

January 12, 2021

Wilma Quan
City Manager
City of Fowler
128 South 5th Street
Fowler, CA 93625

Subject: General Plan Update and Environmental Impact Report, City of Fowler, California

Dear Ms. Quan:

This proposal discusses our understanding of the General Plan Update and Environmental Impact Report, outlines a scope of services together with associated fees, deliverables, and approximate schedules.

Project Understanding

The City of Fowler (City) submitted a pre-application to the Fresno Local Agency Formation Commission (LAFCo) for the potential expansion of its Sphere of Influence (SOI). The City of Fowler SOI currently encompasses approximately 4,500 acres of land. The pre-application that was submitted to Fresno LAFCo proposed an expansion of the City's SOI by approximately 750 acres to the south and west.

The land proposed for expansion is not currently addressed within the City's General Plan Planning Area. As indicated in the response from LAFCo staff on the pre-application, a General Plan Update is required to analyze and plan for land uses within the proposed SOI expansion area as well as address land uses, in particular the Agriculture land use designation, in the remaining portions of the Planning Area. Considering that a significant update of the General Plan has not taken place since 2004 and the number of new state legislative requirements for general plans, it has been determined, in consultation with the City, a comprehensive update to the General Plan should be initiated.

Below describes the scope of work needed to prepare a comprehensive update to the General Plan that will meet the preliminary objectives identified by the City to date, including:

- Potential expansion of the SOI.
- Review and consideration of the vision and goals for Fowler to ensure they are reflective of the existing community.
- Updates to land uses and policies consistent with state legislative requirements as well as LAFCo policies.
- Updates to the circulation element and other infrastructure policies to support designated land uses.

Scope of Services

Our proposed scope of work for this project is segregated into five phases, described below, including all tasks shown. The general approach for community involvement will be to use Planning Commission workshops as well as joint study sessions with the Planning Commission (PC) and City Council (CC) as opportunities for the public to participate in the General Plan Update process. At least one of these meetings is scheduled during each phase of the General Plan Update process to provide for updates and input at key milestones. We recognize that a project of this magnitude and length may require flexibility in the tasks. Provost & Pritchard (P&P) will coordinate with City staff as necessary throughout the project to determine where adjustments in the project approach may be necessary. Project management tasks will occur throughout the project and have been assumed to occur within each phase identified below. Tasks include ongoing management of the project, including regular coordination calls with the project team, project coordination with City staff, P&P staff, and subconsultants, as well as budget and invoice review and preparation. Several of the tasks shown below have been completed and are part of the “Billed to Date” efforts shown in the Fee portion of this proposal, as indicated with gray shading.

Phase/Task	Description	Deliverable
Phase 1: Project Kickoff		
1.1	<p>Initiate the Project</p> <p>Two members of the P&P project team will attend an in-person kickoff meeting with City staff to confirm scope and schedule.</p> <p>P&P staff will visit key sites in the City as well as the anticipated SOI expansion area.</p>	<ul style="list-style-type: none"> - Kickoff meeting agenda
1.2	<p>Project Rollout</p> <p>P&P will prepare a one-page brochure about the General Plan Update, including a summary of what a General Plan is, why it’s being updated, and contact information.</p> <p>P&P will prepare text for inclusion on the City website about the General Plan Update, including a summary of the project and contact information. City staff will be responsible for making updates to the City website.</p>	<ul style="list-style-type: none"> - One-page project brochure - Text for City website
1.3	<p>PC/CC Workshop – Project Kickoff</p> <p>P&P will conduct a joint study session with PC and CC to introduce the General Plan Update, the anticipated schedule and process, and confirm key objectives of the project.</p> <p>The City will be responsible for preparing meeting notices and for posting such notices.</p>	<ul style="list-style-type: none"> - Presentation for workshop

Phase/Task		Description	Deliverable
1.4	Document Existing Conditions	<p>P&P will document existing conditions. Topics to be covered will correlate with the issues to be addressed by the Environmental Impact Report in future phases.</p> <p>The purpose of this task is to help facilitate discussions under Phase 2: Listening and identify any key issues for further consideration.</p>	<ul style="list-style-type: none"> – Community Report
Phase 2: Listening			
2.1	Stakeholder Interviews	<p>P&P will conduct up to 6 stakeholder interviews. Stakeholders will be identified in consultation with City staff. Interviews may be conducted with individuals or with small groups focused by topic. We anticipate interviewing participants from the development community, related agencies and districts, and community groups.</p> <p>Interviews are assumed to be one-hour sessions and scheduled over a 2-day period.</p>	<ul style="list-style-type: none"> – Stakeholder interview questions – Summary notes from interviews
2.2	Community Report and Vision	<p>P&P will summarize key issues based on feedback from previous tasks, specifically Task 1.4 (Document Existing Conditions) and Task 2.1 (Stakeholder Interviews), and prepare a Community Report and Vision, to be presented at to PC and CC for confirmation.</p>	<ul style="list-style-type: none"> – Key Issue Summary – Community Report and Vision
2.3	PC Workshop – Key Issues and Vision	<p>P&P will conduct a workshop with the PC to present the Key Issues Summary, Community Report, and Vision documents to PC and solicit feedback from the PC and the public for incorporation prior to CC presentation.</p>	<ul style="list-style-type: none"> – Presentation for workshop
2.4	CC Workshop – Key Issues and Vision	<p>P&P will conduct a workshop with City Council to present the Key Issues Summary, Community Report, and Vision documents. The outcome will be confirmation of the community vision, which expresses the ultimate goals of the community and sets the course for the General Plan Update.</p>	<ul style="list-style-type: none"> – Presentation for workshop
Phase 3: Vetting			
3.1	Policy Assessment	<p>P&P will conduct a review of the existing General Plan goals and policies for consistency with the Vision (as confirmed through Task 2.4) and state law. The policy assessment will inform where the existing General Plan will need to be amended as well as identify areas for further discussion and confirmation on policy approach for the updated General Plan.</p>	<ul style="list-style-type: none"> – Summary of policy assessment, including policy papers for up to 3 legislative topics

Phase/Task		Description	Deliverable
3.2	PC/CC Workshop – Confirm Policy Approach	P&P will conduct a joint study session with PC and CC to present the Policy Assessment summary and solicit feedback from decision-makers and the public. The outcome will be confirmation of policy approaches on a variety of topics, including those addressed in the existing General Plan and any new topics required for inclusion. This confirmation will provide guidance for how goals and policies are drafted for the General Plan Update.	– Presentation for workshop
3.3	Define Alternatives	P&P will define up to 3 alternatives for consideration by the City. The alternatives may include variation in the Planning Area, land use designations, or policy approach. Selection of the alternatives will be informed by direction received at the PC/CC Study Sessions held under previous tasks..	– Up to 3 alternatives for consideration
3.4	Public Workshop – Growth Areas	P&P will conduct a public workshop to present the potential growth areas and solicit feedback from the public on preferences for expansion. The feedback will inform development of the land use alternatives for further consideration. The workshop is intended to be more interactive to get input directly from participants. Activities will be designed in coordination with City staff.	– Presentation for workshop
3.5	Public Workshop – Land Use Alternatives	P&P will conduct a public workshop to present the land use alternatives and solicit feedback from the public on preferences. The outcome will be input on the proposed alternatives which may result in refinements prior to conducting a comparison of alternatives for presentation to the PC and CC for direction. The workshop is intended to be more interactive to get input directly from participants. Activities will be designed in coordination with City staff.	– Presentation for workshop
3.6	Evaluate and Compare Alternatives	P&P will prepare an Alternatives Comparison Report summarizing up to 3 alternatives, reflective of input received during Tasks 3.4 and 3.5, including a qualitative analysis of each alternative. Analysis will generally include total acres, land use comparison, population, dwelling units, non-residential intensity, transportation, air quality, greenhouse gas emissions, among other key considerations.	– Alternatives Comparison Report

Phase/Task		Description	Deliverable
3.7	PC Workshop – Preferred Plan	P&P will conduct a workshop with PC to present the Alternatives Comparison Report and solicit feedback from decision-makers and the public. The outcome will be a recommendation of the preferred plan for the General Plan Update.	– Presentation for workshop
3.8	CC Workshop – Preferred Plan	P&P will conduct a workshop with CC to present the Alternatives Comparison Report and solicit feedback from decision-makers and the public. The outcome will be confirmation of the preferred plan for the General Plan Update.	– Presentation for workshop
Phase 4: General Plan Document			
4.1	Admin Draft General Plan	P&P will prepare the Administrative (Admin) Draft General Plan document for review by City staff. The General Plan will be based on the organizational structure of the existing General Plan with additional information as required for consistency with the direction received under previous tasks and compliance with state law.	– Administrative Draft General Plan
4.2	Public Review Draft General Plan	P&P will incorporate comments from City staff on the Admin Draft General Plan and prepare the Public Review Draft General Plan. The Public Review Draft General Plan will be released for public review for a minimum of 45 days for comment.	– Public Review Draft General Plan
4.3	PC/CC Workshop – Public Review	P&P will conduct a joint workshop with PC and CC to present the key issues addressed in the Public Review Draft General Plan and provide an opportunity for decision-makers and the public to ask questions and provide comment during the public review period.	– Presentation for workshop
4.4	Public Hearing Draft General Plan	P&P will prepare an erratum of changes to the Public Review Draft General Plan for presentation during the public hearings.	– Errata
Phase 5: CEQA			
5.1	NOP/Scoping Meeting	P&P will prepare the Notice of Preparation (NOP) and hold one Scoping Meeting to initiate the EIR. One P&P staff member will attend the Scoping Meeting.	– Notice of Preparation – Scoping Meeting presentation
5.2	Admin Draft EIR	P&P will prepare the Admin Draft Environmental Impact Report (EIR) for review by City staff. The EIR will be a program level EIR, prepared consistent with the California Environmental Quality Act (CEQA).	– Administrative Draft EIR

Phase/Task		Description	Deliverable
5.3	Public Review Draft EIR	P&P will incorporate comments from City staff on the Admin Draft EIR and prepare the Public Review Draft EIR. The Public Review Draft EIR will be released for public review for a minimum of 45 days for comment. We anticipate running this review concurrently with the public review period for the Public Review Draft General Plan.	- Public Review Draft EIR
5.4	Final EIR	P&P will prepare the Final EIR, including providing responses to up to ten comment letters received during the public review period.	- Final EIR
Phase 6: Presenting and Adopting			
6.1	Planning Commission Hearing (Recommendation)	P&P will present the Public Hearing Draft General Plan to the Planning Commission at a public hearing for their recommendation to the City Council.	- Presentation to Planning Commission
6.2	City Council Hearing (Adoption)	P&P will present the Public Hearing Draft General Plan and the Final EIR to the City Council at a public hearing for adoption.	- Presentation to City Council
6.3	Final EIR	P&P will prepare the Final GP, inclusive of those changes identified through the errata and adopted by City Council.	- Final General Plan

Professional Fees

Provost & Pritchard will perform the services described herein on a time and materials basis in accordance with the Standard Fee Schedule in effect at that time for work performed under this scope of work. Our time and material fee estimate for the services described under this scope of work is \$697,200 (see Project Status summary below). Fees will be invoiced monthly as they are accrued for services performed. Reimbursable (direct) expenses such as mileage, copies, consumables, etc. are included in the estimate and will be invoiced based on Provost & Pritchard's Standard Fee Schedule. If it appears that we will need to exceed the fee estimate above, we will notify you in writing before we do so and will provide a revised estimate. We will not continue work beyond the estimated budget without additional authorization.

Schedule

Provost & Pritchard estimates adoption of the Fowler General Plan and certification of the Environmental Impact Report in April 2023.

Project Status

Provost & Pritchard has been working on the Fowler General Plan Update since October 2018. Tasks had previously been initiated through a series of task orders structured around the City's fiscal year budget process. The scope of services identified above is inclusive of all tasks from initiation of the General Plan

Update through adoption. Following is a summary of the budget status through November 2021. A total of approximately \$426,514.92 has been billed through November 30, 2021, with a remaining budget estimate of \$270,685.08 through adoption of the Fowler General Plan and certification of the EIR in April 2023. The City has received grant funding to assist in the offset of the cost, which has been included below.

Task Description	Estimated Budget Amount	Billed to Date (through November 30, 2021)	Remaining Budget Estimate (as of December 1, 2021)	LEAP Grant Funding ^a	REAP Grant Funding ^a	Remaining Budget Estimate less Grant Funding
0/1: Project Management and Kickoff	\$35,000	\$34,961.34	\$38.66			
2: Listening	\$42,000	\$42,664.68	(\$664.68)			
3: Vetting	\$192,500	\$192,458.39	\$41.61			
4: General Plan Document	\$115,000	\$88,297.16	\$26,702.84			
5: CEQA	\$299,800 ^b	\$68,133.35	\$231,166.65			
6: Presenting and Adopting	\$12,900	\$0	\$12,900			
Total	\$697,200	\$426,514.92	\$270,685.08	(\$65,000)	(\$125,000)	\$80,685.08

^a LEAP and REAP grant funding is reimbursement based and will require a capital outlay of costs prior to receiving funding from the state through the reimbursement process.

^b Budget amount includes all subconsultant fees for air quality, greenhouse gas, noise, and traffic analyses.

Terms and Conditions

If this proposal is acceptable, please sign this letter proposal to serve as our Notice to Proceed prior to Provost & Pritchard’s review and execution of the City’s standard agreement. This proposal is valid for 30 days from the date above.

Sincerely Yours,
Provost & Pritchard Consulting Group



Sara Allinder, AICP, Project Manager
Principal Planner



Heather Bashian, RCE 73075
Director of Operations

Terms and Conditions Accepted

By City of Fowler

Signature
Wilma Quan, City Manager

Date