

**FIRST AMENDMENT  
TO  
PROFESSIONAL SERVICES AGREEMENT**

This First Amendment ("Amendment"), dated as of December 30, 2023, is by and between the County of Sonoma, a political subdivision of the State of California ("County"), and Rincon Consultants, Inc. ("Consultant").

**RECITALS**

WHEREAS, County and Consultant entered into that certain Agreement, dated September 13, 2022, for preparation of an update to the Sonoma County General Plan Public Safety Element and Environmental Justice Policies; and

WHEREAS, County and Consultant desire to amend the Agreement to lengthen the term of the agreement, make minor modifications to the scope of services, and increase the amount not to exceed of the agreement by \$201,632.20 to complete the remaining scope of the contract,

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

**AGREEMENT**

1. Agreement Section 2. Payment, first paragraph is hereby deleted in its entirety and replaced with the following language:

For all services and incidental costs required hereunder, Consultant shall be paid on a time and material/expense basis in accordance with the budget set forth in Exhibit B, provided, however, that total payments to Consultant shall not exceed \$665,738.20, without the prior written approval of County. Consultant shall submit its bills in arrears on a monthly basis in a form approved by County's Auditor and the Head of the County Department receiving the services. The bills shall show or include: (i) the task(s) performed; (ii) the time in quarter hours devoted to the task(s); (iii) the hourly rate or rates of the persons performing the task(s); and (iv) copies of receipts for reimbursable materials/expenses, if any. Expenses not expressly authorized by the Agreement shall not be reimbursed.

2. Agreement Section 3. Term of Agreement. is hereby deleted in its entirety and replaced with the following language:

3. Term of Agreement. The term of this Agreement shall be from September 13, 2022 to June 30, 2025 unless terminated earlier in accordance with the provisions of Article 4 below.

3. Exhibit A is hereby deleted in its entirety and replaced with the attached Exhibit A1.

4. Exhibit B is hereby deleted in its entirety and replaced with the attached Exhibit B1.

5. Except to the extent the Agreement is specifically amended or supplemented hereby, the Agreement, together with exhibits is, and shall continue to be, in full force and effect as originally executed, and nothing contained herein shall, or shall be construed to modify, invalidate or otherwise affect any provision of the Agreement or any right of County arising thereunder.

6. This Amendment shall be governed by and construed under the internal laws of the state of California, and any action to enforce the terms of this Amendment or for the breach thereof shall be brought and tried in the County of Sonoma.

COUNTY AND CONSULTANT HAVE CAREFULLY READ AND REVIEWED THIS AMENDMENT AND EACH TERM AND PROVISION CONTAINED HEREIN AND, BY EXECUTION OF THIS AMENDMENT, SHOW THEIR INFORMED AND VOLUNTARY CONSENT THERETO.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the effective date.

**CONSULTANT:**

Rincon Consultants, Inc.

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**COUNTY OF SONOMA:**

CERTIFICATES OF INSURANCE ON  
FILE WITH AND APPROVED AS TO  
SUBSTANCE FOR COUNTY:

By: \_\_\_\_\_  
Department Head

Date: \_\_\_\_\_

APPROVED AS TO FORM FOR  
COUNTY:

By: \_\_\_\_\_  
County Counsel

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Director  
Permit Sonoma Department

Date: \_\_\_\_\_

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# Scope of Work

**Note:** Amendments to scoped tasks are presented in red strikethrough and green underline. *Italicized tasks and deliverables* have been completed. Following this scope is a summary list of work completed as of the date of this contract amendment.

## Safety Element

### TASK S-1.0 PROJECT MANAGEMENT

**Task S-1.0: Project Management. Project Management and Coordination.** As part of this assignment, Reema Shakra, Lauren Collar ~~Ms. Acosta~~ and/or (depending on the stage of the project) Task Leads will participate in and/or conduct bi-weekly half-hour check-in conference calls with County staff and other pertinent consultant team members as needed to review project and task statuses, milestones, and project needs and concerns. We have found such meetings to be essential in ensuring timely project execution. Through these regular check-in calls, we will proactively identify project issues, immediately bring those issues to the attention of County staff, identify potential solutions, and coordinate with County staff as to the best course of action.

#### Assumptions:

- Biweekly meetings are virtual and up to 30 minutes in length.
- Rincon will attend up to ~~24~~ 67 meetings.
- Biweekly check in meetings ~~The project~~ will occur over an ~~11~~ 26-month period until December 2024.

#### Deliverables:

- Biweekly check-in call agendas and meeting minutes

**Task S-1.1: Safety Element Kick-off Meeting.** Upon notice to proceed, Rincon will facilitate a kickoff meeting with County staff. The purpose of the kickoff meeting is to discuss the project scope and schedule, initiate the community engagement strategy development, discuss data needs, discuss approaches for compliance with CEQA requirements, and establish communication and invoicing protocols. Rincon will prepare a memorandum based on the input received at the kickoff meeting describing roles and responsibilities of the project team, including consultant and County staff, and communication and invoicing protocols. Rincon will also describe the type of CEQA compliance document that will be prepared to provide the County with environmental clearance to adopt the Safety Element. A final scope, budget, and schedule will be provided, as necessary, along with a data needs list.

#### Assumptions

- The kickoff meeting will be one hour long.
- The kickoff meeting will be virtual.

#### Deliverables

- *Kickoff meeting materials (agenda, slides, minutes)*
- *Finalized project scope, budget, and schedule*
- *Environmental scoping memorandum*
- *Memorandum describing roles and responsibilities, communication expectations, invoicing protocols, and data needs*

## TASK S-2.0 DATA COLLECTION AND ASSESSMENT OF EXISTING MATERIALS

**Task S-2.1 Safety Element Evaluation.** Rincon will collate a list of safety-related programs, adopted policies, and actions that are in place based on a review of key plans, including the County's General Plan Safety Element, other General Plan elements, area and/or specific plans, the County's zoning ordinance, the County's Emergency Operations Plan, the Board of Supervisors Climate Change Action Resolution (18-0166), the County's Five-Year Strategic Plan 2021-2026, and the County's Recovery and Resiliency Framework. Each program, policy or action will be tagged with key descriptors, including hazards, assets, or populations that are being addressed, and the geographic scope of the program area. The purpose of this step will be to evaluate the County's progress in implementing existing programs and identify gaps in programs or projects that the County should address as part of the Safety Element update to bring it into compliance with Government Code 65302. Gaps will also be identified based on latest best practices in hazard management.

Rincon will leverage our proprietary Measure Analysis and Success Tracking (MAST) Tool to complete an analysis of the County's success rate in implementing safety-related programs, policies, and actions. MAST allows Rincon to evaluate the quality and progress of actions included in hazard-related planning documents in an intuitive interface. The MAST tool will help to identify implementation barriers to better inform Safety Element policies and programs as part of Task S-5. A memorandum accompanying the tool will be prepared that identifies key implementation barriers and existing goals, policies, and programs recommended for inclusion into the updated Safety Element.

**Task S-2.2: General Plan Consistency.** The Rincon team will evaluate goals, policies, and programs in other General Plan elements to identify inconsistencies and recommend a list of items that should be updated to maintain internal consistency. To ensure complete and accurate General Plan consistency is achieved, this task will be completed following Task S-5.0.

### **Assumptions:**

- County will identify additional planning documents for Rincon to review, as applicable.
- County will provide digital files of planning documents.
- County will work in the MAST tool to identify status and effectiveness of the measures.
- Rincon will respond to and address one set of consolidated comments from County staff for each deliverable.

### **Deliverables:**

- Memorandum evaluating the County's progress in implementing existing goals, policies, and programs and identifying major policy gaps in hazard management
- Completed MAST Tool and memorandum summarizing key findings
- Memorandum evaluating existing General Plan goals, policies, and programs, including a preliminary list of policies and information in other General Plan elements that may require amendment to maintain internal consistency
- List of any additional data needs to complete the hazard profiles required by Government Code § 65302(g) and to support community and local decision-maker needs

## TASK S-3.0 COMMUNITY ENGAGEMENT STRATEGY

**Task S-3.1: Community Engagement Strategy.** Through our work in Sonoma County and updating general plans for other communities, Rincon and Equity First understand public engagement will be

critical. We strive to equitably reach all community members using a variety of methods through the languages, spaces, and practices they are most comfortable using, and by working closely with local community groups, organizations, staff, and officials who know Sonoma County best. Rincon and Equity First will develop a systematic outreach and engagement strategy that outlines a transparent process, identifies key stakeholders and populations historically underrepresented throughout the county, strengthens existing bridges between residents and decision makers, and ensures community ownership of the updated elements and policies moving into the future.

The engagement strategy will be consistent with the recommendations in the County's Five-Year Strategic Plan 2021-2026. Strategic Plan Goal 4, "Engage community members and stakeholder groups to develop priorities and to advance racial equity," which provides direction to collaborate with community members to develop racial equity strategies for County emergency response. Rincon will work closely with County staff to identify opportunities to implement other strategies for equitable community engagement developed as part of the strategic plan implementation.

**Task S-3.2: Community Surveys.** Rincon will prepare a series of micro-surveys that are intended to both generate interest in the Safety Element update and solicit community input on priorities and resilience strategies. The survey link could be shared on the County's social media pages to increase response and distributed by the County via existing list serves, at standing community events, and through other communication methods. Up to five questions are anticipated to be developed for each micro survey, assuming a total of ~~4~~ 3 micro surveys throughout the project duration. Following closing of each micro-survey, Rincon will prepare an accompanying summary report with numerical breakdown of responses, charts and graphs, and narrative descriptions of the qualitative results. The surveys will be provided in Spanish and English. Rincon will translate responses in Spanish to English. In coordination with the County, Rincon will utilize some expense budget, as available, to administer Facebook Ads to promote the micro-survey.

**Task S-3.3: Community Workshops and Equity Working Committee Support.** ~~We understand from our experiences working in Sonoma County and with local disadvantaged communities that many households in the area, particularly in West County, have challenges with sufficient internet service provision. Given this reality, we propose to focus on in-person engagement with supplemental digital components.~~ Rincon staff will organize ~~two~~ one virtual community workshop focused on residents' experiences with natural hazard risk, household preparedness and impacts, and available resources. The workshop will be held virtually in accessible locations and provided in English and Spanish, with a focus on gaining perspective from residents on areas of natural hazard risk, those facing inequities in risk or mitigation, the challenges they face, and what strategies and resources would be beneficial.

Rincon will also provide support to Permit Sonoma staff for facilitating the Equity Working Committee (EWC). Rincon, as part of biweekly calls under Task S-1.2, will discuss with Permit Sonoma staff strategies to solicit input from the EWC to inform the development of the DAC Identification and EJ Technical Report which Rincon is preparing under EJ-2.1, the goals, policies and programs of the EJ Element which Rincon is preparing under EJ-4.0, and the analysis of vulnerable population groups as part of the Climate Change Vulnerability Assessment which Rincon is preparing under S-4.1. The biweekly calls under Task S-1.2 will also be used to prep for and debrief from EWC meetings. Rincon will identify meeting objectives and discussion questions for up to four EWC meetings. Rincon will also prepare maps and slides for EWC meetings #1 and #2 to solicit input on DAC identification and climate vulnerable population identification. Rincon assumes up to three rounds of revisions on the DAC methodology maps and two rounds of revisions on the social sensitivity index map. Rincon staff will

virtually attend EWC meeting #1 to present technical information and solicit input from EWC members on DAC identification and climate vulnerable populations methodologies. Attendance at EWC Meeting #1 includes one virtual prep meeting with Permit Sonoma staff. Rincon staff will provide a set of slides presenting preliminary findings based on initial work on the EJ Technical Report to inform EWC Meeting #3. Maps prepared as part of Task EJ-2.1 will be provided for use by Permit Sonoma staff at EWC Meeting #3. Regarding meetings subsequent to EWC meetings #1, #2, and #3, it is assumed that Permit Sonoma staff will rely on deliverables associated with other tasks to generate meeting materials; however, Rincon staff will review meeting materials generated by Permit Sonoma Staff in advance to provide input and feedback. This task does not include additional rounds of review to deliverables beyond those already assumed under Tasks EJ-2.1, EJ-4.0 and S-4.1. It is assumed that Permit Sonoma will incorporate input from EWC as part of County review of Rincon deliverables. It is also assumed that Permit Sonoma staff will generate content to be included in the deliverables of Tasks EJ-2.1, EJ-4.0 and S-4.1 in order to reflect the direction that EWC provides to the County.

**Task S-3.4: Stakeholder Focus Group Interviews.** In order to accurately assess the needs, resources, and gaps in the County's natural hazard and climate change resiliency framework, we must speak with the frontline responders and technical experts working daily to make Sonoma County a safe and healthy place for all. To understand past climate impacts and the ability for assets and populations to plan for and recover from climate-related events, the Governor's Office of Emergency Services' California Adaptation Planning Guide recommends outreach to asset and service managers and other stakeholders. Assessing vulnerability involves determining the exposure and sensitivity of assets, facilities, and populations to climate hazards and adaptive capacity. Interviews with asset managers from local departments and agencies (e.g., Department of Transportation and Public Works, Department of Emergency Management, Office of Recovery and Resiliency, County Administrator's Office staff responsible for managing Emergency Services Function) will elicit information on existing and planned efforts to manage climate impacts now and in the future for inclusion in the Climate Change Vulnerability Assessment (Task S-4.1).

The virtual interviews will help inform climate adaptation policies and programs to be developed for the County's Safety Element update. Rincon staff will hold up to three virtual focus group interviews via one-hour long video calls with technical advisors, staff, and/or asset managers to gather information, perspective, and advice on mapping, analyzing, and addressing the hazard risks in Sonoma County. These meetings would include a brief presentation from Rincon about the expected climate change hazards in Sonoma County and identified community sensitivities (e.g., road network, electric utility lines, population groups, etc.), followed by a question and discussion session where Rincon will present the asset managers with questions related to historical impacts and existing and planned programs and policies to address climate change. Examples of questions include:

- What services have been impacted by climate hazards in the past?
- What facilities have been damaged, destroyed, or otherwise impacted?
- How have impacts varied across your community?

**Assumptions:**

- County staff will help to identify the asset managers for interviews and set up each meeting.
- County staff will distribute promotional materials and information about the virtual workshops, ~~assist with venue selection and securement, and material storage (if necessary)~~
- Up to three Rincon team members will attend EWC meeting #1
- County will convene the EWC and lead each meeting

- Rincon will review agendas and slidedeck presentations for up to four EWC meetings
- Additional drafts for technical deliverables, including maps and graphics, under Tasks EJ-2.1, EJ-4.0 and S-4.1 will not be provided
- Permit Sonoma staff will provide EWC generated content for Rincon to incorporate into deliverables associated with Tasks EJ-2.1, EJ-4.0 and S-4.1

**Deliverable:**

- *Community Engagement Strategy Memorandum and Final Community Engagement Plan*
- Draft micro-survey questions in Word for County staff review and final micro-survey in Survey Monkey or Google Forms
- Workshop promotional materials:
  - ~~One two~~ flyer design (digital)
  - ~~One two~~ social media graphic design (digital)
  - Up to ~~three six~~ social media language blurbs
- Materials for one ~~two~~ community workshop:
  - Workshop Logistics Plan (digital)
  - One presentation (digital)
  - ~~Up to four posters (digital and print)~~
  - ~~Sign-in sheets, comment cards, nametags (digital)~~
- Facilitation of ~~and attendance at five~~ one virtual community workshops (up to two Rincon staff members ~~and two additional team members'~~ attendance)
- Draft and final slides of technical data for EWC meetings #1 and #2
- Meeting objectives and discussion questions for up to four EWC meetings
- Up to three sets of DAC methodology maps (County draft maps, EWC Meeting #1 maps, EWC Meeting #2 map)
- Up to two social vulnerability index maps (internal County draft map, EWC Meeting #1 map)
- A set of slides presenting preliminary findings based on initial work on the EJ Technical Report to inform EWC Meeting #3. Maps prepared as part of the EJ Technical Report will also be provided.
- Summary memo of findings from each engagement activity (survey, community workshops, interviews)
- *Appendix to the Climate Change Vulnerability Assessment summarizing the findings of the asset manager interviews*
- *Memorandum including a list of sensitive community assets and populations in Sonoma County, County agencies and stakeholders to be interviewed, and interview questions*
- *Up to three virtual meetings with asset managers*

## TASK S-4.0 ANALYSIS

**Task S-4.1 Climate Vulnerability Assessment.** Rincon will prepare a climate change vulnerability analysis (CCVA) to identify and begin defining future climate change adaptation strategies for integration into the General Plan Safety Element Update. This step will also help the County with Safety Element Update implementation efforts following these planning efforts.

In accordance with California Government Code 65302(g) and SB 379, Rincon will complete a CCVA which will detail the anticipated climate impacts in unincorporated areas of Sonoma County, including increases in temperature, more intense and frequent heat waves, more intense and frequent drought,

higher frequency of catastrophic floods, increasing sea level rise and coastal floods, and more severe and frequent wildfires. At a qualitative level, Rincon will evaluate the locations of the County's critical facilities and services (such as fire stations, evacuation routes, etc.) in relation to potential climate change impacts based on readily available geospatial data. The CCVA will be prepared consistent with the latest (2020) California Adaptation Planning Guide, as described in California Government Code 65302(g) and the Office of Planning and Research's General Plan Guidelines. Rincon will utilize maps and data from existing plans and available sources of geospatial data, including:

- Information from the internet-based Cal-Adapt tool.
- Information from the internet-based Healthy Places Index tool to identify vulnerable populations.
- Information from the Sonoma County Multi-Jurisdictional Hazard Mitigation Plan.
- Information from California's Fourth Climate Change Assessment.
- Historical data on natural events and hazards, including locally prepared maps of areas subject to previous risk, areas that are vulnerable, and sites that have been repeatedly damaged.
- Existing development in identified at-risk areas, including structures, roads, utilities, and essential public facilities.

A key component of the CCVA will be an evaluation of the potential for climate change to disproportionately impact vulnerable population groups (e.g., seniors, children, low-income communities, outdoor workers, etc.). Rincon will align information on vulnerable groups with the County's Environmental Justice Element to capture communities that bear high rates of pollution burden. Information on climate change associated with Sonoma County Multi-Jurisdictional Hazard Mitigation Plan will also be included to ensure consistency and alignment between planning efforts.

The CCVA will employ existing modeling results per state guidance provided in California Government Code 65302(g) and the Office of Planning and Research's General Plan Guidelines, and not include additional quantitative asset analysis.

Rincon anticipates up to one round of review of the CCVA. The administrative draft will be submitted electronically only (Word), and we will respond to compiled, tracked changes from the County. The final version of the CCVA will be provided as electronic copies (Word and PDF), and no hard copies have been assumed. Rincon will create an executive summary with high-quality graphics, bullets, and takeaways for ease of various County departments and public consumption of the information.

**Assumptions:**

- The Climate Change Vulnerability Assessment will be based on readily available information, such as from Cal-Adapt.

**Deliverables:**

- Climate Change Vulnerability Assessment (one round of review) to be appended to the Safety Element
  - *Administrative Draft (Word Document)*
  - *Final Draft as an appendix to the General Plan (Word Document and PDF)*
  - Final compilation of CCVA with final updated maps. Subsequent mapping updates are not included.

**Task S-4.2 Climate Adaptation Goals, Policies, Objectives.** Rincon will prepare Climate Adaptation Goals, Policies, Objectives, and Implementation Measures that address Government Code Section 65302(g), the findings of the CCVA (per Task S-4.1), and input received as part of community

engagement under Task S-3.0. Rincon has a multi-disciplinary team of biologists, environmental scientists, engineers, historians, archaeologists, and Native American tribal liaisons that have the technical knowledge and experience to inform best practices and innovative solutions that offer multiple benefits, including nature-based solutions, climate smart agricultural practices, and wildfire mitigation strategies. Equity First will develop equity criteria to evaluate all implementation measures and help identify gaps that will be addressed with using adaptation strategies designed to address underlying inequities which contribute to climate vulnerabilities. This will include adaptation strategies that are paired with economic development, housing affordability, increased access to services, jobs, and public facilities and amenities, and improved health outcomes, among others, to go beyond simple adaptation concepts like increasing tree plantings and running cooling centers. Strategies will also account for cascading risks and anticipated complexity in emergency response by promoting multi-sectoral and regional-scale solutions. Multi-benefit adaptation strategy implementation measures will also be proposed to better position the County for future funding, including strategies that reduce carbon, restore natural resources, promote housing production, and other benefits prioritized by the state.

**Deliverables:**

- A list of recommended goals, policies, objectives, and implementation measures based on the CCVA findings and requirements of Gov. Code § 65302(g)(4)(B)-(C).

**Task S-4.3 Evacuation Route Analysis.** Fehr and Peers will assist the County of Sonoma in compliance with SB 99 [Government Code Section 65302(g)5] and AB 747 [Government Code 65301.15(a)] as part of the Sonoma County Public Safety Element update. The approach is based on a similar approach taken by Fehr & Peers to complete the County of Napa's Safety Element Update, which also includes a multi-jurisdictional evacuation component.

Fehr & Peers' work is intended to provide an assessment of roadway capacity under the described evacuation scenarios, for affected areas based on specified hazards requiring evacuation, that will be defined by the County. We will build on evacuation planning efforts undertaken by the Sonoma County Department of Emergency Management (DEM) including available geography-based evacuation platforms that provide information at the evacuation zone level including demographic data, shelter locations, evacuation routes, and traffic control locations. Please note that emergency evacuation can occur due to any number of events. Additionally, any emergency movement is unpredictable, as is individual behavior related to evacuation events. As such, Fehr & Peers' assessment is intended to provide the County with a focused assessment of the capacity of the transportation system during a limited set of evacuation scenarios; it does not provide guarantees as to the adequacy of the system nor can it guarantee that the findings are applicable to any or all situations.

Moreover, as emergency evacuation assessment is an emerging field, there is no established standard methodology. Fehr & Peers has adopted existing methodologies in transportation planning that, in our knowledge and experience, Fehr & Peers believes are the most appropriate. Nevertheless, such methodologies are necessarily also limited by the budgetary and time constraints in the scope of work, and by the current state of the knowledge.

Finally, there are an infinite number of emergency events and evacuation scenarios that might occur in the County. As such, our scope below is tailored to focus on a limited number of key events identified in coordination with the County and participating agencies and key considerations to address those events.

**Task S-4.3a – Evacuation Route Identification.** The Fehr & Peers team will host a virtual workshop with County and participating agency staff to identify key evacuation routes and shelters that will build from available geography-based evacuation platforms and expand on the County’s GIS Base Map. Major hazard areas, such as the Wildland Urban Interface and major historic flood areas (i.e., Russian River Valley and low-lying Laguna de Santa Rosa areas), will be reviewed with the Circulation Element maps for the County and participating agencies to assist in identifying evacuation routes in the review area (limited to major arterials and state highways in the study area). Fehr & Peers staff will attend the workshop meeting, and we anticipate agency staff will include DEM, emergency responder personnel, and the County Engineer or Traffic Engineer.

**Task S-4.3b – SB 99 Accessibility Assessment [Government Code Section 65302(g)5].** Our work will focus on working with the County and participating agencies to identify the key elements of an evacuation event and test the applicability and scalability of these events across the County.

GIS will be used to identify areas of the unincorporated County in designated hazard areas, identified by the project team and County staff, that have limited accessibility (i.e., only one way in or out) based on the roadway network and serve 30 or more parcels/homes. This will include the following mapping assessments:

1. SB 99 Mapping: We will map “constrained parcel groups”—clusters of parcels within hazard zones in the unincorporated areas that have only one emergency egress.
2. Accessibility Mapping: We will evaluate the distance people have to travel to reach evacuation centers or gateways to other counties. This will assist in identifying potentially vulnerable communities that have limited accessibility.

**Task S-4.3c – AB 747 Capacity Assessment [Government Code 65301.15(a)].** As part of this task, Fehr & Peers will review the capacity of the evacuation route system. We will work with the County to identify up to 20 critical “evacuation zone groups” (the identification of these zone groups will be based on areas with one-way-in-one-way-out roadway network accessibility as discussed in Task S-4.3b) and work with the County and participating agencies on an analysis methodology to identify the likely amount of time key roadway system bottlenecks would be congested. We anticipate using the roadway attribute information from the regional travel demand model (number of travel lanes, roadway classifications, etc.) to inform the capacity assessment. We also anticipate the ability to utilize available geography-based evacuation platforms and the SCTA travel demand model land use data to determine the numbers of households and people that may need to be evacuated from key zones. Please note that we have scoped out a “high-level” assessment, using planning parameters related to hourly vehicle throughput to assist with the timing estimates. Other, more sophisticated approaches are available (including use of Fehr & Peers’ EVAC+ tool), but due to budget constraints, we have not built that into our scope and fee.

The results above will be used to “test” their scalability in the area (e.g., how is evacuation time affected by multiple zones requiring evacuations), but also test potential evacuation scenarios that will occur in the County. Given the infinite number of scenarios that could occur, we will work with the County staff and participating agencies to identify and then evaluate up to five likely evacuation events that would require evacuation from the 20 identified zone groups. These events could include wildfire, earthquakes, flooding, landslides and/or significant infrastructure failure.

**Task S-4.3d – Scenario Recommendations.** The Fehr & Peers team will use the five likely evacuation events to develop recommendations that focus on potential circulation constraints and capacity issues.

This could include improved emergency response time, increased notifications, evacuation drills for residents, and/or improved infrastructure to assist with evacuation (e.g., improved roadway network connectivity in some areas). These recommendations will be discussed with County and participating agency staff to discuss the results and discuss refinements of the information.

**Task S-4.3e – Identify Policies and Implementation Programs.** The Fehr & Peers team will identify policies and implementation programs recommended for incorporation into the Safety Element (and, if desired, Circulation Element) to provide compliance with SB 99 and AB 747. These recommendations may include additional roadways, emergency routes, and/or development limitations for areas where circulation constraints may affect future development and will utilize the information developed in tasks S-4.3a, S-4.3b, S-4.3c, and S-4.3d.

#### **Deliverables**

- *A map of evacuation routes and description of shelter locations.*
- *A report identifying evacuation routes and the evaluation of their capacity, safety and viability and evacuation locations for up to five emergency scenarios. A draft of the report will be prepared and submitted to County staff for review and comment.*
- *A map showing “constrained parcel groups” of residential developments located in hazard areas in the unincorporated County without at least two emergency evacuation routes.*
- Fehr & Peers will respond to one round of consolidated comments (up to 8 hours of staff time) and prepare a final report.

**Task S-4.4 Hazard Profiles and Mapping.** In Task S-2.0 Rincon will review the Sonoma County Multi-Jurisdictional Hazard Mitigation Plan (MJHMP) as part of overall data collection and assessment of existing conditions. Under this task, Rincon will also identify gaps in the MJHMP hazard profiles, and the information required by statute for the Safety Element, including, but not limited to, the most up-to-date information on seismic and geologic hazards, flood hazards, and wildfire hazards. The proposed scope of this task will include any data collection necessary to respond to statutory requirements, in addition to developing summaries of each hazard affecting public safety with accompanying maps for incorporation into the Safety Element. Rincon will review applicable local, regional, state or federal plans, maps, or other sources as necessary for the Safety Element update, and its incorporated plans such as the MJHMP, to provide the community, staff, and local decision-makers with a comprehensive account of the hazards affecting the planning area.

Rincon will summarize any necessary updates that will be made to existing natural and manmade hazards and how they will be affected by the existing climate crisis, utilizing data from local, regional, state, and federal resources. As part of this evaluation, Rincon will also summarize any updates to the geological environment and associated hazards, including how these hazards will evolve over time as a result of climate change.

#### **Deliverables**

- *Summary of each hazard category affecting public safety*
- *Maps of seismic and other geologic hazards including liquefaction, landslide, earthquake fault zones, and ground shaking; flood hazards; wildfire hazards; fire protection responsibility areas; dam failure inundation hazard areas; expansive soils; and any other applicable information*

**Task S-4.5. Wildfire Risk Summary and Mitigation Strategies.** In recognition that the risk of wildfire is anticipated to increase due to climate change, due to increases in extended drought conditions, changes in precipitation, and increases in temperatures, Rincon’s teaming partner, Wildland Res Mgt will prepare a summary report summarizing key wildfire ~~hazards and risks based on the Sonoma County Community Wildfire Protection Plan the MJHMP~~ risk reduction and management actions to minimize wildfire impacts in Sonoma County and implementation strategies of adopted County plans. The report will include:

- ~~The description of the current setting~~
- ~~Potential for, and mechanisms by which, sensitive resources could be impacted by wildfire~~
- Management actions that can be implemented to reduce wildfire impacts
- Recommendations regarding risk reducing actions
- Implementation strategies for adopted County plans

Wildland Res Mgt will formulate risk-reducing management approaches (primarily vegetation treatments) and identify locations warranting high priority in terms of vegetation treatments for inclusion in the Safety Element Update.

#### **Assumptions**

- ~~Report will be based on existing data, primarily from the Sonoma County Community Wildfire Protection Plan and the MJHMP.~~

#### **Deliverables**

- Draft Wildfire Risk Reduction Strategies Summary Report
- Final Wildfire Risk Reduction Strategies Summary Report

## TASK S-5.0 POLICY DEVELOPMENT AND ADMINISTRATIVE DRAFTS

**Task S-5.1a: Draft Safety Element Policy Framework.** Rincon will develop a policy framework working paper with policy concepts based on the results of the previously conducted analysis and community engagement efforts. The policy framework will briefly introduce each topic with background information and any applicable issues and opportunities previously assessed and considered. As part of this effort, focus areas based on the findings of the CCVA will be identified in close consultation with County staff. Focus areas could be centered around asset groupings (ecosystems, frontline communities, economic drivers), highly vulnerable geographic areas (areas with overlapping climate hazards), and regional systems (water infrastructure). Potential policy approaches will be given, followed by a set of draft goals for consideration. This framework will be used to facilitate early evaluation and discussion of policy approaches with County staff, Planning Commission, and Board of Supervisors to ensure early buy-in and higher rates of success in implementation.

**Task S-5.1b: General Plan Consistency Amendments.** In Task S-2.0, Rincon will review the County’s General Plan and provide an analysis of relevant legislation and assessment of potential amendments to maintain consistency with the legally required Safety Element and Environmental Justice updates. In Task S-5.1b, the team will prepare draft amendments to relevant elements of the General Plan to provide for consistency with the new goals, objectives, policies, and programs in the updated Safety Element. Review of the County’s area plans and preparation of a list of potential area plan amendments is not included in this scope and budget but may be negotiated as an additional cost as part of Task S-1.0.

**Task S-5.1c: Study Sessions.** The Rincon team will attend ~~up to two~~ one workshops (~~one with Planning Commission and one with Board of Supervisors~~) to allow decision makers to review the findings and draft policy strategy for both the Safety Element and Environmental Justice policies. The Rincon team will prepare draft PowerPoint presentations and hold a one-hour preparation meeting with County staff prior to ~~each~~ the meeting. Up to two Rincon team members will attend ~~each~~ the meeting.

**Assumptions (Tasks S-5.1a and S-5.1c):**

- Study sessions will be virtual.

**Deliverables (Tasks S-5.1a and S-5.1c):**

- *Draft Safety Element Policy Framework*
- ~~Two~~ One study session presentations
- Draft General Plan policy changes or revisions, as necessary
- Attendance at one public workshop with the Planning Commission or Board of Supervisors
- ~~Attendance at one public workshop with the Board of Supervisors~~

**Task S-5.2 Prepare Administrative Draft Safety Element.** Rincon will prepare an Administrative Draft Safety Element that addresses recent legislation pertaining to emergency evacuation routes, wildfire risk reduction, and climate adaptation planning, as well as all other requirements for the Safety Element as outlined in Government Code Section 65302(g)(1). Although emphasis is on natural hazards such as flooding, landslides, urban and wildfire, and seismic hazards, other safety issues such as hazardous materials will also be addressed.

The Safety Element will also be updated to reflect the recent adoption of the Sonoma County Multi-Jurisdictional Hazard Mitigation Plan, including incorporating the countywide analysis and mitigation strategies in accordance with SB 379 to provide policies and programs that avoid and/or mitigate the risk associated with climate change. The Rincon team will also include a summary appendix of community engagement conducted as part of the update process.

Rincon anticipates one round of review of the Administrative Draft Safety Element. The draft will be submitted electronically (Word) and we will respond to compiled, tracked changes from the County.

The team will update background information, associated maps, and regulatory context for the following topics currently included in the Safety Element: soils, seismic, and other geologic hazards; flood hazards; fire hazards; and hazardous materials. The team will develop brief summaries to be inserted into the document regarding evacuation and climate change based on the technical reports prepared under Task S-4.1, Task S-4.3, and Task S-4.5. The team will also include historical data on floods and wildfires. The update will also include a discussion of how it aligns with other General Plan elements. It will also incorporate by reference recent relevant plans, including the MJHMP.

Rincon will update goals, objectives, policies and implementing actions to comply with state law and align with OPR's General Plan Guidelines for Safety Elements (Chapter 4), OPR's Wildfire Advisory Series, and CAL FIRE's checklist. The updated content will also reflect mandated California legislative priorities, including;

- **Wildfire.** Recent Statutory Amendment (post 2014) pursuant to Government Code 65302(g)(3) and 65302.5.

- **Flood.** Recent Statutory Amendment (Post 2009) pursuant to Government Code Section 65302(d)(1) and (g)(1).
- **Disadvantaged Unincorporated Communities.** Recent Statutory Amendment (Post 2013) pursuant to Government Code Section 65302.10.
- **Climate Adaptation and Resiliency.** Planned Statutory Amendment (post 2017) pursuant to Government Code 65302(g)(4) v. Certified Local Ordinances: Local ordinances certified as meeting or exceeding Title 14 SRA Fire Safe Regulations, pursuant to 14 CCR 1270.01 and 1270.03.vi.

Policies will be clear, actionable, and aim to reduce risk and mitigate hazard impacts. Climate adaptation and resilience goals, objectives, policies, and programs developed under Task S-4.2 will be incorporated.

Rincon will prepare the Administrative Draft Safety Element in Microsoft Word, using the same format as recent General Plan element updates or an alternate format according to the County's preferences. Based on comments from County staff, a Public Review Draft Safety Element will be prepared for public distribution and submittal to CAL FIRE for draft review.

**Deliverables:**

- Administrative Draft Safety Element with appendices for community engagement findings and other supporting material

## TASK S-6.0 PUBLIC REVIEW DRAFT

**Task S-6.1 Public Review Draft Safety Element.** The team will assist the County in submitting the Public Review Draft of the draft Safety Element to the California Department of Forestry and Fire Protection (CAL FIRE). Based on feedback, the team will revise the document to develop the Final SE. Our team will facilitate up to one meeting with CAL FIRE to discuss CAL FIRE review comments. We have been engaged with CAL FIRE on their review of multiple Safety Elements and are experienced in addressing their comments. The final Safety Element will be submitted to State and federal agencies, pursuant to State and applicable grant requirements, including the Board of Forestry and Fire Protection, Department of Conservation (DOC), California Office of Emergency Services (Cal OES), FEMA, Housing and Community Development (HCD), and OPR. We will attend the Board of Forestry and Wildfire Protection meeting who will issue a recommendation prior to the County Board of Supervisor's adoption hearing date.

Rincon will make changes requested responding to public comments received on the public review draft and prepare the final draft for consideration by decision makers.

**Deliverables:**

- Public review draft of Safety Element and amendments to other General Plan elements if necessary (digital versions—Microsoft Word and PDFs)
- Final Safety Element and amendments to other General Plan elements if necessary, with comments or feedback incorporated as determined by County staff (digital versions—Microsoft Word and PDFs)

# Environmental Justice

## TASK EJ-1.0 PROJECT MANAGEMENT

**Task EJ-1.0 Project Management.** ~~Reema Shakra Della Acosta~~ will serve as the main point of contact with the County for the Environmental Justice tasks and will track the project schedule and budget to ensure they stay within their respective parameters. As project manager, she will regularly communicate with the County via telephone and email and will proactively identify any potential issues that arise. If issues arise that may affect the schedule or budget, Rincon will immediately communicate this to the County and determine a mutually agreeable course of action for resolution. Individual Task Leads and the Director will help ensure quality control by reviewing all work products before they are sent to the County.

(For budget and schedule efficiency, the Safety Element and Environmental Justice Element check-in calls are combined into a single meeting time and budget task. Therefore, Environmental Justice Element meetings will be covered under task S-1.0.)

**Task EJ-1.0: EJ Element Kick-off Meeting (virtual).** The Rincon team will hold a virtual Environmental Justice kick-off call with County staff, sub-consultant staff, and relevant department representatives to clarify project team, scope, timeline, and expectations for the Environmental Justice Element. This meeting will include a discussion of:

- Existing data sources and work done to date regarding environmental justice and equity
- Preliminary identification of methodology for identification of DUCs and areas to refine
- Stakeholders, community leaders, and organizations
- Engagement strategies and considerations
- Equity criteria framework for implementation measures

### **Assumptions:**

- The kickoff meeting will be one hour long.
- The kickoff meeting will be virtual.

### **Deliverables:**

- *Kickoff meeting materials (agenda, slides, minutes)*

## TASK EJ-2.0 EXISTING CONDITIONS ANALYSIS & IDENTIFICATION OF DISADVANTAGED COMMUNITIES

**Task EJ-2.1 DAC Identification.** To assess existing conditions, Rincon will review the County's General Plan, area and specific plans, and Zoning Ordinance; the Sonoma County Five-Year Strategic Plan; and the 2021 Portrait of Sonoma County. The Rincon team will review the General Plan to identify existing goals and policies related to environmental justice, and we will use guidance provided by the California Office of Planning and Research (OPR) pertaining to environmental justice to determine if an existing goal or policy supports the improvement of disadvantaged communities. Rincon will utilize this information to determine how environmental justice issues are currently being addressed and where new goals and policies will need to be developed to ensure compliance with SB 1000. Other sources of information will include CalEnviroScreen, the California Healthy Places Index, and the California Environmental Justice Alliance SB 1000 Toolkit.

SB 1000 defines the criteria for identifying a disadvantaged community (DAC) as follows:

**An area identified by the California Environmental Protection Agency (CalEPA)** pursuant to Section 39711 of the Health and Safety Code or an area that is a **low-income area** that is **disproportionately affected by environmental pollution and other hazards** that can lead to negative health effects, exposure, or environmental degradation.

The primary methodology for DAC identification will be the California Communities Environmental Health Screen Tool (“CalEnviroScreen 4.0”) developed by the California Environmental Protection Agency’s (CalEPA) Office of Environmental Health Hazard’s Assessment (OEHHA) pursuant to Health and Safety Code Section 39711, SB 535, and AB 1550. The CalEnviroScreen 4.0 tool is the primary DAC identification tool recommended by the California Office of Planning Research (OPR) General Plan Guidelines for the Environmental Justice Element.

Rincon and Equity First will then develop a secondary methodology for DAC identification to pinpoint DAC census tracts considering the County’s unique local context. This secondary methodology for DAC identification will screen for areas that have a disproportionately low household median income relative to the broader County context and have additional pollution burden and health risk factors in relation to the remainder of the County. To screen for these additional burdens, Rincon will utilize additional data sources beyond what is provided within the CalEnviroScreen 4.0 tool. These data sources may include but are not limited to, the U.S. Census American Community Survey, CARB’s low-income communities map, and the ABAG/MTC mapping tools.

Rincon will prepare an Environmental Justice Technical Report, which will identify the major environmental justice challenges that Sonoma County’s disadvantaged communities face, such as adverse air quality caused by proximity to major highways or agricultural areas, or inadequate access to regional transportation.

The Rincon team will conduct interviews with appropriate agencies and departments and obtain feedback through public engagement efforts to better understand and characterize the unique and disproportionate challenges faced by local communities. These agencies, departments, and community stakeholders will be identified with assistance from County staff during Task EJ-3.0, Community Engagement Strategy, described below. Feedback gathered through public engagement and targeted interviews with key stakeholders will be incorporated, as appropriate, in the Environmental Justice Element as described in Task EJ-3.0.

Rincon will prepare an administrative draft version of the Environmental Justice Technical Report to be reviewed by County staff prior to the preparation of a public review draft. The administrative draft will be submitted electronically (Word) only and we will respond to compiled, tracked changes from the County. Two rounds of review are anticipated. The public review version of the Environmental Justice Technical Report will be provided as a PDF, and no hard copies have been assumed.

**Task EJ-2.2: General Plan Consistency.** The Rincon team will evaluate goals, policies, and programs in other General Plan elements to identify inconsistencies and recommend a list of items that should be updated to maintain internal consistency. To ensure complete and accurate General Plan consistency is achieved, the final list of affected items will be completed following Task EJ-4.3.

***Deliverables:***

- *Map of disadvantaged communities*

- *Administrative Draft Environmental Justice Technical Report (Word version)*
- *Public Review Draft Environmental Justice Technical Report (Word and PDF versions)*
- [Final compilation of Environmental Justice Technical Report with final updated maps. Subsequent mapping updates are not included.](#)
- List of policies and information in other General Plan elements that require amendment to maintain internal consistency

## TASK EJ-3.0 COMMUNITY ENGAGEMENT STRATEGY

**Task EJ-3.1: Community Engagement Strategy.** The Rincon team will begin the community engagement effort by developing a Community Engagement Strategy that will outline our approach to each component of the program to educate, inform, and gain meaningful input from a broad and diverse range of groups and populations in Sonoma County. This Engagement Strategy may be combined with the Engagement Strategy for the Safety Element (Task S-3.1) to take advantage of overlap between interested community members and stakeholders and to maximize participation and efficiency.

The engagement strategy will be consistent with the recommendations in the County’s Five-Year Strategic Plan 2021-2026. Strategic Plan Goal 4, “Engage community members and stakeholder groups to develop priorities and to advance racial equity,” provides direction to collaborate with community members to develop racial equity strategies for County emergency response, and Rincon will work closely with Equity First and County staff to identify opportunities to implement other strategies for equitable community engagement developed as part of the strategic plan implementation.

**Task EJ-3.2: Mobile Workshop Series.** We know from our extensive experience living and working in Sonoma County that many of the communities we will be working to improve are also the least able to engage in traditional ways. Engaging with stakeholders where they already gather, such as markets and festivals, religious centers, and schools, is ideal for reaching diverse and often less represented community members. The Rincon team will create mobile versions of workshop activities ~~or attend an already occurring community group meeting~~ to discuss and gain input on the Environmental Justice effort. Often these can be in conjunction with other community events to maximize participation. However, in order to target all socioeconomic groups, stand-alone mobile workshops can occur at targeted neighborhoods and parks, using signage and/or small giveaways to attract participants. All our work will be done in parallel to other efforts and will be summarized after the event occurs.

We will develop activities that are informative and engaging designed to highlight priorities, assess needs, and identify potential solutions and gaps in resources. We will also provide activities for children to participate while we engage their parents.

We will:

- Maximize public participation by identifying opportunities to meet and engage the public, including multi-lingual communications, as necessary
- Focus on diverse locations to capture input from all socioeconomic groups in Sonoma County
- Establish exhibits that are graphical, easy-to-understand, and offer the ability to provide feedback quickly (maps, charts, surveys, and games)
- ~~Set-up booths to reach the public at community events, such as farmer’s markets, festivals, and local fairs that generate opportunities for increased project visibility and greater community participation.~~

~~In total, the Rincon team will provide up to six pop-up events and can provide additional events on a time and materials basis.~~

**Task EJ-3.3: Roadshow Materials.** The Rincon team will create a set of materials Sonoma County staff may use for additional opportunities for pop-up events, booths, or other community meetings. These materials may also be shared with partner organizations to conduct their own engagement and share feedback with the project team, if desired. The materials kit will include:

- Up to two poster designs, to be printed by the County at a printer of choice
- One informational slideshow template, to be modified by staff as needed
- Template for a sign-up sheet and comment cards
- One postcard design and one flyer design with information on the project. Information contained on these handouts will include direction to the project website for information on additional engagement opportunities.

**Task EJ-3.4: Stakeholder Focus Group Interviews.** To ensure accurate identification of County DACs and evaluate challenges, needs, and resources, we will conduct up to three virtual stakeholder interviews via one-hour long video calls with local community organizations and service providers. Interviews will be conducted in one-on-one or small group format and may include local and regional agencies, advocacy nonprofits, tribal groups, and key community representatives. The virtual interviews will help inform the DAC identification and environmental justice policies to be developed for the General Plan, as well as the community engagement locations and communication methods to address those issues areas.

These meetings would include a brief presentation from Rincon about the DACs and identified population sensitivities identified through Task EJ-2.1 and S-Task 4.1 (e.g., population groups, pollution burdened areas, etc.) followed by a question and discussion session to ascertain additional areas of vulnerability, historical and existing vulnerabilities and resources, and existing and planned programs and policies to address environmental justice.

**Assumptions:**

- County will help to identify and convene the participants for interviews
- County will send links to virtual meeting for interviews
- Rincon staff will not attend the Mobile Workshop Series

**Deliverables:**

- *Community Engagement Strategy Memorandum and Final Community Engagement Plan*
- ~~Mobile workshop promotional materials (to be modified prior to each event):~~
  - ⊖ ~~Two flyer designs (digital)~~
  - ⊖ ~~Two social media graphic designs (digital)~~
  - ⊖ ~~Up to six social media language blurbs~~
- *Materials for mobile workshops:*
  - Workshop Logistics Plan (digital)
  - ⊖ ~~Up to eight posters (digital and print)~~
  - *Sign-in sheets, comment cards, nametags*
  - *Additional activity materials to be determined*
- ~~Up to two Rincon team members at each mobile workshop~~
- *Roadshow materials for County use:*

- Up to two poster designs, to be printed by the County at a printer of choice
- ~~One informational slideshow template, to be modified by staff as needed~~
- Template for a sign-up sheet and comment cards
- ~~One postcard design and one flyer design with information on the project~~
- Summary memo of findings from each engagement activity (stakeholder interviews, ~~mobile workshops~~)
- Up to three virtual meetings with stakeholders

## TASK EJ-4.0 POLICY DEVELOPMENT AND DRAFT DOCUMENTS

**Task EJ-4.1a: Draft Environmental Justice Element Policy Framework.** Rincon will develop a policy framework working paper with policy concepts based on the results of the previously conducted analysis and community engagement efforts. The policy framework will briefly introduce the topic with background information and any applicable issues and opportunities previously assessed and considered. Rincon will create new and/or updated goals and policies to reduce the environmental health impacts that adversely affect residents in disadvantaged communities and will wrap these goals and policies into the appropriate location in the General Plan. More specifically, Rincon will develop goals and policies that:

- Reduce the unique or compounded health risks in disadvantaged communities by means that include the reduction of pollution exposure, including the improvement of air quality and the promotion of public facilities, food access, safe and sanitary homes, and physical activity.
- Promote civil engagement in the public decision-making process.
- Prioritize improvements and programs that address the needs of disadvantaged communities.

Examples of Environmental Justice policies include facilitating more alternative transportation and specialized project-specific air quality thresholds in these communities. In accordance with SB 1000, the updates to the General Plan elements will also include policies that ensure residents of disadvantaged communities are involved in decision-making processes and prioritize improvements and projects in disadvantaged communities.

This framework will be used to facilitate early evaluation and discussion of policy approaches with County staff, Planning Commission, and the Board of Supervisors to ensure effectiveness, buy-in, and implement ability.

**Task EJ-4.1b: General Plan Consistency Amendments.** In Task EJ-2.2, Rincon will review the County's General Plan and provide an analysis of relevant legislation and assessment of potential amendments to maintain consistency with the legally required Environmental Justice updates. In Task EJ-4.1b, the team will prepare draft amendments to relevant elements of the General Plan to provide for consistency with the new goals, objectives, policies, and programs in the updated Safety Element. Review of the County's area plans and preparation of a list of potential area plan amendments is not included in this scope. ~~and budget but may be negotiated as an additional cost as part of Task EJ-1.0.~~

### Deliverables:

- [Draft Environmental Justice Policy Framework](#)
- Draft matrix of goals, objectives, policies, and implementation measures or programs
- Draft General Plan amendments, as necessary

**Task EJ-4.2 Prepare Administrative Draft Environmental Justice Element Policies.** Rincon will prepare an Administrative Draft Environmental Justice Element draft policies responding to identified that addresses environmental justice issues throughout the county and within disadvantaged communities, meeting requirements of SB 1000, guidance from OPR, and priorities and issues identified through the community engagement efforts. ~~We will prepare redline versions of existing General Plan policies to be modified and other General Plan text that is recommended to be updated.~~

Rincon will prepare the Administrative Draft Environmental Justice Element in Microsoft Word, using the same format as recent General Plan element updates.

Rincon anticipates one round of review of the Administrative Draft Environmental Justice Element ~~Administrative Draft Environmental Justice policies.~~ The draft will be submitted electronically (Word) and we will respond to compiled, tracked changes from the County.

**Deliverables:**

- Administrative Draft Environmental Justice Element with appendices for community engagement findings and other supporting material, such as:
  - Final Environmental Justice Technical Background Report
  - Final map of disadvantaged communities
- Administrative Draft General Plan revisions, as necessary

**Task EJ-4.3 Public Review Draft Environmental Justice Element Policies.** Rincon will prepare a Public Review Draft Environmental Justice Element policies based on comments provided by County staff on the Administrative Draft. ~~We assume minor editorial and formatting edits for the Public Draft.~~ The Public Draft will then be made available for review by the public.

Rincon will make changes requested responding in response to public comments received on the public review draft and prepare the final draft for consideration by decision makers. We assume no major substantive edits will be necessary for the Final Draft.

**Deliverables:**

- Public review draft of Environmental Justice Element ~~EJ policies and amendments to other General Plan elements, if necessary~~ (digital versions—Microsoft Word and PDFs)
- Final draft of Environmental Justice Element ~~EJ policies and amendments to other General Plan elements if necessary, with~~ comments or feedback incorporated in response to public comments as determined by County staff (digital versions—Microsoft Word and PDFs)

## TASK S/EJ-5.0 PREPARE ENVIRONMENTAL ANALYSIS

**Task 5.0 Prepare Environmental Analysis.** An Initial Study-Negative Declaration (IS-ND) is typically the appropriate programmatic CEQA documentation for a General Plan Safety Element Update and Environmental Justice General Plan policies due to the generally beneficial safety and environmental impacts associated with the update. In our experience, it is unlikely that a more in depth CEQA document is required. However, if it is determined that the Safety Element Update or Environmental Justice policies or implementation programs may result in potentially significant environmental impacts, a programmatic EIR may be required and can be prepared in lieu of the IS-ND for a different cost.

- **CEQA Kickoff and AB 52/SB 18 Letters.** Rincon will hold a CEQA kickoff call with County staff and request the latest relevant Native American tribes list from the California Native American Heritage Commission (NAHC). Upon receipt of the tribes list from NAHC and internal approval of

the Safety Element and EJ Update policies and implementation programs list by the County, Rincon will prepare the AB 52 and SB 18 correspondence letters for the County to print on its letterhead and mail to the tribes.

- **Administrative Draft IS-ND.** Rincon will prepare a CEQA project description for County review and edit. Upon receipt of the County's review edits on the CEQA project description, Rincon will prepare the Administrative Draft IS-ND analysis related to all CEQA Guidelines Appendix G topics.
- **Draft IS-ND + NOI-NOC.** Upon receipt of one set of consolidated vetted comments on the Administrative Draft IS-ND from the County, Rincon will address comments and prepare and submit tracked and clean versions of the public Draft IS-ND to the County. In addition, Rincon will prepare the Notice of Intent (NOI) to adopt an IS-ND form. It is assumed that the County will electronically file the NOI and Notice of Completion (NOC) forms with the State Clearinghouse and file the NOI form with the County Clerk. If desired, the County will also coordinate and pay for local newspaper notification of the Draft IS-ND.
- **Final IS-ND.** Rincon will prepare the Final IS-ND form and finalize the IS-ND document, including preparation of responses to public comments received on the Draft IS-ND.
- **Final IS-ND Hearing + NOD.** Rincon will attend one Final IS-ND public hearing and review one round of PowerPoint presentation prepared by the County. In addition, Rincon will prepare the Notice of Determination (NOD) form. It is assumed that the County will electronically file the NOD form with the State Clearinghouse and file the NOD form with the County Clerk and pay associated fees.

**Assumptions:**

- The appropriate level of CEQA review will be an Initial Study-Negative Declaration.

**Deliverables:**

- CEQA Kickoff Call
- AB 52/SB 18 Letters (electronic)
- CEQA Project Description (electronic)
- Administrative Draft IS-ND (electronic)
- Draft IS-ND (electronic)
- NOI-NOC forms (electronic)
- Final IS-ND (electronic)
- Final IS-ND Hearing
- NOD form (electronic)

## TASK S/EJ-6.0 REVIEW AND ADOPTION

**Task 6.0 Review and Adoption (Planning Commission Review and Board of Supervisors Adoption).** The Rincon team will attend up to two hearings for decision makers to consider adoption of the draft Safety Element Update and Environmental Justice [Element policies](#) and proposed General Plan amendments. Rincon will prepare draft PowerPoint presentations and hold a one-hour preparation call with County staff prior to each public hearing. We understand the County also has a number of advisory committees and long lead times for public hearings, and we will work with the County on accommodating those timelines.

**Assumptions:**

- Hearings will be in person and up to two Rincon staff will attend.

**Deliverables:**

- Draft and final presentation
- Attendance at one public hearing with the Planning Commission
- Attendance at one public hearing with the Board of Supervisors

## Contingency

A contingency in the amount of 20% of the total budget augment is included for use at the County's discretion. The budget shall not be utilized before County written authorization.

## Work Completed Under Original Agreement

**SAFETY ELEMENT****Task S-1.0: Project Management**

- *Deliverable(s) completed:*
  - Kickoff meeting materials (agenda, slides, minutes)
  - Finalized project scope, budget, and schedule
  - Environmental scoping memorandum
  - Memorandum describing roles and responsibilities, communication expectations, invoicing protocols, and data needs
  - Biweekly check-in call agendas and meeting minutes

**Task S-2.0: Data Collection and Assessment of Existing Materials**

- S-2.1 Safety Element Evaluation
  - *Deliverable(s) completed:*
    - Draft MAST tool for County completion

**Task S-3.0: Community Engagement Strategy**

- S-3.1 Community Engagement Strategy
  - *Deliverable(s) completed:*
    - Engagement Strategy Memorandum and Final Community Engagement Plan
- S-3.2 Community Surveys
  - *Deliverable(s) completed:*
    - Two surveys in draft and final form
    - Summary memo of findings from one survey
- S-3.3 Community Workshops
  - *Deliverable(s) completed:*
    - Draft and final slides of technical data for EWC meetings #1 and #2
    - Meeting objectives and discussion questions for four EWC meetings
    - Three sets of DAC methodology maps
    - Two social vulnerability index maps
    - Slides presenting preliminary findings based on initial work on the EJ Technical Report to inform EWC Meeting #3, including maps.
- S-3.4 Stakeholder Focus Group Interviews
  - *Deliverable(s) completed:*

- Draft and final materials for focus group interviews
- Facilitation of three focus group interviews
- Summary of findings

**Task S-4.0: Analysis**

- S-4.1 Climate Change Vulnerability Assessment
  - *Deliverable(s) completed:*
    - Administrative Draft Climate Change Vulnerability Assessment
    - Final Draft Climate Change Vulnerability Assessment
    - Executive Summary
- S-4.3 Evacuation Route Analysis
  - *Deliverable(s) completed:*
    - Draft Evacuation Route Report and Mapping
- S-4.4 Hazard Profiles and Mapping
  - *Deliverable(s) completed:*
    - Summary of each hazard category affecting public safety
    - Compilation of maps of hazard areas

**Task S-5.0: Policy Development and Administrative Drafts**

- S.5.1a Draft Safety Element Policy Framework
  - *Deliverable(s) completed:*
    - Draft Safety Element Policy Framework

**ENVIRONMENTAL JUSTICE ELEMENT**

**Task EJ-1.0: Project Management**

- *Deliverable(s) completed:*
  - Biweekly meetings held with agendas and minutes
  - Kickoff meeting materials (agenda, slides, minutes)

**Task EJ-2.0: Existing Conditions Analysis & Identification of DACs**

- EJ-2.1 DAC Identification
  - *Deliverable(s) completed:*
    - Map of disadvantaged communities
    - Administrative Draft Environmental Justice Technical Report
    - Public Review Draft Environmental Justice Technical Report

**Task EJ-3.0: Community Engagement Strategy**

- EJ-3.1 Community Engagement Strategy
  - *Deliverable(s) completed:*
    - Engagement Strategy Memorandum and Final Community Engagement Plan
- EJ-3.2 Mobile Workshop Series
  - *Deliverable(s) completed:*
    - Materials for mobile workshops
- EJ-3.3 Roadshow Materials
  - *Deliverable(s) completed:*
    - Roadshow materials
- EJ-3.4 Stakeholder Focus Group Interviews
  - *Deliverable(s) completed:*
    - Draft and final materials for focus group interviews
    - Facilitation of three focus group interviews
    - Summary memo of findings

#### **Task EJ-4.0 Policy Development and Draft Documents**

- EJ-4.1a Draft EJ Policy Framework
  - *Deliverable(s) completed:*
    - Draft EJ Policy Framework
- EJ-4.1b General Plan Consistency Amendments
  - *Deliverable(s) completed:*
    - List of existing environmental justice policies in General Plan

## Exhibit B1

Task	Original Contract Budget	Task Completion	Budget Amendment #1	Revised Budget
<b>Task S - Safety Element Update</b>	<b>\$299,187.00</b>		<b>\$84,368.00</b>	<b>\$383,555.00</b>
<b>Task S-1.0: Project Management</b>	<b>\$43,540.00</b>	<b>Complete</b>	<b>\$26,912.00</b>	<b>\$70,452.00</b>
<b>Task S-2.0: Data Collection and Assessment of Existing Materials</b>	<b>\$8,598.00</b>		<b>\$2,177.00</b>	<b>\$10,775.00</b>
S-2.1 Safety Element Evaluation	\$3,790.00	Partially complete	\$2,177.00	\$5,967.00
S-2.2 General Plan Consistency	\$4,808.00			\$4,808.00
<b>Task S-3.0: Community Engagement Strategy</b>	<b>\$66,606.00</b>		<b>\$18,026.00</b>	<b>\$84,632.00</b>
S-3.1 Community Engagement Strategy	\$6,944.00	Complete		\$6,944.00
S-3.2 Community Surveys	\$12,270.00	Partially complete	\$7,396.00	\$19,666.00
S-3.3 Community Workshops	\$35,879.00	Partially complete	\$10,630.00	\$46,509.00
S-3.4 Stakeholder Focus Group Interviews	\$11,513.00	Complete		\$11,513.00
<b>Task S-4.0: Analysis</b>	<b>\$160,281.00</b>		<b>\$7,796.00</b>	<b>\$168,077.00</b>
S-4.1 Climate Change Vulnerability Assessment	\$23,561.00	Partially complete	\$2,492.00	\$26,053.00
S-4.2 Climate Adaptation Goals, Policies, Objectives & Implementation M	\$7,156.00		\$5,304.00	\$12,460.00
S-4.3 Evacuation Route Analysis	\$119,840.00	Partially complete		\$119,840.00
S-4.4 Hazard Profiles and Mapping	\$2,824.00	Complete		\$2,824.00
S-4.5 Wildfire Risk Summary and Mitigation Strategies	\$6,900.00			\$6,900.00
<b>Task S-5.0: Policy Development and Administrative Drafts</b>	<b>\$18,071.00</b>		<b>\$20,403.00</b>	<b>\$38,474.00</b>
S-5.1a Draft Safety Element Policy Framework	\$4,756.00	Complete		\$4,756.00
S-5.1b General Plan Consistency Amendments	\$6,811.00			\$6,811.00
S-5.1c Study Sessions	\$4,252.00		\$3,150.00	\$7,402.00
S-5.2 Prepare Administrative Draft Safety Element	\$2,252.00		\$17,253.00	\$19,505.00
<b>S-6.0 Public Review Draft Safety Element</b>	<b>\$2,091.00</b>		<b>\$9,054.00</b>	<b>\$11,145.00</b>
<b>Task EJ - Environmental Justice</b>	<b>\$164,919.00</b>		<b>\$91,773.00</b>	<b>\$256,692.00</b>
<b>Task EJ-1.0: Project Management</b>	<b>\$3,314.00</b>	<b>Complete</b>		<b>\$3,314.00</b>
<b>Task EJ-2.0: Existing Conditions Analysis &amp; Identification of DACs</b>	<b>\$14,749.00</b>		<b>\$1,650.00</b>	<b>\$16,399.00</b>
EJ-2.1 DAC Identification	\$9,941.00	Complete	\$1,650.00	\$11,591.00
EJ-2.2 General Plan Consistency	\$4,808.00			\$4,808.00
<b>Task EJ-3.0: Community Engagement Strategy</b>	<b>\$82,614.00</b>		<b>\$5,388.00</b>	<b>\$88,002.00</b>
EJ-3.1 Community Engagement Strategy	\$5,331.00	Complete		\$5,331.00
EJ-3.2 Mobile Workshop Series	\$61,509.00	Partially complete	\$5,388.00	\$66,897.00
EJ-3.3 Roadshow Materials	\$6,342.00	Complete		\$6,342.00
EJ-3.4 Stakeholder Focus Group Interviews	\$9,432.00	Complete		\$9,432.00
<b>Task EJ-4.0 Policy Development and Draft Documents</b>	<b>\$17,864.00</b>		<b>\$35,166.00</b>	<b>\$53,030.00</b>
EJ-4.1a Draft EJ Policy Framework	\$8,345.00	Complete		\$8,345.00
EJ-4.1b General Plan Consistency Amendments	\$7,111.00			\$7,111.00
EJ 4.2 Admin Draft EJ Policies	\$0.00		\$21,520.00	\$21,520.00
EJ-4.3 Public Review Draft EJ Policies	\$2,408.00		\$13,646.00	\$16,054.00
<b>Task 5.0 Prepare Environmental Analysis</b>	<b>\$38,298.00</b>		<b>\$40,865.00</b>	<b>\$79,163.00</b>
<b>Task 6.0 Review and Adoption</b>	<b>\$8,080.00</b>		<b>\$8,704.00</b>	<b>\$16,784.00</b>
<i>Direct Expenses (including subconsultant budget)</i>	<i>\$190,824.00</i>		<i>\$5,290.00</i>	
Reallocation of Original Subconsultant Budget to Rincon Labor			(\$9,737)	
Contingency Budget (20%)			\$35,228.20	
<b>TOTAL</b>	<b>\$464,106.00</b>		<b>\$201,632.20</b>	<b>\$665,738.20</b>



**RINCON CONSULTANTS, INC.**  
**22-12991 Sonoma Co Safety & EJ Element**  
**Cost Estimate**

	Rate	Hours	Labor Budget	Direct Expenses	Total Budget
<b>February 2024 Amendment</b>		956.00	170,851.00	5,290.00	176,141.00
<b>Task S-1.0 Project Management</b>		141.00	26,912.00	0.00	26,912.00
Principal	228.00	57.00	12,966.00		
Senior Planner II	212.00	28.00	5,936.00		
Planner II	145.00	52.00	7,540.00		
Project Accountant	110.00	4.00	440.00		
<b>Task S-2.0 Data Collection and Assessment of Existing Materials</b>		13.00	2,177.00	0.00	2,177.00
<b>Task S-2.1 Safety Element Evaluation</b>		13.00	2,177.00	0.00	2,177.00
Principal	228.00	4.00	912.00		
Planner II	145.00	8.00	1,160.00		
Production Specialist I	105.00	1.00	105.00		
<b>Task S-3.0 Community Engagement Strategy</b>		100.00	18,026.00	0.00	18,026.00
<b>Task S-3.2 Community Surveys</b>		38.00	7,396.00	0.00	7,396.00
Principal	228.00	4.00	912.00		
Senior Planner II	212.00	18.00	3,816.00		
Planner IV	174.00	12.00	2,088.00		
Planner II	145.00	4.00	580.00		
<b>Task S-3.3 Community Workshops</b>		62.00	10,630.00	0.00	10,630.00
Principal	228.00	14.00	3,192.00		
Senior Planner II	212.00	4.00	848.00		
Planner IV	174.00	10.00	1,740.00		
Planner II	145.00	30.00	4,350.00		
GIS/CADD Specialist I	125.00	4.00	500.00		
<b>Task S-4.0 Analysis</b>		48.00	7,796.00	0.00	7,796.00
<b>Task S-4.1 Climate Change Vulnerability Assessment</b>		16.00	2,492.00	0.00	2,492.00
Principal	228.00	4.00	912.00		
Planner II	145.00	8.00	1,160.00		
Production Specialist I	105.00	4.00	420.00		
<b>Task S-4.2 Climate Adaptation Goals, Policies, Obj</b>		32.00	5,304.00	0.00	5,304.00
Principal	228.00	8.00	1,824.00		
Environmental Scientist II	145.00	24.00	3,480.00		
<b>Task S-5.0 Policy Development and Administrative Drafts</b>		101.00	17,528.00	2,875.00	20,403.00
<b>Task S-5.1c Study Sessions</b>		16.00	3,150.00	0.00	3,150.00
Principal	228.00	10.00	2,280.00		
Planner II	145.00	6.00	870.00		
<b>Task S-5.2 Prepare Administrative Draft Safety Element</b>		85.00	14,378.00	2,875.00	17,253.00
Principal	280.00	15.00	4,200.00		
Senior Planner II	212.00	4.00	848.00		
Planner II	145.00	60.00	8,700.00		
Production Specialist I	105.00	6.00	630.00		
Equity First				2,875.00	
<b>Task S-6.0 Public Review</b>		52.00	9,054.00	0.00	9,054.00
<b>Task S-6.1 Public Review Draft Safety Element</b>		52.00	9,054.00	0.00	9,054.00
Principal	280.00	12.00	3,360.00		
Senior Planner II	212.00	2.00	424.00		
Planner II	145.00	32.00	4,640.00		
Production Specialist I	105.00	6.00	630.00		



# RINCON CONSULTANTS, INC.

## 22-12991 Sonoma Co Safety & EJ Element

### Cost Estimate

<b>Task EJ-2.1 DAC Identification</b>		11.00	1,650.00	0.00	1,650.00
Principal	280.00	1.00	280.00		
Planner II	145.00	8.00	1,160.00		
Production Specialist I	105.00	2.00	210.00		
<b>Task EJ-3.0 Community Engagement Strategy</b>		28.00	5,388.00	0.00	5,388.00
<b>Task EJ-3.2 Mobile Workshop Series</b>		28.00	5,388.00	0.00	5,388.00
Principal	280.00	6.00	1,680.00		
Senior Planner II	212.00	6.00	1,272.00		
Planner IV	174.00	4.00	696.00		
Planner II	145.00	12.00	1,740.00		
<b>Task EJ-4.0 Policy Development and Draft Documents</b>		189.00	32,751.00	2,415.00	35,166.00
<b>Task EJ-4.2 Prepare Admin Draft EJ Element</b>		109.00	19,105.00	2,415.00	21,520.00
Principal	280.00	16.00	4,480.00		
Senior Planner II	212.00	20.00	4,240.00		
Planner II	145.00	68.00	9,860.00		
Production Specialist I	105.00	5.00	525.00		
Equity First				2,415.00	
<b>Task EJ-4.3 Public Review Draft EJ Element</b>		80.00	13,646.00	0.00	13,646.00
Principal	280.00	8.00	2,240.00		
Senior Planner II	212.00	18.00	3,816.00		
Planner II	145.00	48.00	6,960.00		
Production Specialist I	105.00	6.00	630.00		
<b>Task 5.0 Prepare Env Analysis</b>		233.00	40,865.00	0.00	40,865.00
Director II	295.00	4.00	1,180.00		
Senior Principal	295.00	6.00	1,770.00		
Senior Supervisor Planner II	245.00	8.00	1,960.00		
Senior Planner II	212.00	40.00	8,480.00		
Planner IV	174.00	80.00	13,920.00		
Planner II	145.00	80.00	11,600.00		
GIS/CADD Specialist II	140.00	8.00	1,120.00		
Technical Editor	130.00	4.00	520.00		
Production Specialist I	105.00	3.00	315.00		
<b>Task 6 Review and Adoption</b>		40.00	8,704.00	0.00	8,704.00
<b>Planning Commission Review and Board of Supervisors Adoption</b>		40.00	8,704.00	0.00	8,704.00
Senior Principal	295.00	0.00	0.00		
Senior Supervisor Planner II	245.00	16.00	3,920.00		
Senior Planner II	212.00	16.00	3,392.00		
Planner IV	174.00	8.00	1,392.00		
<b>Project Total</b>		<b>956.00</b>	<b>170,851.00</b>	<b>5,290.00</b>	<b>176,141.00</b>
<b>Reallocate Mintier Harnish Budget to Rincon (Task S-3.3)</b>					<b>9,737.00</b>
<b>Contingency Budget (20%)</b>					<b>35,228.20</b>
<b>February 2024 Amendment Total</b>					<b>201,632.20</b>

#### Direct Expenses Summary

	Amount
Equity First	5,290.00
<b>Direct Expenses Subtotal</b>	<b>5,290.00</b>