City will impose on the General Plan EIR the same level of review and direction that will be applied to the General Plan itself.

To the extent possible, the EIR should contain no mitigation measures. As environmental impacts and mitigation measures are identified, they should be included as policies or action items in the General Plan and clearly identified as such. The EIR will then be revised to reflect the inclusion of these policies – the General Plan should be “self mitigating.”

Also, to the extent possible, the EIR should be suitable for use in streamlining the subsequent environmental review of future development and public projects. Please discuss in the proposal how you would address this need.

5. PROJECT COMPONENTS

Citizen Involvement and Technical Accuracy

The successful proposal to prepare the Woodland General Plan will incorporate the following components:

Citizen Involvement –The General Plan at its most basic level is a statement of the community’s vision for the future and a guide to achieving that vision. With this in mind, it is clear that citizen involvement is essential to the successful preparation of a General Plan. The City envisions that a variety of methods be used to ensure that every person in Woodland who wishes to express an opinion has the ability to do so. However, time is of the essence and the process should be streamlined with public engagement occurring in the most efficient manner. Among the means the City suggests the General Plan program to accomplish these goals are the following:

- Establish a General Plan **Steering Committee** of 10 – 15 members to provide advice/input at key phases of the General Plan update effort including assessment of relevant resources. This group will include identified stakeholders, related agency staffs such as SACOG and Yolo County, as well as Commission and Council representatives. Establishing a clear purpose statement for the group with a corresponding description of the committee roles and responsibilities is essential.
- Conduct **public workshops and meetings** on specific topics, including meetings with the Steering Committee and City Council study sessions.
 - Introduction and visioning – Up to two (2) meetings
 - Key Issues identification meeting(s) – Up to two (2) meetings
 - Land use Alternatives workshop/study session – Up to two (2) meetings
 - Topic discussion meeting(s) – At least two (2) meetings, although more may be required. Should occur prior to release of the draft in order to refine direction on key topic areas
 - Draft General Plan/ DEIR meetings for review and input. May include Steering Committee meetings as well as public study sessions with the Planning Commission and City Council. Up to two (2) meetings
 - Final recommendation and approval public hearings
- Develop an interactive General Plan section at the **City's web site** and the use of **social media** to build interest in the General Plan process. The Team will assist the City in developing, writing content and structuring an effective web site. The City plans to publish all General Plan-related materials—including drafts of the various General Plan Elements and the General Plan Environmental Impact Report—on the City's web site. Included on the General Plan web site will be an opportunity for residents to send comments and questions directly to City staff.

Technical Accuracy – While the General Plan should not be an overly complex, technical planning document, it needs to be based on sound information. **The City's desire is to use available data sources and technical tools and to minimize the amount of new data collection efforts.** The services of the following types of technical consultants will be necessary:

- A **traffic** consultant. The traffic model will be provided by the city's approved traffic consultant utilizing the city's traffic model
- An **economic** consultant to provide baseline information on which to base future land use and economic strategies
- A **housing** consultant to assist in the preparation of a legally defensible Housing Element
- A **noise** consultant to provide updated information on current and future noise levels, particularly along the major roadways in the city
- A **biological** consultant to ensure that all requirements of habitat conservation are addressed

- An **air quality** consultant to assist in the identification of existing and future air pollution issues, including greenhouse gas inventories and emissions forecasts

The Right People

Individuals rather than firms are ultimately the most important element in a Team. The questionnaire attached to this Request for Proposals requires that you list as references projects which were conducted by staff members still with your firm. We are particularly interested in the qualifications of these persons – those who will be doing the work – rather than a listing of projects completed by past staffs. Please do not include projects if the staff persons who prepared a document are no longer with your firm, or if they will only have a management role.

The City's Role

Staff Involvement

The staff of the City of Woodland will administer and take a strong role in the preparation of the General Plan. The City believes that its own staff is most familiar with the day to day issues faced by Woodland and recognizes that City staff will be working with and implementing the General Plan long after its preparation and adoption. Therefore, regular involvement of the City staff during the course of the writing of the plan is essential. To the extent possible staff will be taking a leadership role in many aspects of Plan's preparation.

- Staff intends to work closely with the Project Manager and Consultant Team in the preparation of the draft General Plan. The consultant should include time for meetings and work sessions with staff. It is specifically not desired that the consultant prepare large increments of work product independently and present completed drafts to the City, unless specifically directed to do so.
- City staff will take a role in all public forums, workshops, meetings, and hearings. The consultant should expect that staff will be a part of all presentations made and will take part in question and answer sessions.
- City staff will carefully read and may extensively edit all written materials prepared by the consultant.
- City staff will take the lead in the use of the City's web site and social media updates.

Project Manager

The City of Woodland intends to hire a project manager, independent from the Consultant Team who will function as an extension of staff to assist and oversee the preparation of the General Plan update. This individual will assist in ensuring that the project stays on time and within budget. This person will oversee key tasks, review and edit material, organize and participate in public workshops and presentations and basically function as the first line project manager for this effort reporting to the City.

Planning Commission and City Council

It is anticipated that the Planning Commission and City Council will be actively involved in the overall process of development of the General Plan through initial workshops, meetings, and public hearings. It is anticipated that the Planning Commission and City Council will receive regular updates on progress including identification of key issues, work in progress, policy issues, and questions.

Review of Draft Products

The City has high expectations regarding the level of quality of the work which will be produced by the Consultant and his/her Team. To that end we offer the following suggestions:

- Expect a thorough review of products
- Do not structure a budget on the assumption that one round of review/revision will be sufficient to address all City comments. To avoid the need for you to reconcile comments from various city departments, the City/Project Manager will provide consolidated comments on your products. However, we will insist that work products meet our standards before they are accepted. We recommend that you anticipate at least the following, and include an appropriate level of effort in your scope/budget:
 - You submit an administrative ("screencheck") draft
 - Project Manager/City staff reviews the administrative draft and provides a consolidated set of comments
 - You revise the administrative draft and resubmit a second administrative draft
 - Project Manager/City staff reviews the second administrative draft to ensure that all comments have been adequately addressed
 - If all comments have been adequately addressed, you may submit the product as a "draft"
 - If all comments have not been addressed, you will be required to refine and submit a third administrative draft. This process will continue until you have adequately addressed all of the City comments.

6. SELECTION PROCESS AND OTHER INFORMATION

The Selection Process

The City will use the following process to select the Consultant Team for the General Plan program.

- The City will conduct a **pre-proposal meeting** to present this RFP and answer questions from consultants. This meeting will take place on **Wednesday, October 17, 2012 at 2:00 pm**. Details on the time and place for the pre-proposal meeting will also be published on the City's Web site.

- Proposals received by the deadline will be reviewed to ensure that each has met the minimum submittal requirements outlined in this RFP. Proposals which do not meet these minimum requirements will be rejected.
- Qualifications of each Consultant Team will be reviewed to ensure that the Consultant Team is sufficiently qualified to perform all required services.
- The qualifications of individual staff members – particularly those persons in leadership roles on the Consultant Team – will be reviewed to ensure that these persons possess sufficient experience to address the issues which will be faced in the General Plan process.
- The proposed approaches will be reviewed for consistency with the requirements of this RFP.
- The proposed scopes of services will be reviewed for completeness and for consistency with the proposed approach.
- The team's references will be checked.

At this time proposals will be scored as follows, however, the city reserves the right to include other evaluation measures during the course of review:

- Review of the **Project Management Component**. While a separate project manager will be hired, the consultant team will also be required to manage their portion of the project effectively.

○ Experience in leading and administering complex projects	0 – 10 Points
○ Experience in preparing General Plans or EIRs	0 – 10 Points
○ Experience dealing with similar issues per this RFP	0 – 10 Points
○ Demonstrative experience staying with time requirements	0 – 10 Points
○ Demonstrative experience staying within budget.	0 – 10 Points
Maximum	50 Points
- Review of the **General Plan Update** Proposals will be scored using the following general criteria, although the City reserves the right to use other criteria:

○ Experience preparing General Plans	0 – 10 Points
○ Experience dealing with similar issues per this RFP	0 – 10 Points
○ Experience dealing with issues similar to those in this RFP	0 – 10 Points
○ Firm based in Woodland or has employees living in Woodland	0 – 05 Points
○ Qualifications of individuals assigned to this project.	0 – 20 Points
○ Responsiveness to this Request for Proposal.	0 – 20 Points
○ Complete schedule	0 – 10 Points

○ Imaginative approach to the General Plan	0 – 10 Points
○ Imaginative approach to the public outreach	0 – 10 Points
○ Writing Quality	0 – 30 Points
○ Visual Quality/Graphics capabilities of samples	0 – 10 Points
○ All mandatory requirements of this RFP met	-10 – 10 Points
Maximum	155 Points

Review of the **CEQA Compliance Component of the Proposals** will be scored using the following general criteria, although the City reserves the right to use other criteria:

○ Experience preparing Environmental Impact Reports	0 – 10 Points
○ Writing Quality of past EIR's	0 – 10 Points
○ Qualifications of individuals assigned to the EIR	0 – 10 Points
○ Qualification of sub consultants proposed	0 – 10 Points
○ Firm based in Woodland or has employees living in Woodland	0 – 05 Points
○ Ability to function as part of the General Plan team	0 – 10 Points
Maximum	55 Points

Maximum Score

260 Points

Only after this initial ranking has occurred with the proposals be evaluated on **cost**.

A short list of firms will be selected and invited to take part in an interview process which will include a brief presentation by the consultant and a question-and-answer session lead by the City's interview panel. The size and membership of the panel has not yet been determined.

Consultant Selection Schedule

The following is a tentative schedule for the selection of the General Plan Consultant:

- RFP Circulated: October 5, 2012
- Pre- Proposal meeting; Wednesday, October 17, 2012 at 2:00 pm
- Proposals due: by 3:00 pm on November 19, 2012
- Review of proposals: November
- Contract to City Council for approval: December
- Work begins: January

Right to Reject Proposals

The City reserves the right to reject any or all proposals, or any part of any proposal, to waive minor technicalities, or to solicit new proposals on the same project, or on a modified project, which may include portions of the originally proposed project the City may deem necessary in its interest. Proposals may be rejected for any alterations of form, additions or alternates not called for, incomplete proposals, or irregularities of any kind.

Notification of Withdrawn Proposals

Proposals may be modified or withdrawn prior to the time and date specified for proposal submission by formal written notice from an authorized representative of the consultant. Proposals submitted will become the property of the City after the proposal submission deadline and may be released as public documents after that time.

Cost of Preparation of Proposal

The City of Woodland will not pay any costs incurred in the preparation, printing, interview, or negotiation process. All costs associated with preparing and presenting proposals shall be borne by the proposing consultants.

This Request for Proposals is Not a Commitment

This Request for Proposals is not a contract or a commitment of any kind by the City of Woodland and does not commit the City to award a contract or to pay any costs incurred in the submission of a proposal. All proposals will become the property of the City of Woodland.

Sample Contract

A sample consultant contract is attached.

Questions from Interested Proposers

We anticipate that a number of questions will come up as consultant's research and write their proposals. In order to ensure that all proposers have access to the same information, we will use the following procedure to respond to your questions:

- All questions must be submitted via email to cindy.norris@cityofwoodland.org
- We will post all questions and the answers to the questions on the City's web site as soon as possible. The City's web site is at <http://www.cityofwoodland.org>
- Consultants will be notified by email as new questions and answers are posted. All questions and answers will be available to the consultants and the public on the web site.

We will not provide individual answers to questions. If you do not wish to have your question and the City's answer posted and available to all other consultants, it will not be answered.

BUDGET

The City has a total budget of **\$ 1.2 Million** for the preparation of a General Plan, Final Climate Action Plan and its associated Environmental Impact Report. This budget amount will include all aspects of the project including staff time, the project manager and consultant team cost.

Your budget should include **all** your costs, including staff time, travel, reimbursable, printing, meeting materials, etc.... **Your budget must be shown as either a fixed fee or as a fee based actual work with a maximum cap.**

The City does not intend to approve contract amendments or additional funding; please ensure that your fee proposal adequately covers all the work included in your scope of services.

SUBMISSION REQUIREMENTS

The following requirements must be met in all Proposals submitted to the City for the General Plan Program. **Ten (10) printed double sided**, physical copies and **one (1) CD** version of your Proposal must be submitted by the deadline shown in this Request for Proposals (RFP).

Proposals must contain the following items and comply with page limits. We require that you follow this format to make the City's review of your proposal easier.

1. A one (1)-page **Cover letter** which includes a signature line, with name and title of signatory; firm, address and telephone number.
2. A maximum three (3)-page statement of **Project Approach**, which outlines your understanding of the relevant issues which are to be addressed in the preparation of the General Plan program, and how they will be addressed. This portion of the proposal should illustrate (through a combination of relevant or similar experiences) how the consultant has successfully dealt with the issues facing the City of Woodland.
3. A maximum six (6)-page statement of information on the firm's or team's **Qualifications and Experience** in preparing General Plans, Climate Action Plans and environmental documents. The information should be brief and include the following:
 - a. Identification, qualifications, and experience of all persons to be assigned to the project, particularly identify the project manager and contact person;
 - b. Identification of available support resources;
 - c. Identification and qualifications of any subcontract consultants, including resumes or qualifications of individuals or the firm as applicable.
4. A one (1)-page **Commitment** statement that the consultant team – particularly the project manager(s) – shall remain in place for the duration of the General Plan program.

5. A maximum two (2)-page statement of any **Assumptions** you have made in preparing your proposal.
 6. A maximum five (5)-page detailed **Scope of Services**, providing general and detailed information on all of the work tasks you propose to complete as part of the General Plan program. This Scope of Services should be written in such a way that it can be inserted as a contract exhibit as a full description of work effort. Your Scope of Services must include printing/production of all materials for the General Plan program, including draft documents for City review and the following:
 - a. (20) Printed, bound copies of the Administrative Draft General Plan and EIR for staff review
 - b. (10) CD versions of the Administrative Draft General Plan and EIR for staff review
 - c. (30) Printed, bound copies of the Draft General Plan and EIR for public review
 - d. (30) CD versions of the Draft General Plan and EIR for public review
 - e. (30) Printed, bound copies of the Public Hearing Draft General Plan and the Response to Comments on the Draft EIR for public review
 - f. (30) CD versions of the Public Hearing Draft General Plan and the Response to Comments on the Draft EIR for public review
 - g. After adoption of the General Plan by the City Council: (50) printed, bound copies of the General Plan and Final EIR, plus (100) CD versions
 7. A **Schedule** showing the total length of time necessary to prepare the General Plan and the timing of significant milestones during the preparation period. The City seeks to have the General Plan update completed within 2 years (24 months) or less. The City will provide a contract to the selected consultant which contains specific penalties for failure on the part of the consultant to meet the milestone dates.
 8. A detailed **Budget** showing costs for each task shown in the Scope of Services, including the cost of any reimbursable items (printing, mileage, etc...). Please include billing rates, and provide a breakdown of the assignment of work by staff for each task (e.g. Person A: 25% of hours, Person B: 35% of hours, etc...).
- The City will pay on a percentage complete for each task/phase. **Your budget must be shown as either a fixed fee or as a fee based on actual work with a maximum cap.**
- Your budget must be submitted in a separate, sealed envelope.***
9. A completed **Consultant Questionnaire** (attached).
 10. Submit **Writing Samples** as described below. Your samples will be judged on clarity, on the ability to explain complex ideas and technical information to the average reader, and on a lack of jargon and unnecessary technical language.

For each sample **identify the author**. Do not send the entire General Plan.

- A sample of a General Plan Land Use Element your firm has prepared within the last two years
 - A sample of a General Plan Sustainability Element your firm has prepared within the last two years
 - A sample Economic or similar element your firm has prepared within the last two years
 - A sample of a green house gas section and traffic/circulation section from an Environmental Impact Report (EIR), your firm or member of consultant team has prepared within the last two years
11. Provide a one (1) - page description of typical **response times** for preparation of various types of planning and environmental documents.
12. Identification of any available **insurance coverage** (e.g. Errors and Omissions, Liability) the firm may have.
13. A one (1) – page description of any additional information that would reflect on your firm’s ability to provide the services described in this RFP.

TECHNICAL PRODUCT REQUIREMENTS

The consultant or consultant team must demonstrate the ability to meet all of the following requirements for the preparation of product in various formats:

- The text of the General Plan and all other written products which may be made available to the public – including images – must be provided to the City in electronic formats.
- All maps and exhibits should be prepared in a format that is easily reproducible when copied in black and white. Color can be used to emphasize readability, and to create a visually attractive document through the use of photos and illustrations. Key maps such as the general plan land use should be in color.
- All reports are to be submitted in 8 1/2 x 11 size, loose leaf, and binder format, suitable for photocopying. All graphics, figures, maps, charts, etc... Must be reduced to an 8 ½ x 11 format unless other wise specified by the City. Exceptions to this will include wall sized exhibits, which must be prepared for public meetings and eventual use by staff and the public. Final documents must be set up for two sided copying.

CONSULTANT QUESTIONNAIRE

Firm Name: _____

Address: _____

Phone: _____ FAX: _____

Email: _____

Years in Business: _____

Number of Employees: _____

List at least five (5) cities in California for which you have provided General Plans in the last five (5) years:

City #1	Contact person/Phone No.
---------	--------------------------

City #2	Contact person/Phone No.
---------	--------------------------

City #3	Contact person/Phone No.
---------	--------------------------

City #4	Contact person/Phone No.
---------	--------------------------

City #5	Contact person/Phone No.
---------	--------------------------

Identify the project manager/primary author for each General Plan. Provide resumes for the persons identified below, if they are still with your firm.

City #1	Year General Plan Adopted
Project Manager/Title	Is Project Manager still with your firm?
City #2	Year General Plan Adopted
Project Manager/Title	Is Project Manager still with your firm?
City #3	Year General Plan Adopted
Project Manager/Title	Is Project Manager still with your firm?
City #4	Year General Plan Adopted
Project Manager/Title	Is Project Manager still with your firm?
City #5	Year General Plan Adopted
Project Manager/Title	Is Project Manager still with your firm?

**CITY OF WOODLAND
PROFESSIONAL SERVICES AGREEMENT
FOR
Planning Consultant Services**

CM #	
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This Agreement is entered into this ____ day of _____, 20__, by and between the City of Woodland, a California municipal corporation ("City"), and [INSERT NAME OF COMPANY], a [INSERT TYPE OF BUSINESS; CORPORATION; LIMITED LIABILITY COMPANY; ETC.] ("Consultant").

RECITALS

A. Consultant desires to perform and assume responsibility for the provision of professional planning consultant services required by the City on the terms and conditions set forth in this Agreement.

B. Consultant has presented a proposal for such services to the City, dated _____, 20__, and is duly licensed, qualified and experienced to perform those services.

C. Consultant agrees it has satisfied itself by its own investigation and research regarding the conditions affecting the work to be done and labor and materials needed, and that its decision to execute this Agreement is based on such independent investigation and research.

D. City desires to engage Consultant to render such services as set forth in this Agreement.

AGREEMENT

1. SCOPE OF SERVICES.

1.1 General Scope of Services. Consultant promises and agrees to furnish to the City all labor, materials, tools, equipment, services and incidental and customary work necessary to fully and adequately supply the necessary professional Planning consultant services ("Services"). The Services are more particularly described in Exhibit "A."

2. SCHEDULE OF SERVICES.

2.1 Schedule of Services. The Services of Consultant are to commence upon execution of this Agreement by the City and shall be undertaken and completed in a prompt and

timely manner, pursuant to the schedule outlined in the Scope of Work, more particularly described in Exhibit "B."

2.2 Extension of Time. Consultant may, for good cause, request extensions of time to perform the Services required hereunder. Such extensions shall be authorized in advance by the City in writing and shall be incorporated in written amendments to this Agreement.

3. FEES AND PAYMENTS.

3.1 Compensation. Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit "C." The total compensation shall not exceed [INSERT WRITTEN DOLLAR AMOUNT] DOLLARS (\$[INSERT NUMBER]) without City's prior written approval. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

3.2 Payment of Compensation. Consultant shall submit to City a monthly itemized statement which indicates work completed and hours of Services rendered by Consultant. The statement shall describe the amount of Services and supplies provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement. City shall, within forty-five (45) days of receiving such statement, review the statement and pay all approved charges thereon. The maximum interest rate paid on any overdue invoices owed to the Consultant shall be 0.833% per month or 10% per year.

3.3 Extra Work. At any time during the term of this Agreement, City may request that Consultant perform Extra Work. As used herein, "Extra Work" means any work which is determined by City to be necessary for the proper completion of the Project, but which the parties did not reasonably anticipate would be necessary at the execution of this Agreement. Consultant shall not perform, nor be compensated for, Extra Work without written authorization from City's Representative.

4. CHANGES.

4.1 The Parties may, from time to time, request changes in the scope of the Services of Consultant to be performed hereunder. Such changes, including any increase or decrease in the amount of Consultant's compensation and/or changes in the schedule must be authorized in advance by the City in writing. Mutually agreed changes shall be incorporated in written amendments to the Agreement.

5. RESPONSIBILITIES OF CONSULTANT.

5.1 Independent Contractor; Control and Payment of Subordinates. Consultant enters into this Agreement as an independent contractor and not as an employee of the City. Consultant shall have no power or authority by this Agreement to bind the City in any respect. Nothing in

this Agreement shall be construed to be inconsistent with this relationship or status. All employees, agents, contractors or subcontractors hired or retained by the Consultant are employees, agents, contractors or subcontractors of the Consultant and not of the City. The City shall not be obligated in any way to pay any wage claims or other claims made against Consultant by any such employees, agents, contractors or subcontractors, or any other person resulting from performance of this Agreement.

5.2 Conformance to Applicable Requirements. All work prepared by Consultant shall be subject to the approval of City.

5.3 Project Manager. The Consultant shall designate a project manager who at all times shall represent the Consultant before the City on all matters relating to this Agreement. The project manager shall continue in such capacity unless and until he or she is removed at the request of the City, is no longer employed by Consultant or replaced with the written approval of the City which shall not be unreasonably withheld.

5.4 Coordination of Services. Consultant agrees to work closely with City staff in the performance of Services and shall be available to City staff, consultants and other staff at all reasonable times. City agrees to work closely with Consultant's staff in the performance of Services and shall be available to Consultant's staff at all reasonable times.

5.5 Warranty. Consultant agrees and represents that it is qualified to properly provide the Services set forth in Exhibit "A" in a manner which is consistent with the generally accepted standards of Consultant's profession. Consultant further represents and agrees that it will perform said Services in a legally adequate manner in conformance with applicable federal, state and local laws and guidelines.

5.6 Interest in Contract. Consultant covenants that neither it, nor any of its employees, agents, contractors, subcontractors has any interest, nor shall they acquire any interest, direct or indirect, in the subject of the Contract, nor any other interest which would conflict in any manner or degree with the performance of its services hereunder.

Consultant shall make all disclosures required by the City's conflict of interest code in accordance with the category designated by the City, unless the City Manager determines in writing that Consultant's duties are more limited in scope than is warranted by the category designated by the City code and that a narrower disclosure category should apply. Consultant also agrees to make disclosure in compliance with the City conflict of interest code if, at any time after the execution of this agreement, City determines and notifies Consultant in writing that Consultant's duties under this agreement warrant greater disclosure by Consultant than was originally contemplated. Consultant shall make disclosures in the time, place and manner set forth in the conflict of interest code and as directed by the City.

6. INSURANCE.

6.1 Time for Compliance. Consultant shall not commence Services under this Agreement until it has provided evidence satisfactory to the City that it has secured all insurance required under this section. In addition, Consultant shall not allow any subconsultant to commence work on any subcontract until it has provided evidence satisfactory to the City that the subconsultant has secured all insurance required under this section.

6.2 Types of Required Coverages. As a condition precedent to the effectiveness of this Agreement for work to be performed hereunder and without limiting the indemnity provisions of the Agreement, the Consultant in partial performance of its obligations under such Agreement, shall procure and maintain in full force and effect during the term of the Agreement, the following policies of insurance.

6.2.1 Commercial General Liability: Commercial General Liability Insurance which affords coverage at least as broad as Insurance Services Office "occurrence" form CG 0001, with minimum limits of at least \$1,000,000 per occurrence. Defense costs shall be paid in addition to the limits.

The policy shall contain no endorsements or provisions limiting coverage for (1) products and completed operations; (2) contractual liability; (3) third party action over claims; or (4) cross liability exclusion for claims or suits by one insured against another.

6.2.2 Automobile Liability: Automobile Liability Insurance with coverage at least as broad as Insurance Services Office Form CA 0001 covering "Any Auto" (Symbol 1) with minimum limits of \$1,000,000 each accident.

6.2.3 Workers' Compensation: Workers' Compensation Insurance, as required by the State of California and Employer's Liability Insurance with a limit of not less than \$1,000,000 per accident for bodily injury and disease.

6.2.4 Professional Liability: Professional Liability insurance for errors and omissions with minimum limits of \$1,000,000. Covered Professional Services shall specifically include all work to be performed under the Agreement.

If coverage is written on a claims-made basis, the retroactive date shall precede the effective date of the initial Agreement and continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least three (3) years from termination or expiration of this Agreement.

6.3 Endorsements.

6.3.1 The policy or policies of insurance required by Sections 6.2.1 Commercial General Liability and 6.2.2 Automobile shall be endorsed to provide the following:

6.3.1.1 Additional Insured: The indemnified parties shall be additional insureds with regard to liability and defense of suits or claims arising out of the performance of the Agreement. Additional Insured Endorsements shall not (1) be restricted to “ongoing operations”; (2) exclude “contractual liability”; (3) restrict coverage to “sole” liability of Consultant; or (4) contain any other exclusions contrary to the Agreement.

6.3.1.2 Primary Insurance and Non-Contributing Insurance: This insurance shall be primary and any other insurance, deductible, or self-insurance maintained by the indemnified parties shall not contribute with this primary insurance.

6.3.1.3 Severability: In the event of one insured, whether named or additional, incurs liability to any other of the insureds, whether named or additional, the policy shall cover the insured against whom claim is or may be made in the same manner as if separate policies had been issued to each insured, except that the limits of insurance shall not be increased thereby.

6.3.1.4 Cancellation: The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon the City except ten (10) days prior written notice shall be allowed for non-payment of premium.

6.3.1.5 Duties: Any failure by the named insured to comply with reporting provisions of the policy or breaches or violations of warranties shall not affect coverage provided to the indemnified parties.

6.3.1.6 Applicability: That the coverage provided therein shall apply to the obligations assumed by the Consultant under the indemnity provisions of the Agreement, unless the policy or policies contain a blanket form of contractual liability coverage.

6.3.2 The policy or policies of insurance required by Section 6.2.3 Workers' Compensation shall be endorsed, as follows:

6.3.2.1 Waiver of Subrogation: A waiver of subrogation stating that the insurer waives all rights of subrogation against the indemnified parties.

6.3.2.2 Cancellation: The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon the City except ten (10) days prior written notice shall be allowed for non-payment of premium.

6.3.3 The policy or policies of insurance required by Section 6.2.4 Professional Liability shall be endorsed, as follows:

6.3.3.1 Cancellation: The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon the City except ten (10) days prior written notice shall be allowed for non-payment of premium.

6.4 Deductible. Any deductible or self-insured retention must be approved in writing by the City and shall protect the indemnified parties in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention.

6.5 Evidence of Insurance. The Consultant, concurrently with the execution of the Agreement, and as a condition precedent to the effectiveness thereof, shall deliver either certified copies of the required policies, or original certificates and endorsements on forms approved by the City. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15) days prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the City. If such coverage is cancelled or reduced, Consultant shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the City evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies.

6.6 Failure to Maintain Coverage. Consultant agrees to suspend and cease all operations hereunder during such period of time if the required insurance coverage is not in effect and evidence of insurance has not been furnished to the City. The City shall have the right to withhold any payment due Consultant until Consultant has fully complied with the insurance provisions of this Agreement.

In the event that the Consultant's operations are suspended for failure to maintain required insurance coverage, the Consultant shall not be entitled to an extension of time for completion of the Work because of production lost during suspension.

6.7 Acceptability of Insurers. Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and authorized to do business in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

6.8 Insurance for Subconsultants. All subconsultants shall be included as additional insureds under the Consultant's policies, or the Consultant shall be responsible for causing subconsultants to purchase the appropriate insurance in compliance with the terms of this Agreement, including adding the City as an Additional Insured to the subconsultant's policies.

7. OWNERSHIP OF MATERIALS AND CONFIDENTIALITY.

7.1 Documents & Data; Licensing of Intellectual Property. This Agreement creates a non-exclusive and perpetual license for City to copy, use, modify, reuse or sublicense any and all copyrights, designs and other intellectual property embodied in plans, specifications, studies, drawings, estimates and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Consultant under this Agreement ("Documents & Data").

Consultant shall require all subconsultants to agree in writing that City is granted a non-exclusive and perpetual license for any Documents & Data the subconsultant prepares under this Agreement. Consultant represents and warrants that Consultant has the legal right to license any and all Documents & Data. Consultant makes no such representation and warranty in regard to Documents & Data which were prepared by design professionals other than Consultant or provided to Consultant by the City.

Consultant shall provide electronic copies of the finished products in the original software format at the conclusion of the respective phases of work. Complex documents such as reports that utilize more than one type of software shall also be provided in a common format such as Adobe Acrobat (*.pdf). Files of construction drawings shall be provided in a current version of AutoCAD.

City shall not be limited in any way in its use or modification of the Documents and Data at any time, provided that any such use or modification not within the purposes intended by this Agreement shall be at City's sole risk.

7.2 Confidentiality. All Documents & Data are confidential and Consultant agrees that they shall not be made available to any individual or organization without the prior written approval of the City, except by court order.

8. ACCOUNTING RECORDS.

8.1 Maintenance and Inspection. Consultant shall maintain and make available for inspection by the City and its auditor's accurate records of all its costs, disbursements and receipts with respect to any work under this Agreement. Such inspections may be made during regular office hours at any time until one (1) year after the final payments under this Agreement are made to the Consultant.

9. SUBCONTRACTING.

9.1 Prior Approval Required. Consultant shall not subcontract any portion of the work required by this Agreement, except as expressly stated herein, without prior written

approval of City. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

10. TERMINATION OF AGREEMENT.

10.1 Grounds for Termination. City may, by written notice to Consultant, terminate all or any part of this Agreement at any time and without cause by giving written notice to Consultant of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Consultant shall be compensated only for those Services which have been adequately rendered to City, and Consultant shall be entitled to no further compensation. Consultant may not terminate this Agreement except for cause.

10.2 Effect of Termination. If this Agreement is terminated as provided herein, City may require Consultant to provide all finished or unfinished Documents and Data and other information of any kind prepared by Consultant in connection with the performance of Services under this Agreement. Consultant shall be required to provide such document and other information within fifteen (15) days of the request.

10.3 Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, City may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

11. GENERAL PROVISIONS.

11.1 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

City:

CITY OF WOODLAND
Community Development Department
300 First Street
Woodland, CA 95695
Attn: Cindy A. Norris

Consultant:

[INSERT NAME, ADDRESS & CONTACT PERSON]

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

11.2 Indemnification. As to claims alleged to arise from Consultant's professional services, Consultant hereby agrees to indemnify, and hold City and its elected officials, officers, employees, agents and volunteers (collectively, "Indemnitees") free and harmless from any and all losses, claims, liens, demands and causes of action of every kind and character including, but not limited to, the amounts of judgments, penalties, interest, court costs, reimbursement of reasonable legal fees and all other expenses incurred by City and/or the Indemnitees arising in favor of any party, including claims, liens, debts, personal injuries, death, or damages to property (including employees or property of the City) and without limitation by enumeration, all other claims or demands of every character occurring or in any way incident to, in connection with or arising directly or indirectly out of the contract or agreement (collectively "claims") but only to the extent that the above are caused by negligent acts, errors, omissions, or willful misconduct of the Consultant. This provision is not intended to create any cause of action in favor of any third party against Consultant or the City or to enlarge in any way the Consultant's liability but is intended solely to provide for indemnification of City and the Indemnitees from liability for damages or injuries to third persons or property to the extent caused by Consultant's negligent performance pursuant to this Agreement. Consultant's defense obligations under this indemnity paragraph include only those reasonable defense costs incurred to the extent of Consultant's actual indemnity obligations hereunder.

As to claims other than those alleged to arise from Consultant's professional services, Consultant hereby agrees to protect, defend, indemnify, and hold City and the Indemnitees free and harmless from any and all losses, claims, liens, demands and causes of action of every kind and character including, but not limited to, the amounts of judgments, penalties, interest, court costs, legal fees, and all other expenses incurred by City and/or the Indemnitees arising in favor of any party, including claims, liens, debts, personal injuries, death, or damages to property (including employees or property of the City) and without limitation by enumeration, all other claims or demands of every character occurring or in any way incident to, in connection with or arising directly or indirectly out of the contract or agreement (collectively "claims") to the extent that the above are caused by negligent acts, errors, omissions, or willful misconduct of the Consultant. Consultant's obligation shall include the duty to defend City and the Indemnitees as set forth in California Civil Code, Section 2778 and 2782.5 This provision is not intended to create any cause of action in favor of any third party against Consultant or the City or to enlarge in any way the Consultant's liability but is intended solely to provide for indemnification of City from liability for damages or injuries to third persons or property arising from Consultant's performance pursuant to this contract or agreement. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the City, its elected officials, officers, employees, agents or volunteers.

11.3 Laws and Regulations. Consultant shall keep itself fully informed of and in compliance with all local, state and federal laws, rules, regulations and ordinances in any manner affecting the performance of the Project or the Services, including without limitation City business license requirements and all Cal/OSHA requirements, and shall give all notices required by law.

11.4 Prohibited Interests. Consultant covenants that neither it, nor any of its employees, agents, contractors or subcontractors has any interest, nor shall they acquire any interest, direct or indirect, in the subject of the Agreement, nor any other interest which would conflict in any manner or degree with the performance of the Services hereunder.

11.5 Prevailing Wages. Consultant is aware of the requirements of California Labor Code section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, section 16000, et seq., (“Prevailing Wage Laws”), which require the payment of prevailing wage rates and the performance of other requirements on “public works” and “maintenance” projects. If the Services are subject to the Prevailing Wage Laws, Consultant agrees to fully comply with such Prevailing Wage Laws.

11.6 Equal Opportunity Employment. Consultant shall not engage in unlawful employment discrimination. Such unlawful employment discrimination includes, but is not limited to, employment discrimination based upon a person’s race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, gender, citizenship or sexual orientation.

11.7 Labor Certification. By its signature hereunder, Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Worker’s Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

11.8 Attorneys’ Fees. If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to reasonable attorneys’ fees and all other costs of such action.

11.9 Assignment or Transfer. Consultant shall not assign or transfer any interest in this Agreement whether by assignment or novation, without the prior written consent of the City, which will not be unreasonably withheld. Provided, however, that claims for money due or to become due Consultant from the City under this Agreement may be assigned to a financial institution or to a trustee in bankruptcy, without such approval. Notice of any assignment or transfer, whether voluntary or involuntary, shall be furnished promptly to the City.

11.10 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the Parties.

11.11 Amendment; Modification. No supplement, modification or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

11.12 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel or otherwise.

11.13 Entire Agreement. This Agreement constitutes the entire agreement between the Parties relative to the Services specified herein. There are no understandings, agreements, conditions, representations, warranties or promises with respect to this Agreement, except those contained in or referred to in the writing.

11.14 Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be in Yolo County.

11.15 Time of Essence. Time is of the essence for each and every provision of this Agreement.

11.16 Interpretation. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party.

11.17 No Third Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the Parties.

11.18 Authority to Enter Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right and authority to make this Agreement and bind each respective Party.

11.19 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

11.20 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

**Professional Services Agreement for
Planning Consultant Services**

CIP <##-##>

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

CITY OF WOODLAND

[INSERT NAME OF CONSULTANT]

By: _____
Name
City Title

By: _____
[Name]
[Title]

Attest:

Attest:

By: _____
Ana B. Gonzalez, City Clerk

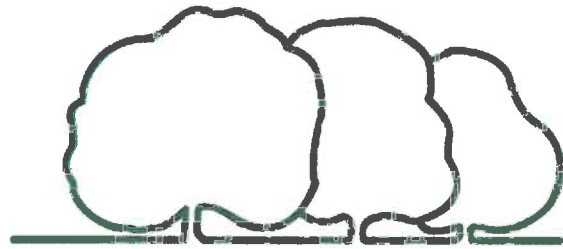
Approved as to Form:

By: _____
Andrew Morris, Best Best & Krieger LLP, City Attorney

**EXHIBIT "A"
SCOPE OF SERVICES**

**EXHIBIT "B"
SCHEDULE OF SERVICES**

**EXHIBIT "C"
COMPENSATION**



City of Woodland

MEMORANDUM

TO: Planning Commission Members

FROM: Roberta Childers, Environmental Resource Analyst
Dawn Calciano, Water Conservation Coordinator
Cindy A. Norris, Principal Planner

SUBJECT: Information Regarding Potential Spring Lake Mow Strip Modifications

DATE: October 18, 2012

INFORMATIONAL UPDATE:

Increasing interest in water conservation has led some Springlake residents to inquire whether they may remove turf from the mow strips along their properties and replace it with water-wise plants. Environmental Services, in coordination with other City divisions, has worked to develop example planting plans and guidelines for turf replacements in mow strips and has requested a memo that can be provided to Spring Lake residents as needed to show that water-wise plants are an acceptable replacement for turf in mow strips there.

BACKGROUND:

Following Springlake resident queries regarding the replacement of turf with water-wise landscaping in mow strips, Environmental Services contracted in Spring 2012 with the Yolo County Resource Conservation District to develop four example planting plans and a plant list for mow strips in the Woodland area, considering predominant soil conditions, right-of-way concerns (i.e., containment of material within the strips and not obstructing sidewalk or street use), tree maintenance issues, runoff control, and aesthetics. The resulting plans are characterized as California Natives, Native Meadow, Valley-wise (the most drought-tolerant), and Springlake (tailored to the particularly saline-alkaline soils found in the eastern portion of town).

The plans have been reviewed by the City's Tree and Parks Supervisors and CDD Engineering and Planning staff. There were no major concerns; minor points were incorporated into the text portion of the templates, for example, to emphasize the need to ensure protection of trees in the strips. The Streets and Sidewalks Ordinance was also reviewed to ensure that there are no restrictions or permit requirements for irrigation modifications or plantings within mow strips.

The following elements of the Spring Lake Specific Plan Design Standards may be relevant to mow-strip landscaping in the Spring Lake area:

6.3 Streetscape Landscaping

e. Landscaping strips along local street shall be maintained by the fronting or side-on property owner. Landscaping within these strips shall remain consistent with the original plantings and shall not be paved or converted to other uses (2.35.6).

6.3.3 Lawn (2.22)

a. Residential front-yard landscaping is encouraged to be designed to be less dependent on regular watering and the effects of periodic drought that occurs with local climate. The use of lawn is encouraged to be treated as an accent in landscape plans and not the main groundcover for residential front yards.

6.3.4 Water Use (2.22)

a. Drought tolerant plants are to be incorporated in all landscaping including residential front yards, open space, and to the extent possible, parks.

Both the restrictions of the state Model Water Efficient Landscape Ordinance (required to be implemented by local agencies as of January 1, 2010, per AB 1881 of 2006) and restrictions on residential landscape runoff that are anticipated in upcoming municipal stormwater regulations make it unlikely that that future developments will include turf in mow strips. Given these factors and general public interest in water-wise landscaping, staff believes that conversion of turf areas to acceptable landscape plantings is consistent with the intent of the Spring Lake standards and should be supported.

Springlake residents have expressed interest in adopting the example planting plans but want to be assured that replacing turf with water-wise plants is recognized as an acceptable alternative by the city. The attached memo has been suggested to fulfill this request.

RECOMMENDED ACTION:

Staff is recommending that the Planning Commission review the attached memo and the Planting Plans for Woodland Water-Wise Mow Strips.

Attachment:

- A. Clarification Memorandum regarding Spring Lake Mow-Strip Water Wise Plantings
- B. Planting Plans for Woodland Water-Wise Mow Strips

ATTACHMENT A



CLARIFICATION POLICY REGARDING WATER WISE PLANTING IN SPRING LAKE MOW STRIPS

The City of Woodland encourages landscaping that reduces water use in the Spring Lake Development and city-wide, consistent with state goals. Spring Lake Plan Development Standard 2.22 specifically encourages drought tolerant plantings. State legislation that was passed after the approval of the Spring Lake Plan establishes specific water conservation requirements in new landscaping. The modification of mow strips (turf strips between the street and sidewalk) to drought-tolerant plantings is consistent with both Standard 2.22 and state goals for reducing water use. In addition, water-conserving landscaping supports City efforts with regard to climate action/sustainability planning.

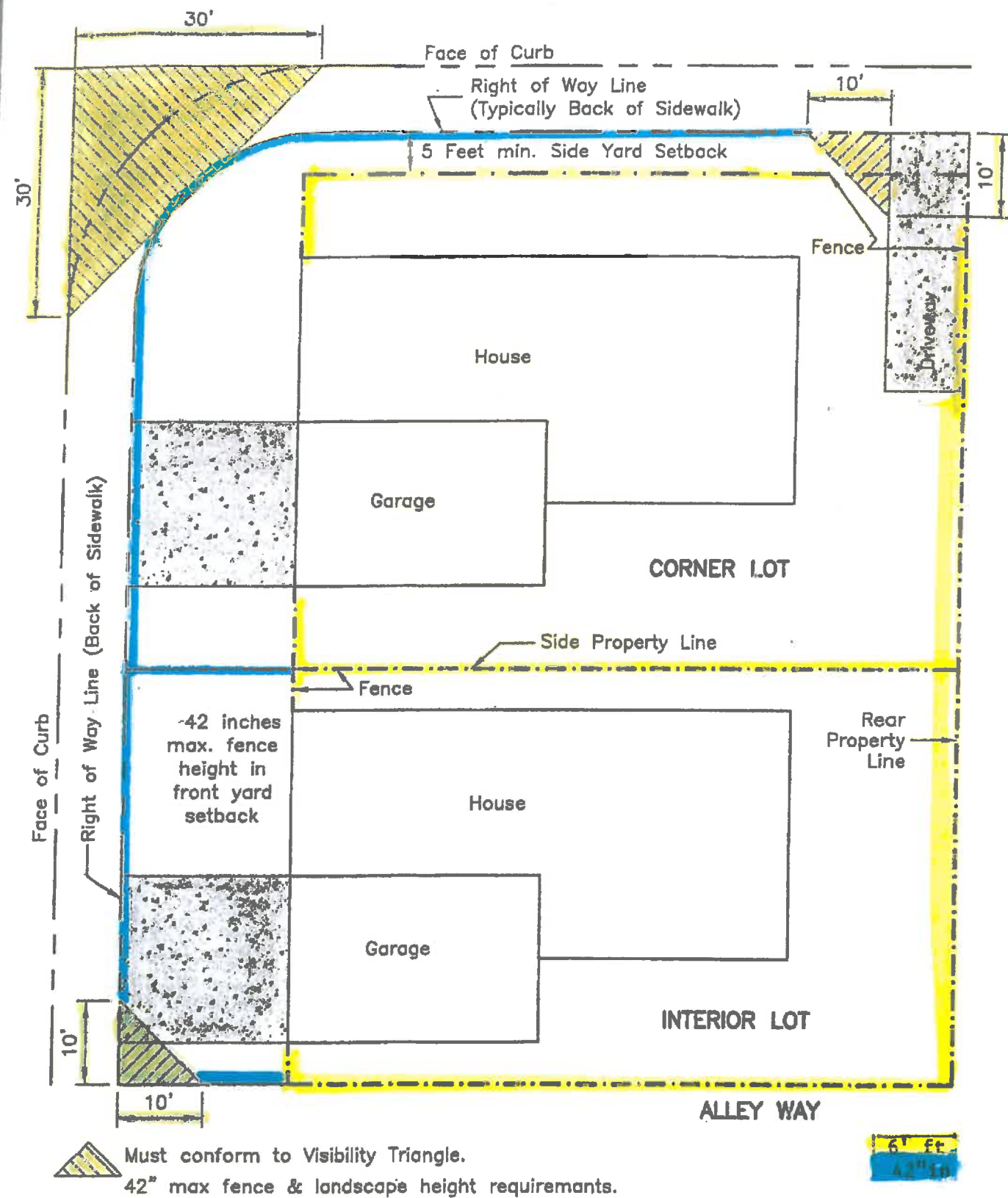
Given these considerations, landscaping in the strips can be modified by homeowners to be more drought tolerant as long as the strips remain landscaped in some manner and are not paved or otherwise completely modified from their purpose as landscape planters. A mix of hardscape (such as bark or decomposed granite) and landscape is also acceptable.

Items to be considered when designing a water conserving landscape concept include the following:

- Provide adequate sight distance and cross visibility areas at corners and intersections of driveways and public rights-of-way. No foliage or structural features shall exceed 3 ½ feet in height in these areas. (Article 22, Section 25-22-20 of the Municipal Code).
- Work will not impact or modify any existing street tree. Any questions or concerns regarding street trees shall be directed to the City's Public Works Department, Tree Maintenance. (530) 661-5962.
- No hazardous or thorny plant materials are to be used adjacent to the public right-of-way.
- Plants shall not block the public sidewalk access or right-of-way.

Attachments:

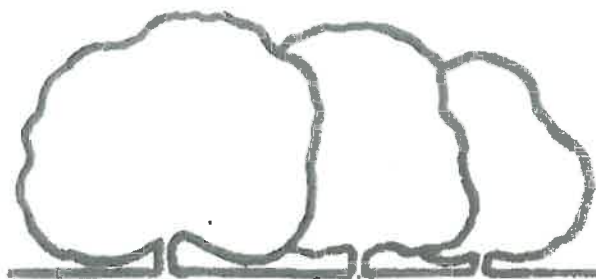
- Fence and Landscape Requirements
- Fire Hydrant clearance area
- Spring Lake Mow Strip Concept Landscape Plan and Master Plant List



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 File: fence.dwg

FENCE AND LANDSCAPE REQUIREMENTS

 City of Woodland
 Community Development
 Department



City of Woodland

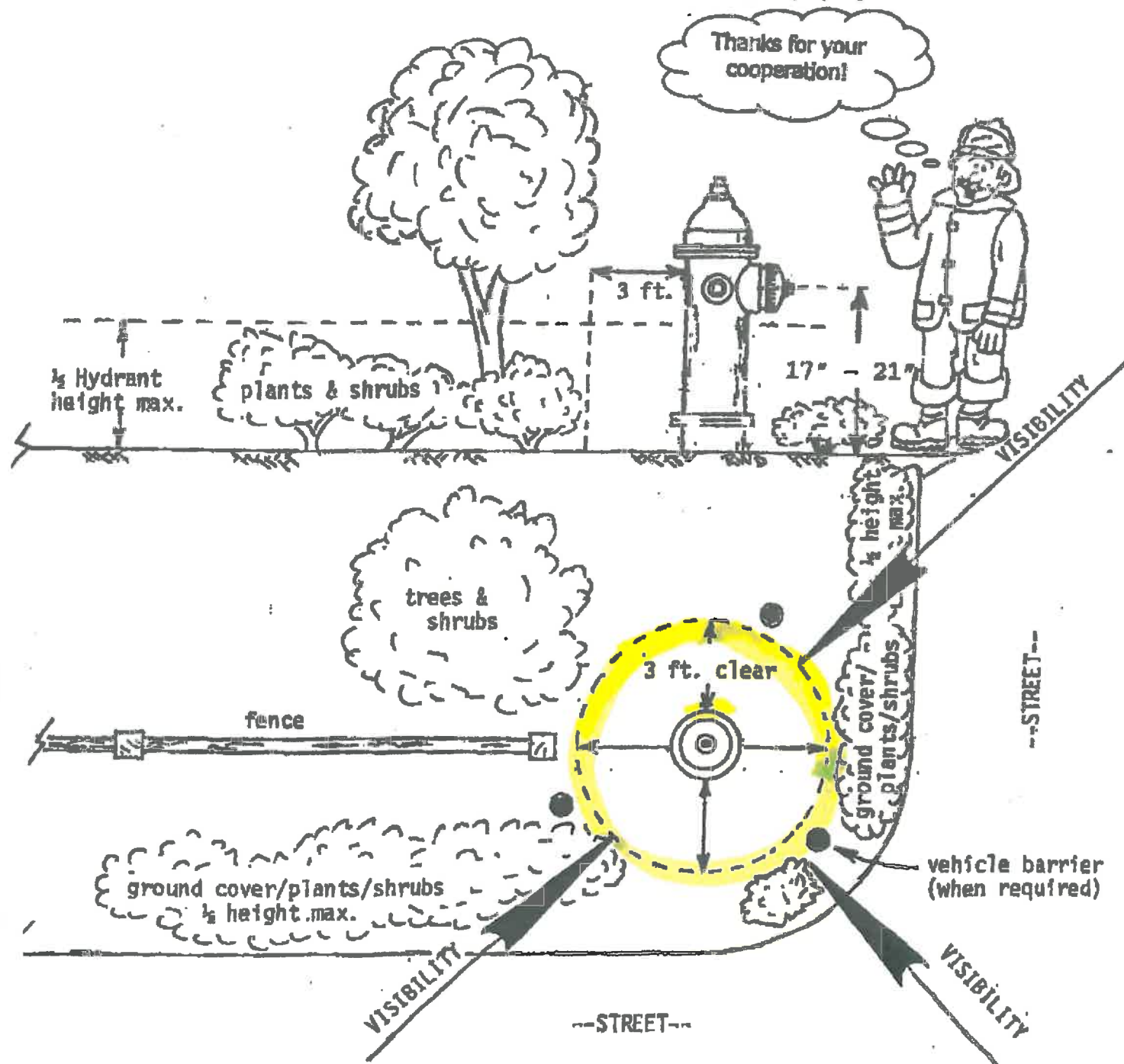
FIRE DEPARTMENT

532 Court Street

Woodland, CA 95695

(530) 661-5860

By following these guidelines, you can help the Fire Department better protect you and your neighbors.
When there is a fire, a few minutes can make a big difference, so it is imperative that we can
easily locate and access the fire hydrant nearest your property.



MASTER PLANT LIST for
WOODLAND WATER-WISE MOW STRIPS



Environmental Services
(530) 661-2050
www.cityofwoodland.org

Plant species included below are recommended for use in the Woodland Water-Wise Mow Strips.
See individual planting plans for design layouts, site preparation, installation and maintenance tips.

SHRUBS

COMMON NAME Botanical Name	Height	Width	Exposure	Description
AUTUMN SAGE <i>Salvia greggii</i>	3'	3'	sun/part shade	Small shrub with showy flowers that attract hummingbirds and beneficial insects. Many color varieties flowers profusely in the spring and fall
BLUE BLOSSOM (N) <i>Ceanothus maritimus</i> 'Valley Violet'	3'	3'	sun/part shade	Best small ceanothus for Central Valley gardens; clusters of dark-violet flowers bloom in spring; attracts beneficial insects. Little or no pruning required. Drought tolerant.
CLEVELAND SAGE (N) <i>Salvia clevelandii</i> 'Winnifred Gilman'	3'	3'	sun/part shade	Evergreen shrub produces maroon-stemmed, blue-violet flowers in spring; attracts hummingbirds, butterflies and beneficial insects. Remove old flower stalks in summer; prune to maintain compact form. Very drought tolerant.
COMPACT OREGON GRAPE <i>Mahonia aquifolium</i> 'Compacta' (N)	1-3'	2-3'	part shade/shade	Dark, grape-like fruits provide food for native birds; tough plant that tolerates a variety of garden conditions; attracts beneficial insects and birds. Drought tolerant.
GOODWIN CREEK LAVENDER <i>Lavendula x gingsii</i> 'Goodwin Creek Grey'	3'	3'	sun	More heat resistant than English lavenders; long spring and summer bloom; attracts hummingbirds and beneficial insects; cut back after flowering; drought tolerant.
SPANISH LAVENDER <i>Lavandula stoechas</i>	1.5-3'	2-3'	sun	Showiest of all the lavenders; blooming in spring; cut back to removed old flowers; attracts butterflies and beneficial insects; drought tolerant.
RED YUCCA (N) <i>Hesperaloe parviflora</i>	3-4'	3-4'	sun	Attractive spiky-looking leaves; blooms all summer long; attracts hummingbirds; very heat and drought tolerant.
WHITE SAGE (N) <i>Salvia apiana</i>	3'	3'	sun/part shade	Soft silver aromatic leaves; white spring flowers attract pollinating bees and beneficial insects; very drought tolerant. Prune to shape

GROUNDCOVER

COMMON NAME Botanical Name	Height	Width	Exposure	Description
COOPER'S ICE PLANT <i>Delosperma cooperi</i>	5"	2'	sun	Succulent green groundcover with bright pink-purple flowers sping-fall; low water needs.
DWARF COYOTEBRUSH <i>Baccharis pilularis</i> (N) 'Twin Peaks #2'	3'	8'	sun	Tough drought tolerant native shrub that can easily be kept pruned into a tight hedge. Excellent habitat plant. Fall-blooming flowers are cream-colored and attract beneficial insects.
LAVENDER COTTON <i>Santolina chamaecyparissus</i>	.5-2'	3'	sun	Hardy groundcover with finely divided whitish gray folish and bright yello, buttonlike flower heads in summer on unclipped plants
DWARF GERMANDER <i>Teucrium chamaedrys</i> 'Nanum'	1'	2'	sun/part shade	One of the few groundcovers that does well in both sun and part shade; dark pink flowers spring-fall; attracts beneficial insects and native bees; drought tolerant.
SNOW-IN-SUMMER <i>Cerastrium tomentosum</i>	6-8"	2-3'	sun	Silver foliage with white flowers spring-summer; low water needs.
ROSEMARY <i>Rosmarinus officinalis</i> 'Mozart'	1.5-2'	4-6'	sun	Evergreen with dark-green aromatic leaves; blue flowers from spring through summer/fall; attracts beneficial insects; very drought tolerant.

PERENNIALS

COMMON NAME Botanical Name	Height	Width	Exposure	Description
ALUM ROOT (N) <i>Huechara spp.</i>	2-3'	2-3'	part shade/shade	Adapts to garden conditions. Blooms well in the shade. Can be used for groundcover and compete with tree roots.
BERGENIA <i>Bergenia crassifolia</i>	1-1.5'	3'	part shade/shade	Dense clusters of pink flowers winter-early spring; shiny leaves; attracts beneficial insects; remove flower stalks; low to medium water
CALIFORNIA FUCHSIA (N) <i>Epilobium canum</i>	1-2'	3'	sun	Easy to grow and tolerates heat and drought; different varieties can have narrow or broad leaves that range from silver to bright green. Attracts hummingbirds and beneficial insects. Cut to ground in late fall
CAPE BALSAM <i>Bulbine frutscens</i>	1.5'	3'	sun/part shade	Long-blooming spikes of delicate, star-shaped yellow flowers sping-fall; fleshy, bright green foliage; tolerates drought and poor soils
CATMINT <i>Nepeta cataria</i>	2	1.5-3'	sun	vigorous, spreading plants with sort gray-green foliage. Lavender-blue flowers in loose spikes mae display in early summer. Shear them back after blooms.
DOUGLAS IRIS (N) <i>Iris douglasiana</i>	1-3'	3'	sun/shade	Dark, glossy, sword-like evergreen leaves. Flower color ranges from white to blue, lavender, reddish purple, and deep purple. Tolerates drought to occasional watering.

FOOTHILL PENSTEMON (N) <i>Penstemon heterophyllus</i>	1-2'	2'	sun	Spreading mound of narrow grey-green leaves. Spikeline clusters of purple-blue flowers bloom Spring-Summer. Attracts hummingbirds and beneficial insects
MEXICAN FLEABANE (N) <i>Erigeron karvinskianus</i>	1-1.5'	1.5-2'	sun/part shade	Graceful low spreading plant blooming profusely from spring through fall; small, daisylike flowers attract butterflies and beneficial insects.
PINCUSHION FLOWER <i>Scabiosa</i> 'Butterfly Blue'	.5-1'	1-1.5'	sun/part shade	Easy to grow perennial blooming spring-fall. Lavender blue flowers attracts butterflies.
LILAC VERBENA (N) <i>Verbena lilacina</i>	2-3'	3-6'	sun/part shade	Low loosely mounding with many clusters of fragrant light purple flowers spring-fall attracts butterflies.
YARROW (N) <i>Achillea millefolium</i>	3'	3'	sun/part shade	Creamy white with many colorful hybrids blooming spring-fall; ferny green foliage will spread; flowers attract butterflies and beneficial insects; remove old flower stalks or mow as needed; low water needs.

ORNAMENTAL GRASSES

COMMON NAME Botanical Name	Height	Width	Exposure	Description
CALIFORNIA FESCUE (N) <i>Festuca californica</i>	2-3'	3'	part shade	Graceful, gray-green leaves and airy flowers that mature to a golden yellow color. Remove old flower stalks in fall for tidy appearance.
CALIFORNIA GREY RUSH (N) <i>Juncus patens</i>	1-2'	1.5-2.5'	sun/part shade	Dense clumps of rigid, upright to slightly arching stems.
DEERGRASS (N) <i>Muhlenbergia rigens</i>	3'	3'	sun/part shade	Makes a low informal screen; needs almost no maintenance, remove old leaves at any time; adds texture and movement to the garden.
FEATHER REED GRASS <i>Calamagrostis acutifolia</i> 'Karl Foerster'	2-4'	3'	sun/part shade	Attractive, upright dark green foliage; fluffy blooms in spring turn into attractive buff spikes that last all summer and fall; a vertical plant that performs well in narrow spaces. Cut to ground in winter.
IDAHO FESCUE (N) <i>Festuca idahoensis</i>	.5-1'	1-1.5'	sun/part shade	fine-textured clumping cool-season grass useful as a low natural lawn, a drought tolerant meadow or pathway. Prefers very little summer water.
MOROCCAN FESCUE <i>Festuca mairei</i>	2.5'	3'	sun/part shade	Tidy clumping grass, a good groundcover for large areas
TUFTED HAIRGRASS (N) <i>Deschampsia cespitosa</i>	2-3'	2-3'	sun/part shade	Cool-season clumping grass with attractive flowers. Likes moderate water

MEADOW GRASSES AND SEDGES

COMMON NAME Botanical Name	Height	Width	Exposure	Description
CALIFORNIA DUNE SEDGE (N) <i>Carex pansa</i>	2-6"	1'	sun/part shade	Creeping evergreen native sedge makes a fine natural lawn. Can be kept 2 inches tall with three or four mowings a year.
CLUSTERED MEADOW SEDGE (N) <i>Carex praegracilis</i>	4-14"	1'	sun/part shade	Like Carex pansa, but finer textured and taller. Can be kept 4-6 inches with two mowings a year.

CREeping RED FESCUE (N) <i>Festuca rubra 'Molate'</i>	2-6"	1'	sun/part shade	Fine-textured cool-season grass. Creeping habit, can make a fine natural lawn.
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CALIFORNIA WILDFLOWERS

COMMON NAME	Height	Width	Exposure	Description
BOTANICAL NAME				
BABY BLUE EYES (N) <i>Nemophila menziesii</i>	4-6"	1'	sun/part shade	One of the earliest annuals to bloom, low-growing, birds love the seeds.
CALIFORNIA POPPY (N) <i>Eschscholzia californica</i>	1-2'	1.5'	sun	State flower of California, blue green leaves, finely dived, pure orange single flowers early spring until summer.
GOLDFIELDS (N) <i>Lasthenia californica</i>	1'	1.5'	sun	The flowers resemble tiny yellow daisies, and blooms last and last, for up to two months
SKY LUPINE (N) <i>Lupinus nanus</i>	.5-2'	1-2'	sun	Beautiful, fragrant blue flowers with white spots.
NARROW-LEAVED MILKWEED (N) <i>Aesclepias fascicularis</i>	3'	3'	sun	A favorite larval food for the Western Monarch butterfly. No summer water.

* Plantings that exceed 3 feet mature height are prohibited in the mow strip.

PLANTING PLAN for Woodland Water-Wise Mow Strips

SPRINGLAKE



A DROUGHT-TOLERANT LAWN ALTERNATIVE for saline alkaline soils such as those in the Springlake development (soils with a high pH).

Before you start: Completely remove turf grass, taking care not to damage any tree roots. Work compost into the soil if needed. Lay down weed barrier landscape fabric and staple in place.

Ready to plant: Lay out plants according to the planting layout below. Plant by cutting an x into the landscape fabric twice the size of the pot. Dig the hole twice as wide and as deep as the pot and backfill making sure the base of the plant's stems or trunk is level with the ground. Tamp the soil around the plants and water in with a hose.

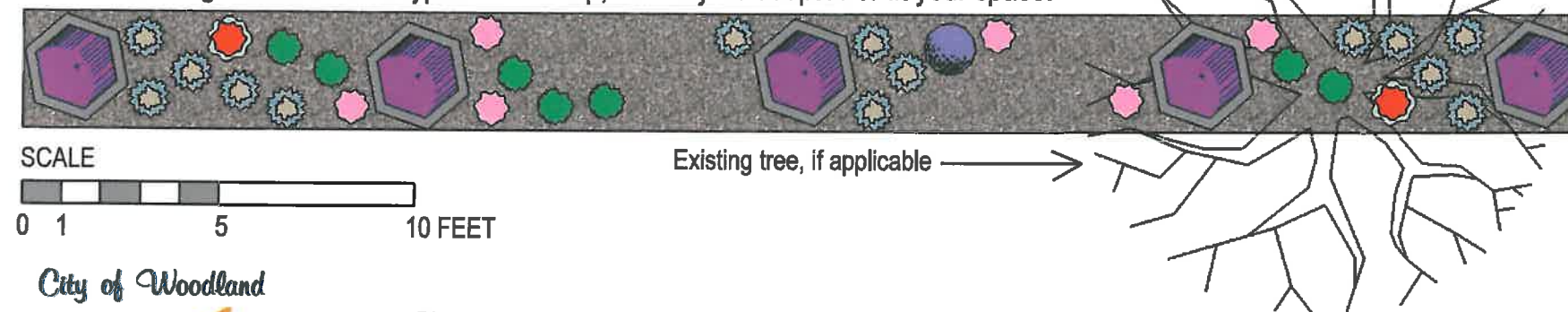
Install the drip irrigation: Lay out tubing and staple down. Add 1 emitter for each 1-gallon plant and 2 emitters for 5-gallon plants. Existing trees may benefit from 3 or more emitters around the drip line of the tree, or none at all depending on the type of tree and how well established it is. Add emitters, if necessary, as plants grow. A separate irrigation valve is recommended for the mow strip. Drip systems require a pressure regulator. If necessary, to make changes to existing irrigation, consult with a landscape contractor licensed by the State of California.

Mulch: Add a layer of mulch (e.g. 2 to 4-inch-thick shredded or chipped bark, walnut hulls, decomposed granite).

Program irrigation schedule: For 1-GPH (gallon per hour) drip emitters: YEAR ONE: Water once a week for 1 hour. YEAR TWO: Water once every two weeks for 1 hour. YEAR THREE: Water once or twice a month for 1 hour. Adjust as needed. Actual plant water need will vary. This schedule is a general recommendation. Modify frequency and run time, as needed, for optimal plant health.

PLANTING LAYOUT

40 x 3 foot design is based on a typical mow strip, but may be adapted to fit your space.



-  x 5 **Spanish Lavender-** *Lavendula stoechas*
-  x 7 **Yarrow-** *Achillea millefolium* N
-  x 2 **California Fuchsia-** *Epilobium canum* N
-  x 1 **Foothill Penstemon-** *Penstemon heterophyllus* N
-  x 6 **Pinchusion Flower-** *Scabiosa* 'Butterfly Blue'
-  x 14 **Idaho Fescue-** *Festuca idahoensis* 'Siskiyou Blue' N

N = California native



Pinchusion Flower



Yarrow



Spanish Lavender



Idaho Fescue



Foothill Penstemon



California Fuchsia

ATTACHMENT B

PLANTING PLAN for Woodland Water-Wise Mow Strips

SPRINGLAKE



A DROUGHT-TOLERANT LAWN ALTERNATIVE for saline alkaline soils such as those in the Springlake development (soils with a high pH).

Before you start: Completely remove turf grass, taking care not to damage any tree roots. Work compost into the soil if needed. Lay down weed barrier landscape fabric and staple in place.

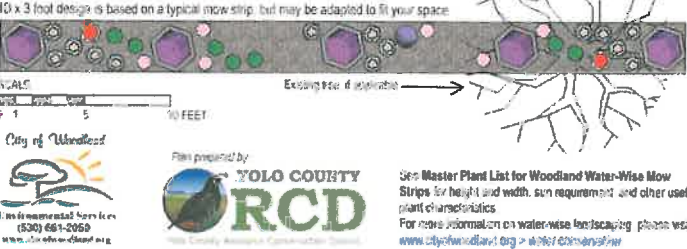
Ready to plant: Lay out plants according to the planting layout below. Plant by cutting an x into the landscape fabric to the size of the pot. Dig the hole twice as wide and as deep as the pot and carefully making sure the base of the plant's stem or trunk is level with the ground. Tamp the soil around the plants and water in with a hose.

Install the drip irrigation: Lay out tubing and staple down. Add 1 emitter for each 1-gallon plant and 2 emitters for 5-gallon plants. Existing trees may benefit from 3 or more emitters around the drip line of the tree, or none at all depending on the type of tree and how well established it is. Add emitters if necessary, as plants grow. A separate irrigation system is recommended for the mow strip. Drip systems require a pressure regulator. If necessary to make changes to existing irrigation, consult with a landscape contractor licensed by the State of California.

Mulch: Add a layer of mulch (e.g. 2 to 4-inch-thick shredded or chipped bark, wood bark, decomposed granite).

Program irrigation schedule: For 1-GPH (gallon per hour) drip emitters: **YEAR ONE:** Water once a week for 1 hour. **YEAR TWO:** Water once every two weeks for 1 hour. **YEAR THREE:** Water once or twice a month for 1 hour. Adjust as needed. Actual plant water needs will vary. This schedule is a general recommendation. Modify frequency and run time as needed for actual plant needs.

PLANTING LAYOUT



- x5 Spanish Lavender- *Levanderia stoechas*
 - x7 Yarrow- *Achillea millefolium* N
 - x2 California Fuchsia- *Epilobium coccineum* N
 - x1 Foothill Penstemon- *Penstemon heterophyllus* N
 - x6 Pinchusion Flower- *Scabiosa 'Butterfly Blue'*
 - x14 Idaho Fescue- *Festuca idahoensis* 'Siskiyou Blue' N
- N = California native



PLANTING PLAN for Woodland Water-Wise Mow Strips

VALLEY-WISE



A DROUGHT-TOLERANT LAWN ALTERNATIVE of native and non-native plants well-adapted to Woodland and surrounding areas.

Before you start: Completely remove turf grass, taking care not to damage tree roots. Work compost into the soil if needed. Lay down weed barrier landscape fabric and staple in place.

Ready to plant: Lay out plants according to the planting layout below. Plant by cutting an x into the landscape fabric to the size of the pot. Dig the hole twice as wide and as deep as the pot and carefully making sure the base of the plant's stem or trunk is level with the ground. Tamp the soil around the plants and water in with a hose.

Install the drip irrigation: Lay out tubing and staple down. Add 1 emitter for each 1-gallon plant and 2 emitters for 5-gallon plants. Existing trees may benefit from 3 or more emitters around the drip line of the tree, or none at all depending on the type of tree and how well established it is. Add emitters if necessary, as plants grow. A separate irrigation system is recommended for the mow strip. Drip systems require a pressure regulator. If necessary to make changes to existing irrigation, consult with a landscape contractor licensed by the State of California.

Mulch: Add a layer of mulch (e.g. 2 to 4-inch-thick shredded or chipped bark, wood bark, decomposed granite).

Program irrigation schedule: For 1-GPH (gallon per hour) drip emitters: **YEAR ONE:** Water once a week for 1 hour. **YEAR TWO:** Water once every two weeks for 1 hour. **YEAR THREE:** Water once or twice a month for 1 hour. Adjust as needed. Actual plant water needs will vary. The following schedule is a general recommendation. Modify frequency and run time as needed for actual plant needs.

PLANTING LAYOUT



- x3 Catmint- *Nepeta catappa*
 - x2 Spanish Lavender- *Levanderia stoechas*
 - x2 California Poppy- *Erysimum californicum* N
 - x1 Autumn Sage- *Salvia greggii*
 - x7 Mexican Fleabane- *Eryngium karwinskianum* N
 - x3 Cape Balsam- *Boltonia frutescens*
 - x3 Pinchusion Flower- *Scabiosa 'Butterfly Blue'*
 - x1 Dwarf Rosemary- *Rosmarinus officinalis*
- N = California native



PLANTING PLAN for Woodland Water-Wise Mow Strips

NATIVE MEADOW



PLANTING LAYOUT

40 x 3 foot design is based on a typical mow strip, but may be adapted to fit your space.



SCALE 0 1 5 10 FEET

City of Woodland



See Master Plant List for Woodland Water-Wise Mow Strips for height and width, sun requirement, and other useful plant characteristics. For more information on water-wise landscaping, please visit: www.cityofwoodland.org > water conservation

A DROUGHT-TOLERANT LAWN ALTERNATIVE for a grass-like groundcover and native wildflowers.

Before you start: Completely remove turf grass and weeds, taking care not to damage tree roots. Work around into the soil if needed. The soil surface should be evenly graded and free of large clods. Do NOT add fertilizer. If possible, prepare the bare soil to let weed seeds germinate. Remove any suspect to ensure a weed-free planting area.

California dune sedge: The dune sedge will take 1-2 growing seasons to fill in. Dune sedge plants come in plugs or liners and must be planted individually. Plant the plugs according to the recommendation and layout below.

Wildflower seeds (optional): In fall, sow seeds of native wildflowers throughout the mow strip either in a mix or in sweeps of different varieties. Hand sown seed can be raked or mulched, but not buried deeper than 1/8". Soil should be firm and loose after sowing.

Watering: After installation, water thoroughly yet gently in an not to wash wildflower seeds away. Seeds must be kept moist either by rain or irrigation for 4-6 weeks in order to germinate properly. Recommended method is buried drip irrigation or micro-sprinklers. **YEAR ONE:** Ensure the soil is kept evenly moist. **YEAR TWO:** Water twice a week, soaking the soil as deeply as possible without water running off. **YEAR THREE:** Water once a week, soaking the soil as deeply as possible without water running off. **YEAR FOUR:** Water once or twice a month as needed.

Weeding: If there are weeds in your strip, pull them as soon as possible.

Mowing: To keep your meadow strip looking fresh, mow no lower than 4-6 inches once or twice a year.

California Dune Sedge- Carex pensil N
Plant 120 plugs at 12 inch spacing. For quicker establishment, double number (240) and plant at 6 inch spacing. Do not substitute for other species.

Native California Wildflowers N (optional)
California poppy- *Eschscholzia californica* N. Baby blue eyes- *Nemophila menziesii* N. Goldfields- *Lasthenia californica* N. Sky lupine- *Lupinus texensis* N. Yarrow- *Achillea millefolium* N.
To cover 120 square feet, try one small seed packet of each variety or one small seed packet each. Non-native wildflower seeds MAY NOT be thought to be an.

N = California native



PLANTING PLAN for Woodland Water-Wise Mow Strips

CALIFORNIA NATIVES



PLANTING LAYOUT

40 x 3 foot design is based on a typical mow strip, but may be adapted to fit your space.



SCALE 0 1 5 10 FEET

City of Woodland



See Master Plant List for Woodland Water-Wise Mow Strips for height and width, sun requirement, and other useful plant characteristics. For more information on water-wise landscaping, please visit: www.cityofwoodland.org > water conservation

A DROUGHT TOLERANT LAWN ALTERNATIVE for creating an attractive urban habitat strip with plants native to California

Before you start: Completely remove turf grass, taking care not to damage tree roots. Work around into the soil if needed. The soil surface should be evenly graded and free of large clods. **Ready to plant:** Lay out plants according to the planting layout below. Dig the holes twice as wide and as deep as the pots and backfill the hole making sure the base of the plants stems or trunk is level with the ground. Tamp the soil around the plants and water is thoroughly.

Install the drip irrigation: Lay out tubing and stakes down. Add 1 emitter for each 1-gallon plant and 2 emitters for 5-gallon plants. Emitters may be used from 3 or more emitters around the strip length of the area, or more at all depending on the type of tree and how well established it is. Add emitters, if necessary, as plants grow. A regulator/pressure valve is recommended for the mow strip. Drip systems require a pressure regulator. If necessary, to make changes to existing irrigation, consult with a landscape contractor licensed by the State of California.

Mulch: Add a 1/2 inch thick layer of fine mulch.

Program irrigation schedule: For 1 GPH (gallon per hour) drip emitters. **YEAR ONE:** Water once a week for 1 hour. **YEAR TWO:** Water once every two weeks for 1 hour. **YEAR THREE:** Water once or twice a month for 1 hour. Adjust as needed. Actual plant water needs will vary. This schedule is a general recommendation. Modify frequency and run time as needed. For optimal plant health, Wildflower Seeds: In fall, sow seeds of native wildflowers throughout the mow strip either in a mix or in sweeps of different varieties.

x1 Red Buckwheat- *Eriogonum grande rubescens* N

x1 Valley Violet Blueblossom- *Ceanothus maritimus* 'Valley Violet' N

x1 Compact Oregon Grape- *Mahonia aquifolium* 'Compacta' N

x2 Foothill Penstemon- *Penstemon heterophytus* N

x3 California Fuchsia- *Epilobium canum* N

x1 Winifred Gilman Sage- *Salvia clevelandii* 'Winifred Gilman' N

x1 Yarrow- *Achillea millefolium* N

California Wildflowers N- California poppy- *Eschscholzia californica*, Baby blue eyes- *Nemophila menziesii*, Goldfields- *Lasthenia californica*, Lupine- *Lupinus texensis*

x3 Deergrease- *Muhlenbergia rigens* N

N = California native

