



County of Monterey

Item No.

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: A 25-023

February 25, 2025

Introduced: 1/24/2025

Current Status: Agenda Ready

Version: 1

Matter Type: BoS Agreement

REF240012 - PROFESSIONAL SERVICES AGREEMENT FOR THE CHUALAR COMMUNITY PLAN

- a. Approve and authorize the Contracts/Purchasing Officer or their designee to execute a Professional Services Agreement with EMC Planning Group, Inc., to provide extensive planning and environmental analysis services to update the Chualar Community Plan for the not to exceed amount of \$1,417,538 for a term beginning upon execution to June 30, 2027; and
- b. Authorize the Contracts/Purchasing Officer or their designee to execute up to three (3) additional amendments to this Agreement, each extending the term by one (1) year where the additional cost of each amendment does not exceed 10% (\$141,754) of the original contract amount of \$1,417,538, bringing the total maximum cumulative cost increase to \$425,262 and potential overall Agreement aggregate not to exceed amount to \$1,842,800.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Contracts/Purchasing Officer or their designee to execute a Professional Services Agreement with EMC Planning Group, Inc., to provide extensive planning and environmental analysis services to update the Chualar Community Plan for the not to exceed amount of \$1,417,538 for a term beginning upon execution to June 30, 2027; and
- b. Authorize the Contracts/Purchasing Officer or their designee to execute up to three (3) additional amendments to this Agreement, each extending the term by one (1) year where the additional cost of each amendment does not exceed 10% (\$141,754) of the original contract amount of \$1,417,538, bringing the total maximum cumulative cost increase to \$425,262 and potential overall Agreement aggregate not to exceed amount to \$1,842,800.

SUMMARY/DISCUSSION:

On February 1, 2024, the Housing and Community Development Department (HCD) issued Request for Proposals #10925, Chualar Community Plan, to solicit proposals from qualified contractors to provide extensive planning and environmental analysis services to prepare the Chualar Community Plan. EMC Planning Group, Inc., submitted a responsive proposal.

The Professional Services Agreement (PSA) with EMC Planning Group, Inc., will provide professional services for the preparation of a Chualar Community Plan working in collaboration with HCD. EMC was selected for their expertise and capabilities necessary to provide these services through a competitive selection process (RFP #10925) in accordance with County policies and state laws. EMC will provide a dedicated team of professionals for this endeavor and be in regular contact with County staff. The term of the PSA is upon execution to June 30, 2027, for the not to exceed

amount of \$1,417,538.

The adopted 2010 General Plan contains a total of eight elements with goals, policies and actions that govern the long-term plan for the County. The Land Use element directs the County to establish and emphasize Community Areas as the preferred location and the priority for additional development in the County to support a mix of land use types at an urban level. Planning for Community Areas shall be accomplished through the adoption of Community Plans guided by affected residents and landowners. Land Use Element policy LU-2.23 establishes that completion of Community Plans shall be actively supported as the County's primary planning priority with Chualar being one of the highest priorities.

Chualar Community Plan

The community of Chualar currently does not have an established plan boundary or an adopted Community Plan. The County aims to incorporate the Chualar Community Plan into its long-term planning efforts. This Community Plan intends to include goals, policies, and programs to promote a sustainable, balanced, and an integrated community. Once adopted, the Chualar Community Plan will define clear boundaries, support diverse land uses, ensure adequate public facilities and services, that provide opportunities for residents to live close to their jobs. Development policies within the Community Plan will be more detailed than those typically applied to areas outside of Community Plans and will ensure the Plan's full implementation. These policies will include zoning classifications that accommodate a diverse range of residential densities and housing types, consistent with the 6th Cycle Housing Element. The plan will also encourage a mix of retail, commercial, and office spaces, appropriate industrial development, and a variety of recreational and public amenities.

Timeline and Next Steps

After consideration and approval of the PSA by the Board, the anticipated timeline for the development of the Chualar Community Plan is as follows:

- Winter 2025
 - Project Initiation and Coordination
 - Preliminary Community Outreach
 - Staff to develop a Community Engagement Plan
- Spring 2025
 - Ongoing implementation of the Community Engagement Plan.
 - Consultant to draft Existing Conditions Report and will provide to the County.
- Summer 2025 to Winter 2026
 - Consultant to develop Community Plan boundary and an administrative Draft Community Plan for review.
 - Ongoing community Outreach
- Winter 2026 to Summer 2027
 - Draft Community Plan will be available for public review period.
 - Commencement of the Environment Review Process (CEQA).
- Spring 2027
 - Staff to finalize the CEQA process.
- Summer 2027

- Planning Commission and Board of Supervisors to adopt Final Chualar Community Plan.

OTHER AGENCY INVOLVEMENT:

The Offices of County Counsel and Auditor-Controller have reviewed the PSA as to form and legality, and fiscal provisions, respectively.

FINANCING:

The total not to exceed amount of this PSA is \$1,417,538. The cost of these services will be performed over a three-year period during FY 2024-25, FY 2025-26, and FY 2026-27. The anticipated budget projection for the current FY 2024-25 is \$194,938. Funding for this project in the amount of \$149,151 was included in the FY 2024-25 Adopted Budget for HCD Unit 8543, Appropriation Unit HCD002. The remaining portion of budget projection that was not included in the FY 2024-25 Adopted Budget for \$45,787 will be funded with FY 2024-25 Salary Savings. Future work under this PSA is contingent on additional funding. Augmentation requests for future year funding will be included in the Department's Requested Budget for FY 2025-26 and FY 2026-27.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The Chualar Community Plan aligns with the Board of Supervisors' Strategic Initiatives by promoting economic development through a mix of diverse land uses, supporting local businesses, and ensuring residents can live near their jobs. Additionally, the plan will foster sustainable infrastructure and improve public safety, contributing to a higher quality of life and enhancing community well-being.

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by: Edgar Sanchez, Assistant Planner
Reviewed by: Melanie Beretti, AICP, Chief of Planning
Approved by: Craig Spencer, Director

The following attachments are on file with the Clerk of the Board:
Attachment A - PSA with EMC Planning Group, Inc.