

CONTRACT FOR PROFESSIONAL SERVICES

Agreement

THIS AGREEMENT is executed this 25 day of Sept, 2015 by and between the CITY OF MONTEREY, a municipal corporation, hereinafter called "City", and EMC Planning Group, Inc., hereinafter called "Consultant".

IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:

1. Scope. Consultant hereby agrees to provide to the City of Monterey, as the scope of services under this Agreement, the following services: Prepare Local Coastal Program, as further described on the following attachments: City's Request for Proposal which outlines the scope of services and work under this contract (attached hereto as Exhibit "A"), and the approved Consultant's Proposal dated July 23, 2015 (attached hereto as Exhibit "B"). In case of any conflicting terms it is the express intent of the parties hereto that the order of precedence and controlling language shall be as follows: No. 1 this Agreement; No. 2 City's Request for Proposal (Exhibit "A"); and No. 3 Consultant's proposal (Exhibit "B").

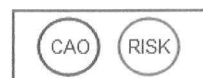
2. Timely Work. Consultant shall perform all tasks in a timely fashion, as set forth more specifically in paragraph 3 below. Failure to so perform is hereby deemed a material breach of this Agreement, and City may terminate this Agreement with no further liability hereunder, or may agree in writing with Consultant to an extension of time.

3. Term. The work under this Agreement shall commence upon execution of this Agreement and shall be completed by December 31, 2017 unless City grants a written extension of time as forth in paragraph 2 above.

4. Compensation. City agrees to pay and Consultant agrees to accept as full and fair consideration for the performance of this Agreement, an hourly fee as set forth in Consultant's Proposal (Exhibit B), in a total amount not to exceed Two Hundred and Sixty Thousand Dollars (\$260,000.00). Compensation under this Agreement shall become due and payable 30 days after City's approval of Consultant's submission of monthly written invoices to Kimberly Cole, Principal Planner. Written invoices shall clearly show the account numbers for each project and shall include a copy of timesheets or invoices from sub-consultants. The payment of any compensation to Consultant hereunder shall be contingent upon performance of the terms and conditions of this Agreement to the satisfaction of the City. If City determines that the work set forth in the written invoice has not been performed in accordance with the terms of this Agreement, City shall not be responsible for payment until such time as the work has been satisfactorily performed.

Travel Reimbursement shall be at the same rates as similarly situated State employees. If any conflicts exist between the Consultant's rates and those applicable to State employees, the State's reimbursement rates shall prevail. Receipts will be required. All travel costs are inclusive within the budgeted amount referenced in this Agreement.

5. Additional Services. In the event that City should request additional services not covered by the terms of this Agreement, said services will be provided by Consultant and paid for by City only after a fee for said services has been agreed upon between Consultant and City project manager and the project manager provides written authorization for the additional work.



6. Schedule for Performing Services. For the project subject to this Agreement, Consultant shall perform the services in accordance with Exhibit "C."

7. Staffing Plan. Consultant shall provide City with the names of the key professional personnel assigned to perform the services under this Agreement as well as a general description of the services they will be assigned to perform in Exhibit "D" *Consultant's Staffing Plan*. The plan shall also identify the names and contact information of Consultant's representative(s) authorized to act on their behalf with respect to this Agreement.

8. Subconsultant Plan. If Consultant intends to utilize the services of any subconsultants to perform the services under this Agreement, the names of those subconsultants and a general description of the services they will be assigned to perform shall be attached hereto as Exhibit "E" *Subconsultant Plan*.

9. Meet and Confer. Consultant agrees to meet and confer with City or its agents or employees with regard to services as set forth herein as may be required by City to insure timely and adequate performance of this Agreement.

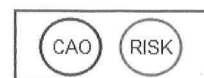
10. Indemnification. Consultant hereby agrees to the following indemnification clause:

To the fullest extent permitted by law (including, without limitation, California Civil Code Sections 2782 and 2782.6), Consultant shall defend (with legal counsel reasonably acceptable to the City of Monterey), indemnify and hold harmless the City of Monterey and its officers, designated agents, departments, officials, representatives and employees (collectively "Indemnitees") from and against claims, loss, cost, damage, injury expense and liability (including incidental and consequential damages, court costs, reasonable attorneys' fees, litigation expenses and fees of expert consultants or expert witnesses incurred in connection therewith and costs of investigation) to the extent they arise out of, pertain to, or relate to, the negligence, recklessness, or willful misconduct of Consultant, any Subconsultant, anyone directly or indirectly employed by them, or anyone that they control (collectively "Liabilities"). Such obligations to defend, hold harmless and indemnify any Indemnitee shall not apply to the extent that such Liabilities are caused in part by the negligence, or willful misconduct of such Indemnitee.

Notwithstanding the provisions of the above paragraph, Consultant agrees to indemnify and hold harmless the City from and against any and all claims, demands, defense costs, liability, expense, or damages arising out of or in connection with damage to or loss of any property belonging to Consultant or Consultant's employees, contractors, representatives, patrons, guests or invitees.

Consultant further agrees to indemnify City for damage to or loss of City of Monterey property to the proportionate extent they arise out of Consultant's negligent performance of the work associated with this agreement or to the proportionate extent they arise out of any negligent act or omission of Consultant or any of Consultant's employees, agents, contractors, representatives, patrons, guests or invitees; excepting such damage or loss arising out of the negligence of the City.

11. Insurance. Consultant shall submit and maintain in full force all insurance as described herein. Without altering or limiting Consultant's duty to indemnify, Consultant shall



maintain in effect throughout the term of this Agreement a policy or policies of insurance with the following minimum limits of liability:

Commercial general liability insurance including but not limited to premises, personal injuries, bodily injuries, products, and completed operations, with a combined single limit of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate.

Professional Liability Insurance. Consultant shall maintain in effect throughout the term of this Agreement professional liability insurance with limits of not less than \$1,000,000 per claim and \$2,000,000 in the aggregate. Consultant will either maintain or cause to be maintained professional liability coverage in full force or obtain extended reporting (tail) coverage (with the same liability limits) for at least three years following City's acceptance of the work.

Commercial automobile liability insurance covering all automobiles, including owned, leased, non-owned, and hired automobiles, used in providing services under this Agreement, with a combined single limit of not less than \$1,000,000 per occurrence.

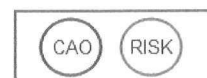
Workers' Compensation Insurance. If Consultant employs others in the performance of this Agreement, Consultant shall maintain workers' compensation insurance in accordance with California Labor Code section 3700 and with a minimum of \$1,000,000 per occurrence for employer's liability.

Other Insurance Requirements

- A. All insurance required under this Agreement must be written by an insurance company either:
- admitted to do business in California with a current A.M. Best rating of no less than A:VI;
- or
- an insurance company with a current A.M. Best rating of no less than A:VII.

Exception may be made for the State Compensation Insurance Fund when not specifically rated.

- B. Each insurance policy required by this agreement shall be endorsed to state that City of Monterey shall be given notice in writing at least thirty days in advance of any cancellation thereof, except 10-day notice for nonpayment of the premium.
- C. The general liability and auto policies shall:
- Provide an endorsement naming the City of Monterey, its officers, officials, and employees as additional insureds under an ISO CG 20 10 07 04 or ISO 20 37 07 04 or their equivalent.
 - Provide that such insurance is primary and non-contributing insurance to any insurance or self-insurance maintained by the City.



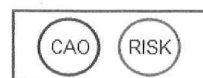
- Contain a "Separation of Insureds" provision substantially equivalent to that used in the ISO form CG 00 01 10 01 or their equivalent.
 - Provide for a waiver of any subrogation rights against the City via an ISO CG 24 01 10 93 or its equivalent.
- D. Prior to the start of work under this Agreement, Consultant shall file certificates of insurance and endorsements evidencing the coverage required by this agreement with the City of Monterey Risk Management Office. Consultant shall file a new or amended certificate of insurance promptly after any change is made in any insurance policy which would alter the information on the certificate then on file.
- E. Neither the insurance requirements hereunder, nor acceptance or approval of Consultant's insurance, nor whether any claims are covered under any insurance, shall in any way modify or change Consultant's obligations under the indemnification clause in this Agreement, which shall continue in full force and effect. Notwithstanding the insurance requirements contained herein, Consultant is financially liable for its indemnity obligations under this Agreement.
- F. Any deductibles or self-insured retentions must be declared to and approved by the City of Monterey. At the option of the City of Monterey, either: the insured shall reduce or eliminate such deductibles or self-insured retentions as respects the City of Monterey, its officers, officials, employees and volunteers; or Consultant shall provide a financial guarantee satisfactory to the City of Monterey guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

12. Ownership of Work and Copyrights. Upon completion of the work under this Agreement, ownership, title and copyrights to all materials and deliverables produced as part of this Agreement will automatically be vested in the City and no further agreement will be necessary to transfer ownership to City.

13. Licensing – Standard of Care. Consultant represents as follows: that it is experienced in the professional services and a specialist in the work performed under this Agreement; is duly organized, existing and in good standing under applicable state law; and is properly licensed and/or certified to perform the work specified under this Agreement, including but not limited to possession of a current City business license, and will only employ persons and subconsultants with all required licenses and certifications.

14. Substitution of Consultant Personnel. The key personnel of Consultant or any subconsultants listed in Consultant's proposal or in *Consultant's Staffing Plan* and *Subconsultant Plan* (Exhibits D and E hereto) and assigned to perform the work under this Agreement may not be substituted with or replaced by other personnel or subconsultants without the advance written consent of City.

15. Non-Discrimination. No discrimination shall be made by Consultant or any subconsultant in the hiring and employment of persons for the work under this Agreement or any other City project because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex,



gender, gender identity, gender expression, age, sexual orientation, or military and veteran status of any person. Every person in violation of this section is subject to the penalties in accordance with the provisions of Section 1735 of the Labor Code..

16. Termination. City may terminate this Agreement upon ten days' written notice. The amount of damages, if any, as a result of such termination may be decided by negotiations between the parties or before a court of competent jurisdiction.

17. Agency. In performing the services specified under this Agreement, Consultant is hereby deemed to be an independent Consultant and not an agent or employee of City.

18. Entire Agreement. This Agreement constitutes the entire Agreement between the parties hereto and supersedes any and all prior agreements, whether oral or written, relating to the subject matter thereof. Any modification of this Agreement will be effective only if it is in writing signed by both parties hereto.

19. Validity. If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will continue in full force without being impaired or invalidated in any way.

20. Assignment of Interest. The duties under this Agreement shall not be assignable, delegable, or transferable without the prior written consent of City. Any such purported assignment, delegation, or transfer shall constitute a material breach of this Agreement upon which City may terminate this Agreement and be entitled to damages.

21. Conflict of Interest. Consultant hereby certifies that it does not now have, nor shall it acquire any financial or business interest that would conflict with the performance of services under this Agreement. Consultant is required to file a Form 700 in compliance with the City's Conflict of Interest Code (Resolution No. 12-173 C.S. and any amendment thereof) unless a written determination by the City Manager is made modifying or eliminating said requirement, or unless otherwise exempted by law.

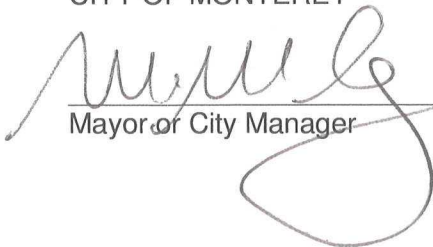
22. Counterparts. This Agreement may be executed in multiple originals, each of which is deemed to be an original, and may be signed in counterparts.

23. Laws. Consultant agrees that in the performance of this Agreement it will reasonably comply with all applicable State, Federal and local laws and regulations. This Agreement shall be governed by and construed in accordance with the laws of the State of California and the City of Monterey.

IN WITNESS WHEREOF, this Agreement is entered into by the parties hereto on the day and year first above written in Monterey, California.

CITY OF MONTEREY

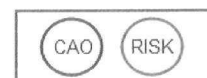
CONSULTANT



Mayor or City Manager



EMC Planning Group, Inc.



**CITY OF MONTEREY
REQUEST FOR PROPOSALS
TO UPDATE THE CITY OF MONTEREY LOCAL COASTAL PROGRAM**

INTRODUCTION

The City of Monterey received a \$250,000 grant to update its Local Coastal Program (LCP). The grant requires that the City adhere to strict timelines, tasks, and budget for the update process. A City cash match and City staff resources have also been committed to the update process. Details of these project resources and constraints are provided below.

The City of Monterey is seeking proposals from qualified firms or individuals to prepare a Local Coastal Program (LCP) for the City for certification by the California Coastal Commission (CCC). In the 1980s, the City of Monterey divided its coastal planning area into five subareas – Cannery Row, Harbor, Del Monte Beach, Skyline and Laguna Grande. Land use plans were prepared for these areas. The Coastal Commission ultimately certified four of the five land use plans. The Laguna Grande Land Use Plan was never certified, and an implementation plan was never prepared.

The City is in the process of finalizing a Waterfront Master Plan that will serve as an implementation plan for the Harbor and a portion of the Cannery Row subareas. As part of this project, the selected consultant will prepare a single land use plan that consolidates all five subareas, prepare an implementation plan, and provide support to City staff through the adoption and certification of a LCP for the City.

Please visit the project website for resource documents, including the current land use plans and the draft Waterfront Master Plan.

SUBMISSION OF PROPOSALS

Proposals in accordance with the scope of work, budget, and schedule outlined below will be accepted **no later than 4:00 p.m., July 24, 2015** to:

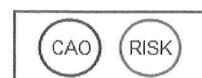
Kimberly Cole
Principal Planner
Planning Office, 580 Pacific Street
Monterey, CA 93940

Should you have any questions regarding this project or request for proposals, please contact Kimberly Cole at cole@monterey.org or (831) 646-3759. (Written/email questions are preferred. All questions and responses will be posted on a project website.)

PROJECT DESCRIPTION

The selected consultant will prepare a LCP for certification by the California Coastal Commission. The project is divided into six major tasks:

- Task 1. Project Management, Meetings and Coordination
- Task 2. Public Outreach
- Task 3. Existing Conditions and Issues Report
- Task 4. Vision and Goals



- Task 5. Preferred Alternative
- Task 6. LCP (Land Use Plan and Implementation Plan)

SCOPE OF WORK AND DELIVERABLES

The consultant proposal shall include the following tasks in a scope of work for the project:

Task 1: Project Management, Meetings, and Coordination

City and Coastal Commission staff will be heavily involved with the update process. City staff and consultant will meet with Coastal staff monthly to review products and identify issues.

Task 2. Public Outreach

Staff will develop a public outreach program in consultation with Coastal Commission staff to ensure that the outreach program fulfills requirements of the Coastal Act. Staff will:

- identify and interview stakeholders
- prepare outreach notification list
- develop a project web page, social media interface and newsletters

The consultant will:

- design, organize, and facilitate four public workshops
- design, distribute and manage web-based community questionnaire
- draft stakeholder interview questions
- lead a sea level rise walk
- contribute materials to inform the website, social media interface and newsletters throughout the update process.

Deliverables: web based community questionnaire and summary of responses, public workshop materials, outlines, agendas, and summaries.

Task 2. Existing Conditions and Issues Report

Consultant will develop an existing conditions and issues report for public review based on technical data, stakeholder input (NOAA, Coastal Commission staff, etc.) and public input gathered from the questionnaire and social media outlets.

The Existing Condition and Issues Report shall assess sea level rise vulnerability and shall include a range of sea level rise projections for 2030, 2050, and 2100 relevant to the planning area based on the 2012 NRC Report, as modified to account for local conditions. The assessment will use the best available science on sea level rise and the Commission's Draft Sea Level Rise Guidance on an interim basis, and the Final Sea Level Rise Guidance once adopted by the Commission to inform the vulnerability assessment. Coordination with other regional efforts will also be required. The consultant will work closely with City and Coastal Commission staff to develop a detailed methodology for completion of the vulnerability assessment.

Task 2.1. Report Outline

The consultant will first develop a report outline in consultation with Coastal Commission staff. The report will include:

- Land use and infrastructure inventory;
- Relevant planning issues;
- Parcel-specific maps that detail all risk factors such as inundation, storm flooding, wave impact, erosion, tsunamis, and high fire hazard;
- Analysis of the various risk factors for their impact on coastal resources and development;
- Sea level rise projections relevant to the planning area for 2030, 2050, and 2100 (2012 NRC Report);
- Potential sea level rise impacts (inundation, storm flooding, wave impacts, erosion and saltwater intrusion into freshwater resources, etc.); and
- Potential risks from sea level rise to coastal resources and development.

Task 2.2 The consultant shall lead a sea level rise walk with community participants areas to highlight where flooding is anticipated in the future to increase public awareness of the unique challenges that climate change pose for our community and coastal resource protection.

Task 2.3 Draft Existing Conditions and Issues Report

The consultant will produce a draft Existing Conditions and Issues Report for City and Coastal Commission staff review and comment. The consultant will then prepare a revised draft for public review and presentation to the Planning Commission.

Task 2.4 Public Workshop #1

The consultant will present the report at a public workshop for public input and discussion

Task 2.5 Planning Commission Meeting #1

The consultant will present the report to the Planning Commission for public input and discussion.

Task 2.6 Report progress to City Council and receive input

Task 2.7 Final Existing Conditions and Issues Report

Incorporate revisions as necessary resulting from public, Planning Commission, and City Council input.

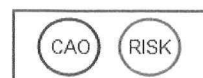
Deliverables: an outline, draft, and final existing conditions and issues report, workshop summary, progress report.

Task 3. Vision and Goals

The consultant shall prepare a set of vision and goals for the LCP update based on the Existing Conditions and Issues Report and public input. Coastal Commission staff concurrence shall also be required. The vision and goals shall be presented to the Planning Commission and City Council for acceptance.

Task 3.1 Prepare Draft Vision and Goals based on Existing Conditions and Issues Report.

Task 3.2 Conduct Workshop #2 – Present vision and goals and refine based on public input.



Task 3.4 Planning Commission Meeting #2 – Present refined vision and goals for acceptance.

Task 3.5 City Council review of vision and goals – Present vision and goals to the City Council for acceptance

Deliverables: Vision and Goals, workshop summary

Task 4. Preferred Alternative

The consultant, in consultation with City and Coastal Commission staff, will develop alternatives addressing Coastal Act issues including but not limited to land use, water quality, transportation and sea level adaptation strategies. The project alternatives will be presented at a public workshop where participants will provide feedback through tabletop exercises. The Planning Commission and City Council will also be asked to accept a preferred alternative. Deliverables will include an alternatives report completed by June 2016.

Task 4.1 Develop alternatives for Local Coastal Program Land Use Plan, including adaption measures and LCP policies addressing climate change.

Task 4.2 Workshop #3 – Review alternatives.

Task 4.3 Planning Commission Meeting #3 – Prepare alternatives report and present to Planning Commission. Pursue Planning Commission recommendation for City Council acceptance of preferred alternative (this may require 2 meetings).

Task 4.4 Council acceptance of preferred alternative.

Deliverables: Alternatives report, workshop summary.

Task 5. LCP (Land Use Plan and Implementation Plan)

This task involves development of a draft LCP based on the extensive input provided during the earlier project tasks; a final public workshop; review and adoption hearings by the Planning Commission and City Council; and final submittal to the Coastal Commission for certification.

Task 5.1 Draft LCP

The consultant will prepare an outline of the LCP for City staff review and comment that will guide the development of a document that is user- and reader-friendly for printed versions as well as on-line versions.

The consultant will prepare a draft LCP for City and Coastal Commission review and shall include text, maps, graphics and exhibits that address:

- Coastal Act requirements;
- Existing conditions and resources;
- Vision, goals, and policies; and
- Implementation measures.

Implementation strategies will likely require amendments to the City's zoning ordinance to replace the Cannery Row Commercial section and add a Coastal Development Permit process. The Implementation Plan shall also address and/or incorporate the Waterfront Master Plan as



an implementation tool for that planning area and may propose amendments as appropriate to ensure consistency. Adaptation measures shall adhere to the Safeguarding California Plan for Reducing Climate Risk principles, and include measures that

- Protect California’s most vulnerable populations,
- Achieve multiple benefits from efforts to reduce climate risks,
- Prioritize green infrastructure solutions; and
- Integrate climate risk reduction with emissions reductions to the fullest extent possible.

Task 5.2 Revised Draft LCP

The consultant will incorporate City and Coastal Commission staff comments and prepare a revised draft LCP for public review.

Task 5.3 Workshop #4 Solicit public input on draft LCP

Task 5.4 Planning Commission Study session on draft LCP - Solicit Planning Commission and public input on draft LCP, incorporate revisions as appropriate.

Task 5.5 Planning Commission Hearing – Solicit Planning commission recommendation for City Council adoption.

Task 5.6 City Council Hearing – Solicit City Council adoption.

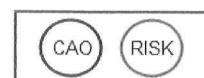
Task 5.7 Coastal Commission Certification - Submit adopted LCP to Coastal Commission for certification

Deliverables include: Draft, revised draft, and final adopted LCP in hard copy, pdf, and editable versions (word, Indesign, etc.) delivered to the Coastal Commission by April 30, 2017.

TIME LIMITS

Time limits for major milestones required by the Coastal commission grant are reflected in the following table

Deliverable	Milestone Deadline
Task 1. Project Management, Meetings, and Coordination	Throughout process
Task 2: Public Outreach Program – staff to submit program for Coastal Commission staff concurrence	9.1.15
Task 3. Existing Conditions and Issues Report	12.30.15
Task 4. Vision and Goals	3.30.16
Task 4: Preferred Alternative	6.1.16
Task 5: Submit Adopted LCP to Coastal Commission for review	4.30.17



Consultant Selection Dates

Proposal Due: July 24th, 2015
Interviews: August 7th, 2015
City Council Approval: September 1, 2015

SUBMITTAL REQUIREMENTS

Firms wishing to be considered for this project should submit **FOUR HARD COPIES AND ONE ELECTRONIC COPY ON A CD OR THUMB DRIVE** of the following:

- List relevant experience of the firm and of the individuals who will be assigned to the project. Include knowledge and experience with similar types of projects.
- A list of subconsultants to be used, if any, and their expertise as called for in paragraph (1) above.
- A description of methodology, techniques, and procedures for each of the scope of work items listed above.
- A portfolio of Local Coastal Programs that the consultant team prepared that ended in successful Local Coastal Program Certification by the Coastal Commission, and associated references for City contact. Include a description of the challenges, costs and how cost control was achieved.
- A detailed budget showing hourly rates and number of staff hours allocated to each task.
- Please review the attached standard form of professional services agreement for all contractual requirements including insurance and indemnification (See Exhibit A). Proposers should consider the cost of carrying the insurance required by the attached agreement. **Any exceptions or requested modifications to the form of agreement must be included with the proposal.**

PROCEDURES AND EVALUATION OF PROPOSALS

Evaluation Criteria

An evaluation committee of City staff personnel will review and evaluate technical proposals against the following criteria:

Demonstrated Success with Similar Projects: Does the proposer demonstrate that the staff assigned to this project has the experience base that would lead to a successful project for the City of Monterey? In particular, the selection team will be most interested in the proposer's track record with preparing LCPs for similar communities and achieving successful adoption and certification.

Understanding of the City's Goals: Based on the information provided by the City, does the proposer understand the issues specific to Monterey that would be addressed in the LCP?

Staff: Do the qualifications of key personnel to be assigned to the project coincide with the project's requirements? Do assigned personnel and subconsultant personnel have requisite education, experience, and professional qualifications?

Familiarity with Locality: Does the firm have familiarity with the City required to successfully complete the project? How close are the firm's permanent offices to the Monterey Peninsula? (Preference is to local or near-local firms).

Specific Management Approach: How does the proposer intend to achieve the City's budget and time goals for the project? How will the firm apply its management techniques and resources?

Organization: Are the qualifications of the firm's personnel and subconsultant personnel suitable for the project; and, does the firm's organizational structure show sufficient depth for its present workload?

Reputation: Are the firm's references from past clients and associates favorable; and, does the firm show financial and operational stability?

Services Offered: Does the firm offer the breadth and quality of services required for the project?

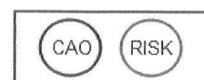
Procedures

At the completion of the review process, proposers will be ranked based on the Evaluation Criteria described in above. The City will select the highest ranked firm or, at City's option, the most highly qualified firms will form a "shortlist".

Should the City elect to establish a "short list", firms on the short list may be asked to formally present their proposal in Monterey and respond to interviewer questions. The interview panel will be the evaluation committee. The presentation and interview session will not exceed one hour per proposer.

Following presentations/interviews, the evaluation committee will complete its ranking.

The City of Monterey reserves the right to reject any and all proposals and to reissue its request for proposals. The City reserves the right to cancel the project at any point and pay the consultant only for costs incurred to that point and for work completed which is usable by the City as determined by the City.



SCOPE OF WORK

This section of the proposal focuses on the proposed LCP scope of work.

4.1 Project Tasks

Task 1 *Project Management, Meetings, and Coordination*

Task 1-1 Project Management

This task includes contract negotiation and execution, insurance compliance, administration, preparation and execution of subconsultant contracts, monthly invoices and progress memos, etc.

Deliverables: Monthly invoices identifying staff, hours, rates, and amount for each task; and accompanying progress memo identifying work performed to date.

Task 1-2 Monthly Meetings

EMC Planning Group, Revell Coastal, and The Ingram Group will participate in an initial meeting with City and Coastal Commission staff to discuss the LCP update scope and schedule. Initial meeting topics will include the City's coastal zone resources, local issues, data sources, document format, public outreach, meeting schedule, and other issues that are important at early stages of the project. The intent of the meeting will be to obtain Coastal Commission staff's early review and acceptance of the scope and have a clear understanding of Coastal Commission

priorities to ensure an efficient certification process. EMC Planning Group, and team subconsultants as needed, will participate in monthly meetings with City and Coastal Commission staff throughout the LCP update process to review products and identify issues.

Deliverables: Meeting agendas, attendance at monthly meetings with Coastal Commission and City staff, and memorandums addressing key outcomes of the meetings.

Assumptions: The initial kickoff meeting will be held at Coastal Commission staff offices in Santa Cruz. Subsequent meetings will be held at either the City or EMC Planning Group offices, or via conference call. Monthly meetings are assumed over an 18-month period.

Task 1-3 Communications/Coordination

This task covers general communications and coordination among the EMC Planning Group team, the City, and all other involved agencies and interests throughout the LCP preparation process. General communications protocols will be developed among the team, including City and Coastal Commission staff, and maintained throughout the LCP update process. As part of this task, the team will coordinate with City staff to identify and acquire the technical documentation that is of particular relevance to the LCP update process.

Assumptions: The City will provide the existing five subarea Land Use Plans in Word format along with associated report graphics. This scope does not include a conversion of older reports to Word format, although this could be completed for additional scope and budget (see optional tasks included at the end of this section). EMC Planning Group and team subconsultants already have significant background information on the City, but will work with City staff to identify and fill any gaps that may exist. It is assumed that City staff will assist with collection of technical documentation and transfer of GIS data where necessary. It is further assumed that technical updates to the City's base data on archeological resources, geology, traffic, circulation, parking, and infrastructure are not needed for the LCP update.

Task 2 Public Outreach

Public outreach for the LCP update covers several components including workshops, surveys, field walks, and social media. Public workshops will be conducted to inform the community, solicit input, and encourage discussion throughout the LCP process. The first public workshop will engage the community early enough in the planning process so that meaningful input can be used to inform the LCP update process and identify potential issues to consider in the development of alternatives (during development of the Existing Conditions and Issues report). Three additional public workshops will be scheduled at other pivotal stages of the LCP update process: during development of the Vision and Goals memo; during the development of project alternatives; and upon completion of the draft LCP. Each of the four public workshops is identified in project Tasks 3 through 6, below.

As a component of the community outreach and education effort, the EMC Planning Group team will conduct a sea level rise walk. The sea level rise walk is identified in Task 3, below.

Other components of the public outreach effort including a web-based community questionnaire, surveys, and social media are identified below.

Task 2-1 Web-based Community Questionnaire

It is our experience that designing, managing, and effectively utilizing community questionnaires can be time consuming and expensive. The Ingram Group will prepare a web-based questionnaire for the City's use.

Deliverables: Web-based community questionnaire.

Assumptions: City staff will prepare the community outreach notification list, and design, distribute, and manage responses to the web-based community questionnaire. The City will prepare a summary of responses to be provided to the EMC Planning Group team to inform the LCP process.

Task 2-2 Stakeholder Interview Questions

The Ingram Group will prepare stakeholder questions for the City's use.

Deliverables: Stakeholder questions.

Assumptions: City staff will identify and interview stakeholders and prepare a summary of responses to be provided to the EMC Planning Group team to inform the LCP process.

Task 2-3 LCP Process Updates

On a monthly basis, The Ingram Group will provide the City with photos, meeting dates, milestones, or other current material to inform the website, social media interface, and newsletters throughout the update process.

Deliverables: Monthly update materials to inform the public.

Assumptions: City staff will develop and maintain/distribute a project website, social media interface, and newsletters.

Task 3 Existing Conditions and Issues Report

Revell Coastal will lead the Existing Conditions and Issues report and sea level rise analyses. Dr. Revell, who has been involved or led much of the sea level rise modeling for this region, will utilize existing modeling results from the 2013 Monterey Bay Sea Level Rise modeling and the 2008/2009 data from the Pacific Institute for Cannery Row where the other modeling data is not available.

The analysis of the coastal process hazards proposed for use in this task is based on a National Research Council 2012 study and consistent with the Coastal Commission's 2013 *Draft Guidance on Sea Level Rise* for future planning horizons and sea level rise scenarios. The City of Monterey was a key stakeholder in providing input and feedback on the Environmental Science Associates (ESA) and Philip Williams and Associates, Ltd. (PWA) 2013 modeling work. For this project, Revell Coastal does not propose any additional modeling but will leverage recently completed and ongoing work in the City by The Nature Conservancy, Central Coast Wetlands Group at Moss Landing Marine Labs, Center for Ocean Solutions, National Oceanic and Atmospheric Administration, Federal Emergency Management Agency, and others.

As a component of the Existing Conditions and Issues report, Revell Coastal will lead a vulnerability assessment consistent with the Coastal Commission revised guidance and recent experience doing similar analyses throughout the California Coast. This vulnerability assessment will summarize climate impacts associated with coastal process hazards

(erosion, coastal flooding, wave impacts, and tidal inundation), wildfire, temperature, precipitation, and salinity intrusion. These summaries will be presented based on each individual subarea in the City.

An important part of the vulnerability assessment includes the identification of various sectors of asset, infrastructure, and coastal resource information, possible quantitative metrics for the assessment, and relevant planning issues associated with climate change impacts. This assessment will be done in concert with the outreach and educational process to capture City and community priorities and concerns, and to distill the results to support the various City departments and achieve Coastal Commission certification.

Assumptions: EMC Planning Group will provide updated biological resources data to support this analysis as an output from Task 3-3 described below. We assume that the City GIS staff will provide the geospatial data of the City needed to conduct this analysis and, with the exception of the biological resource maps, no more than 24 hours will be necessary to either conduct this work or work with City GIS staff to develop the derivative data sets.

Task 3-1 Report Outline

The first step in the Existing Conditions and Issues report will be to develop an extended report outline which will include a literature review, definition of the individual planning subareas, description of the hazards, and summary of modeling approaches/methodology and interpretation of results. This outline will also identify the potential figures and tables that would be included in the final report. This will be circulated to both City and Coastal Commission staff for review and comment, with feedback incorporated into the draft report.

Deliverables: Report outline.

Task 3-2 Sea Level Rise Walk

Dr. Revell will lead a sea level rise walk with various interested stakeholders and City representatives. The purpose of this will be to educate on the probable locations and likely magnitudes of potential impacts and vulnerabilities, and to stimulate a dialog about vulnerabilities and potential adaptation strategies.

Assumptions: It is assumed that City staff will be available to help formulate the approach to the sea level walk, identify key stakeholders and community members that should be included, identify whether key stakeholders need to be contacted in advance of the walk, review and comment on presentation materials, and attend the walk to provide expertise on City-related matters.

Task 3-3 Draft Existing Conditions and Issues Report

As a starting point for the draft Existing Conditions and Issues report, Revell Coastal will review the existing conditions information in the existing subarea Land Use Plans for Cannery Row, Monterey Harbor, Del Monte Beach, Skyline, and Laguna Grande as well as the draft Waterfront Master Plan. The team will identify relevant information and fill in identified data gaps with the best available science and information.

Based on conversations with City staff, it is understood that the biological resources information for the City may be dated. As such, we propose an update to the Land Use Plan biological resources section.

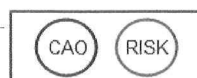
The comprehensive Land Use Plan biological resources section will combine and update technical information from the existing five subarea Land Use Plans and also incorporate a detailed review of applicable City of Monterey General Plan goals and policies. EMC Planning Group biologists

will compile and review available project area information, including coastal planning subarea maps and aerial photographs, along with a search of all relevant biological mapping data available through the California Department of Fish and Wildlife (CDFW) *Biogeographic Information and Observation System*.

EMC Planning Group biologists will also conduct a review to determine the special-status resources that have been recorded in the project area based on current database searches of the CDFW *California Natural Diversity Database*; the California Native Plant Society (CNPS) *Rare and Endangered Plant Inventory*; the U.S. Fish and Wildlife Service (USFWS) *Endangered Species Program, Critical Habitat Mapper, and National Wetlands Inventory*; and other biological studies conducted in the general vicinity.

A biological reconnaissance field survey will be conducted to assess existing conditions throughout the project area; this effort will be limited to one field day with two biologists surveying together in publically accessible locations. The purpose of the field survey is to (1) confirm the accuracy of mapped plant communities and habitat types; and (2) assess the potential for special-status species and habitats, wildlife movement corridors, wetlands and waterways, regulated trees, and other sensitive biological resources to occur. The biological survey is not intended to meet specific protocol-level survey requirements established by regulatory agencies for any particular species. Additionally, the survey does not constitute a formal jurisdictional delineation of wetlands/waterways.

The resulting Land Use Plan biological resources section will include special-status species tables, plant community and habitat type information and maps, existing condition descriptions, representative site photographs, and land use policies designed to avoid



and/or minimize possible future project impacts to biological resources. Environmentally Sensitive Habitat Areas (ESHAs) will be defined, and the comprehensive Land Use Plan will include overall project area ESHA designations/policies/implementation measures, but ESHAs will not be mapped, quantified, or illustrated.

Revell Coastal will also provide a literature review and references for climate vulnerability, policies, and adaptation resources that may help to educate stakeholders, elected officials, and other City staff.

As part of this draft Existing Conditions And Issues report, Revell Coastal will produce a sea level rise map atlas which will map the existing and projected coastal hazards (e.g. coastal erosion, coastal storm flooding, wave impacts, tidal inundation, bar built lagoon flooding, nuisance flooding, etc.) and the projected planning horizon impacts that would likely occur. Revell Coastal will identify time and sea level rise thresholds for impacts to various coastal resources based on the full suite of modeling results completed and available. This threshold identification will further support adaptation planning and the selection of the preferred alternative (Task 5).

For each of the climate impacts, the team will identify existing conditions and then report the impacts and vulnerabilities to various sectors for the three (3) future planning horizons. These planning horizons will be selected based on available modeling information and input from the City, Coastal Commission, and key stakeholders. These impacts and time horizons will be consistent with the Coastal Commission's most recent guidance on sea level rise.

Deliverables: Five (5) hardcopies and one (1) electronic copy of the administrative draft Existing Conditions and Issues report; five (5) hardcopies and one (1) electronic copy of the draft Existing Conditions and Issues report.

Assumptions: The City will provide all biological reports that have recently been conducted for the LCP area, and habitat mapping data from available reports will be shared in GIS format. The biological resources section of the Land Use Plan will mainly address terrestrial habitats/species, and will only provide an overview of marine resources.

We assume that City GIS and other staff will provide and/or lead the acquisition of the necessary geospatial data. Anticipated data required will include data sets identified in the Coastal Commission guidance and our previous experience which includes but is not limited to:

- Coastal access and recreation;
- Existing and potential future development sites;
- Coastal dependent uses such as piers;
- Critical infrastructure;
- Roads and transportation;
- Energy infrastructure;
- Visitor serving accommodation uses;
- Cultural resources; and
- Habitats/biotic resources/sensitive biological resource areas.

Task 3-4 Public Workshop #1 (Existing Conditions and Issues Report)

The EMC Planning Group team will present the draft Existing Conditions and Issues report at a public workshop for input and discussion. Revell Coastal, while working with the City and EMC Planning Group to set the agenda, will lead the public workshop associated with this task and be prepared to present any necessary results and technical information as the agenda for the meeting solidifies.

Deliverables: Up to thirty (30) sets of meeting handouts including a meeting agenda, PowerPoint presentation, and meeting summary (including key issues and recommendations).

Assumptions: It is assumed that City staff will be available to help formulate the approach to the meeting, identify key stakeholders that should be included, identify whether key stakeholders need to be contacted in advance of the meeting, identify and secure a venue, extend invitations to community members and stakeholders, provide meeting announcements/postings, review and comment on presentation materials, and attend the meeting to provide expertise on City-related matters.

Task 3-5 Planning Commission Meeting #1 (Existing Conditions and Issues Report)

The EMC Planning Group team will present the draft Existing Conditions and Issues report to the Planning Commission for public input and discussion. Revell Coastal, while working with the City and EMC Planning Group to set the agenda, will support City staff during the Planning Commission hearings associated with this task and be prepared present any results or technical information identified as the agenda for the meeting solidifies.

Deliverables: PowerPoint presentation and meeting summary (including key issues and recommendations).

Task 3-6 City Council Meeting #1 (Existing Conditions and Issues Report)

The EMC Planning Group team will present the draft Existing Conditions and Issues report and provide a progress report to the City Council for public input and discussion. Revell Coastal, while working with the City and EMC Planning Group to

set the agenda, will support City staff during the City Council meeting associated with this task and be prepared present any results and technical information identified as the agenda for the meeting solidifies.

Deliverables: Progress report, PowerPoint presentation, and meeting summary (including key issues and recommendations).

Task 3-7 Final Existing Conditions and Issues Report

The EMC Planning Group team will review Planning Commission, public, and City Council input and incorporate revisions into a final Existing Conditions and Issues report as appropriate. Revell Coastal will take the lead in revising the draft Existing Conditions and Issues report based on one set of consolidated comments from the City and a set of comments from the Coastal Commission.

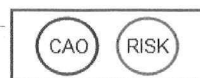
Deliverables: Up to twenty (20) hard copies of the final Existing Conditions and Issues report, forty (40) copies on CD-ROM, and an electronic version suitable for upload to the City's website by City staff.

Assumptions: We assume that there will not be substantive revisions required, but rather clarifications and refinements to the draft report. This does not include a specific response to comments section, although this could be completed for additional scope and budget.

Task 4 Vision and Goals Memo

The EMC Planning Group team will prepare a memo of vision and goals for the LCP update based on the Existing Conditions and Issues report prepared as Task 3, and public input gathered to date.

The memo will reflect current City land use vision and goals, while maintaining the protection of coastal resources and public access to the shoreline,



and responding to current issues such as climate change and sea level rise. The team will work with Coastal Commission staff to obtain concurrence on the City's vision and goals.

The Vision and Goals memo will serve to focus the development of the alternatives scenarios and will be presented to the Planning Commission and City Council for acceptance.

Task 4-1 Draft Set of Vision and Goals

Prepare an administrative draft Vision and Goals memo based on Existing Conditions and Issues report and input from the public outreach effort. The memo will include priority goals, including mapping of key resources, and summarizing physical and policy/development standards, opportunities, and constraints. As part of the monthly team meetings, the EMC Planning Group team will review and refine the administrative draft Vision and Goals memo and preview the public workshop outline/approach. A draft Vision and Goals memo and public workshop outline incorporating City and Coastal Commission staff comments will be prepared.

Deliverable: Five (5) hardcopies and one (1) electronic copy (PDF), plus one (1) editable version (Word or InDesign) of the administrative draft Vision and Goals memo; five (5) hard copies, one (1) electronic copy, and one (1) editable version (Word or InDesign) of the draft Vision and Goals memo, and a workshop outline.

Task 4-2 Public Workshop #2 (Vision and Goals)

The Team will present the drafted vision and goals at a second public workshop and brainstorm revisions. The draft Vision and Goals memo will be refined based on public input.

Deliverables: Up to thirty (30) sets of meeting handouts including a meeting agenda, PowerPoint presentation, and meeting summary (including key issues and recommendations); refined Vision and Goals memo based on public input.

Assumptions: It is assumed that City staff will be available to help formulate the approach to the meeting, identify key stakeholders that should be included, identify whether key stakeholders need to be contacted in advance of the meeting, identify and secure a venue, extend invitations to community members and stakeholders, provide meeting announcements/postings, review and comment on presentation materials, and attend the meeting to provide expertise on City-related matters.

Task 4-3 Planning Commission Meeting #2 (Vision and Goals)

The team will present the refined vision and goals for acceptance by the Planning Commission.

Deliverables: PowerPoint presentation, and meeting summary (including key issues and recommendations).

Task 4-4 City Council Meeting #2 (Vision and Goals)

The EMC Planning Group team will present the vision and goals to the City Council for acceptance.

Deliverables: PowerPoint presentation, and meeting summary (including key issues and recommendations).

Task 4-5 Final Vision and Goals Memo

The EMC Planning Group team will review Planning Commission, public, and City Council input and incorporate revisions into a final Vision and Goals memo as necessary.

Deliverables: Up to twenty (20) hard copies of the final Vision and Goals memo, forty (40) copies on CD-ROM, and an electronic version suitable for upload to the City's website by City staff.

Task 5 Preferred Alternative

The EMC Planning Group team, in consultation with City and Coastal Commission staff, will develop up to three (3) Land Use Plan alternatives addressing Coastal Act issues including but not limited to specific land use, water quality, transportation, and sea level rise adaptation strategies. The alternatives will be developed with consideration of specific adaptation measures that would reduce identified vulnerabilities for each planning coastal zone subarea in the City. Each alternative will include specific LCP policies addressing climate change.

For this effort, Revell Coastal will provide recommendations to EMC Planning Group, City staff, and Coastal Commission staff based on their experience to build upon previously completed work in the southern Monterey Bay region including the 2010 *Evaluation of Erosion Mitigation Alternatives* by PWA, the in progress (expected completion 2016) *Adapt Monterey Bay* led by The Nature Conservancy, as well as other resources such as the Coastal Commission revised guidance report, and projects completed elsewhere in the State. Revell Coastal recommendations will be based on the specific evaluation of adaptation measures that would reduce individual sector vulnerabilities for each planning subarea. This adaptation work would also include identification of secondary effects for each measure, and consideration of cumulative effects of implementation.

The project alternatives will be presented at a public workshop where participants will provide feedback through tabletop exercises. The Planning

Commission and City Council will also be asked to accept a preferred alternative. Deliverables will include an alternatives report.

Task 5-1 Alternatives for the LCP Land Use Plan

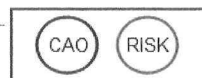
The EMC Planning Group team will develop up to three (3) alternatives for the LCP Land Use Plan. Each alternative will include a Land Use Plan diagram identifying specific land use areas (open space, public, residential, commercial, etc.), access routes, and other significant facilities and features. Each alternative will be developed in conjunction with, and accompanied by, specific adaption measures and policies addressing climate change. As part of the monthly team meetings, the team will review and refine the alternatives and preview the public workshop outline/approach. A refined set of three alternatives and a public workshop outline incorporating City and Coastal Commission staff comments will be prepared.

Deliverables: Up to three (3) alternative Land Use Plans with preliminary adaption measures and policies addressing climate change.

Task 5-2 Public Workshop #3 (Alternatives)

The project alternatives will be presented at a public workshop where participants will provide feedback through tabletop exercises. Exercises may include diagram mark-ups, a brief LCP Land Use Plan alternatives evaluation form that asks participants to choose which alternative best meets the City's vision and goals (as identified in Task 4).

Deliverables: Up to thirty (30) sets of meeting handouts including a meeting agenda and evaluation form, PowerPoint presentation, and meeting summary (including key issues and recommendations).



Assumptions: It is assumed that City staff will be available to help formulate the approach to the meeting, identify key stakeholders that should be included, identify whether key stakeholders need to be contacted in advance of the meeting, identify and secure a venue, extend invitations to community members and stakeholders, provide meeting announcements/postings, review and comment on presentation materials, and attend the meeting to provide expertise on City-related matters.

Task 5-3 Planning Commission Meeting #3 (Alternatives)

Prepare alternatives report and present to Planning Commission. Pursue Planning Commission recommendation for City Council acceptance of preferred alternative.

Deliverables: Deliverables: PowerPoint presentation and meeting summary (including key issues and recommendations).

Assumptions: EMC Planning Group understands that more than one Planning Commission meeting may be required for final alternative recommendations. Should EMC Planning Group attendance be required at additional meetings, the service can be performed on a time and materials basis.

Task 5-4 City Council Meeting #3 (Alternatives)

Present the preferred alternative to the City Council for acceptance.

Deliverables: PowerPoint presentation and meeting summary (including key issues and recommendations).

Task 6 LCP Production, Adoption, and Certification

This task is targeted at producing a complete LCP that is certified by the Coastal Commission. The EMC Planning Group team will utilize inputs from all prior work tasks and develop additional information to complete an administrative draft LCP. Coastal Commission and City staff comments will be incorporated into a public review draft LCP. Subsequent steps include a final public workshop; review and adoption hearings by the Planning Commission and City Council; and final submittal to the Coastal Commission for certification. Specific components of the LCP document development are outlined below.

Task 6-1 Administrative Draft LCP

There are several subcomponents to the administrative draft LCP as identified below.

LCP Outline. The EMC Planning Group team will prepare an outline of the LCP for City staff review and comment that will guide the development of a document that is user- and reader-friendly for printed versions as well as on-line versions.

Land Use Plan. Depending on the circumstances of the Existing Conditions and Issues report and related vulnerability findings, the EMC Planning Group team will draft Land Use Plan policy language, such as a policy outlining a Transfer of Development Rights program; a “takings policy” allowing for reasonable economic use of property where new development must be allowed to avoid taking of property; and a “regional coordination policy” encouraging on-going coordination with neighboring jurisdictions and agencies, and the fostering of a feedback loop to adapt the latest climate change data into regional coastal management.

Implementation Plan. Based on critical coastal resources identified by the Coastal Commission, it is anticipated that implementation language will include policies concerning the following:

- Coastal access and recreation;
- Existing and potential future development sites;
- Coastal dependent uses such as piers;
- Critical infrastructure;
- Roads and transportation;
- Energy infrastructure;
- Visitor serving accommodation uses;
- Cultural resources;
- Coastal hazards.

The team will rely on the technical expertise of Revell Coastal to provide strategic input in the areas of coastal hazards and related implementation language to address sea level rise and other coastal hazards including, but not limited to, rolling setbacks, transfer of development rights, armoring, hazard overlay zones, land division requirements, etc. Revell Coastal's holistic approach to developing the proposed language will consider public trust lands interactions with private development, critical municipal infrastructure like roads, power plants, and ports, and natural resources like beaches and wetlands.

It is understood that climate change/sea level rise policies may overlap with other provisions of the Coastal Act, which could potentially result in internal inconsistencies within the Zoning Code (i.e. Implementation Plan). The team will be sensitive to develop Implementation Plan regulatory language that is consistent with Coastal Act provisions.

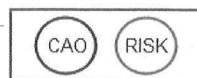
The EMC Planning Group team understands that implementation strategies will likely require amendments to the City's zoning ordinance to replace the Cannery Row commercial section and add a Coastal Development Permit process. The Implementation Plan will also address and/or incorporate the Waterfront Master Plan as an implementation tool for that planning area and may propose amendments as appropriate to ensure consistency.

Draft Land Use Plan Policies and Implementation Measures. EMC Planning Group will prepare a complete set of draft Land Use Plan goals and policies, and define implementation measures. The implementation measures will form the backbone of the Implementation Plan for the LCP. However, the Implementation Plan will include additional implementation guidance and will be provided in a separate chapter of the LCP. This set of goals, policies, and implementation measures will be delivered to Coastal Commission and City staff for review and comment, with modifications made prior to preparation of a complete administrative draft LCP.

In order to avoid expending time drafting implementation for policies that are not ultimately included in the LCP, the EMC Planning Group team recommends the preparation and submission of the Land Use Plan policies to the Coastal Commission staff for concurrence in advance of drafting the implementation measures.

Administrative Draft LCP. The administrative draft LCP will include text, maps, and other graphics that include the following:

- Coastal Act requirements;
- A summary of existing conditions and resources, incorporating the complete Existing Conditions and Issues report prepared as Task 3 by reference;



- Vision, goals, and policies; and
- Implementation measures.

Adaptation measures identified in the LCP will adhere to the *Safeguarding California Plan for Reducing Climate Risk* (2014) principles, and as identified in the City’s RFP will include measures that:

- Protect California’s most vulnerable populations;
- Achieve multiple benefits from efforts to reduce climate risks;
- Prioritize green infrastructure solutions; and
- Integrate climate risk reduction with emissions reductions to the fullest extent possible.

Deliverables: Draft LCP outline; draft set of goals, policies, and implementation measures; draft zoning ordinance amendment; amendment to the draft Coastal Development Plan ordinance; five (5) hard copies, one (1) electronic copy (PDF), one (1) editable version (Word or InDesign), and fifteen (15) copies of the administrative draft LCP on CD-ROM.

Task 6-2 Public Review Draft LCP

Comments and recommendations on the administrative draft LCP obtained from City and Coastal Commission staff will be reviewed and incorporated into a public review draft LCP. Graphics will be revised and reproduced as necessary. The project budget reflects an assumption that fundamental revisions to the administrative draft LCP will not be required.

Deliverables: Up to twenty (20) hard copies of the public review draft LCP, forty (40) copies on CD-ROM, and an electronic version suitable for upload to the City’s website by City staff.

Task 6-3 Public Workshop #4 (Draft LCP)

The draft LCP will be presented at a public workshop for input and refinement.

Deliverables: Up to thirty (30) sets of meeting handouts including a meeting agenda and evaluation form, PowerPoint presentation, and meeting summary (including key issues and recommendations).

Assumptions: It is assumed that City staff will be available to help formulate the approach to the meeting, identify key stakeholders that should be included, identify whether key stakeholders need to be contacted in advance of the meeting, identify and secure a venue, extend invitations to community members and stakeholders, provide meeting announcements/postings, review and comment on presentation materials, and attend the meeting to provide expertise on City-related matters.

Task 6-4 Planning Commission Study Session (Draft LCP)

The EMC Planning Group team will present the draft LCP and solicit Planning Commission and public input, and incorporate revisions as appropriate.

Deliverables: PowerPoint presentation and meeting summary (including key issues and recommendations).

Task 6-5 Final LCP

The EMC Planning Group team will incorporate revisions as appropriate and produce a final LCP document.

Deliverables: Up to twenty (20) hard copies of the final LCP, forty (40) copies on CD-ROM, and an electronic version suitable for upload to the City’s website by City staff.

Task 6-6 Planning Commission Hearing (LCP Adoption)

Solicit Planning Commission recommendation for City Council adoption.

Deliverables: PowerPoint presentation and meeting summary (including key issues and recommendations).

Task 6-7 City Council Hearing (LCP Adoption)

Solicit City Council adoption.

Deliverables: PowerPoint presentation and meeting summary (including key issues and recommendations).

Task 6-8 Coastal Commission LCP Certification

Submit adopted LCP package to Coastal Commission for certification.

Deliverables: Up to twenty (20) hard of the complete LCP adoption package, an electronic copy (PDF), and an editable version (Word or InDesign) delivered to the City for submission to the Coastal Commission.

Optional Tasks

In the course of preparing this proposal, the EMC Planning Group team identified the optional tasks listed below that would benefit the City's LCP update process. A scope and cost estimate for any of these items will be prepared at the City's request.

EMC Planning Group

- Convert the five subarea Land Use Plans into an editable (Word) format.
- Convert existing maps and other graphics/data to useable digital formats (PDF/GIS).
- Attend additional or extended meetings beyond what has been specifically outlined in the proposed scope of work and budget.

Revell Coastal

- Prepare a fiscal impact analysis report which would identify fiscal impacts to City tax revenues, jobs, etc. from hazards identified in the modeled hazard vulnerability assessment.
- Update the City's Assessors database to Fair Market Value which would enable an estimate of the cost of damages from the modeled hazard vulnerability assessment.
- Prepare a refined analysis of coastal hazards to the Cannery Row area by conducting additional technical modeling analyses of the coastal hazards (erosion, wave impact, and coastal flooding) along the Cannery Row shoreline.
- Prepare a response to comments section for the final Existing Conditions and Issues report.

The Ingram Group

- Attend Planning Commission and/or City Council meetings.

ASSUMPTIONS/LIMITATIONS

The following is a summary of the assumptions and limitations included in our scope of work:

- The City will fully participate in the LCP update process, with a commitment of staff time and energy towards all tasks, workshops, and meetings.
- EMC Planning Group's ability to meet the proposed schedule will be significantly influenced by the City's and Coastal Commission's staff ability to review and provide comments on the work products in a timely manner.
- The existing Land Use Plans are not being rewritten, but are being consolidated and updated with current State direction regarding climate change.
- Unforeseen circumstances that require preparation of new analyses or expansion of analyses already included in the scope of work may affect the project schedule and require a contract amendment.
- The initial kickoff meeting will be held at Coastal Commission staff offices in Santa Cruz. Subsequent meetings will be held at either the City or EMC Planning Group offices, or via conference call.
- Monthly meetings are assumed over an 18-month period.
- The City will provide the existing five subarea Land Use Plans in Word format, along with all associated report graphics. This scope does not include a conversion of older reports to Word format, although this could be completed for additional scope and budget.
- EMC Planning Group and team subconsultants already have significant background information on the City, but will work with City staff to identify and fill any gaps that may exist.
- It is assumed that City staff will assist with collection of technical documentation where necessary.
- Technical updates to the City's base data on archeological resources, geology, traffic, circulation, parking, and infrastructure are not needed for the LCP update. Existing information will be provided to the consultant in a usable form by the City.
- City staff will prepare a community outreach notification list, and design, distribute, and manage the web-based community questionnaire.
- The City will prepare a summary of responses to the web-based community questionnaire and will provide it to the EMC Planning Group team to inform the LCP process.
- City staff will identify and interview stakeholders and prepare a summary of responses for the EMC Planning Group team to inform the LCP process.
- City staff will develop and maintain/distribute a project website, social media interface, and newsletters. The consultant team will review City-produced materials and act as an advisor to City staff.

- The City will provide all biological reports that have recently been conducted for the LCP area, and habitat mapping data from available reports will be shared in GIS format.
- The biological resources section of the Land Use Plan will mainly address terrestrial habitats/species, and will only provide an overview of marine resources.
- EMC Planning Group will provide updated biological resources data.
- City GIS and other staff will provide and/or lead the acquisition of the necessary geospatial data. Anticipated data required will include data sets identified in the Coastal Commission guidance and our previous experience which includes but is not limited to:
 - Coastal access and recreation;
 - Existing and any potential future development sites;
 - Coastal dependent uses such as piers;
 - Critical infrastructure;
 - Roads and transportation;
 - Energy infrastructure;
 - Visitor serving accommodation uses;
 - Cultural resources; and
 - Habitat/biotic resources/sensitive biological resource areas.
- City GIS staff will provide the geospatial data of the City needed to conduct the vulnerability assessment (various sectors of asset, parcel data, land use, infrastructure, and coastal resources) and no more than 24 hours will be needed to either develop or work with City GIS staff to develop derivative data sets.
- City staff will be available to help formulate the approach to the sea level walk, identify key stake-

holders and community members that should be included, identify whether key stakeholders need to be contacted in advance of the walk, extend invitations to community members and stakeholders, provide meeting announcements/postings, review and comment on presentation materials, and attend the walk to provide expertise on City-related matters.

- City staff will be available to help formulate the approach to the public workshop meetings, identify key stakeholders that should be included, identify whether key stakeholders need to be contacted in advance of the meeting, identify and secure a venue, extend invitations to community members and stakeholders, provide meeting announcements/postings, review and comment on presentation materials, and attend the meeting to provide expertise on City-related matters.
- There will not be substantive revisions to the draft Existing Conditions and Issues report required (in preparation of the final Existing Conditions and Issues report), but rather clarifications and refinements to the draft report.
- The final Existing Conditions and Issues report will not include a specific response to comments section, although this could be completed for additional scope and budget.
- EMC Planning Group understands that more than one Planning Commission meeting may be required for final alternative recommendations. Should EMC Planning Group attendance be required at additional meetings, the service can be performed on a time and materials basis.
- The project budget reflects an assumption that fundamental revisions to the administrative draft LCP will not be required to finalize the LCP.
- The scope of work is limited to the tasks and work products described herein. Any modification of the tasks or products proposed may require a contract amendment.

City of Monterey Local Coastal Program Update Budget

Task	EMC Planning Group Inc.										Subconsultants											
	Michael Senior Principal	Chris Senior Principal	Richard Principal Planner	Polina Senior Planner	Andrea Senior Biologist	Rachel Assistant Planner	Siefanie Assistant Biologist	Janine Graphical/GIS	EJ Production	Vickie Admin	Principa Revell Coastal	St. Planner Revell Coastal	Scientist Revell Coastal	GIS Analyst Revell Coastal	Candy Ingram	Subs Hours	Subs Cost	Total Hours	Total Cost			
1. Project Management, Meetings, Coordination	\$205	\$205	\$185	\$150	\$150	\$105	\$105	\$125	\$125	\$95												
1.1 Project Management	8	18		40						18						5	5	\$500	89	\$13,540		
1.2 Monthly Meetings (18 mgs/calls)	8		18	36	4	12										10	26	\$3,415	104	\$15,645		
1.3 Communications Coordination	4			24		8		2								25	25	\$2,500	63	\$8,010		
Subtotal:	20	18	18	100	4	20	0	2	0	18	200	\$30,780	12	4	0	40	66	\$8,415	246	\$37,195		
2. Public Outreach Program																						
2.1 Web-based Community Questionnaire				1					1							5	5	\$500	7	\$775		
2.2 Draft Stakeholder Interview Questions				1					2							10	15	\$1,761	17	\$2,036		
2.3 LCP Process Updates				1					13							25	30	\$3,261	43	\$4,911		
Subtotal:	0	0	0	3	0	0	0	0	14	0	17	\$2,200	8	2	0	40	60	\$5,523	67	\$7,723		
3. Existing Conditions and Issues Report																						
3.1 Report Outline				1																		
3.2 Sea Level Rise Walk				2																		
3.3 Draft Existing Conditions and Issues Report	1	2		4	40		30	14	2	4												
3.4 Public Workshop #1				4		2				1												
3.5 Planning Commission Meeting #1				3																		
3.6 Report Progress to City Council				3																		
3.7 Final Existing Conditions and Issues Report	1	1		2	4		4	4	2	4												
Subtotal:	2	3	0	19	44	4	34	18	4	9	137	\$18,070	124	24	128	184	8	489	\$48,282	608	\$63,322	
4. Vision and Goals																						
4.1 Draft Vision and Goals Memo	2		1	8	24	1	4		2													
4.2 Public Workshop #2				8			8		1													
4.3 Planning Commission Meeting #2	4			4					1	1												
4.4 City Council Meeting #2	4			4					1	1												
4.5 Final Vision and Goals Memo	1	1	1	4	1	2				1												
Subtotal:	12	2	0	9	44	2	14	0	3	4	4	94	\$14,160	12	4	0	0	9	26	\$3,285	119	\$17,425
5. Preferred Alternative																						
5.1 Alternatives for LCP Land Use Plan	12			12	60	4	40	1	24	4	2											
5.2 Public Workshop #3	2			8			8		2	2												
5.3 Planning Commission Meeting #3				4					1	1												
5.4 City Council Meeting #3				4					1	1												
Subtotal:	14	0	12	76	4	48	1	24	8	6	193	\$28,808	32	14	0	0	9	65	\$7,728	248	\$34,533	
6. LCP (Land Use Plan and Implementation Plan)																						
6.1 Administrative Draft LCP	8	4	90	80	4	40	2	24	4	4												
6.2 Public Review Draft LCP	2	2	30	20	1	4		1	2	2												
6.3 Public Workshop #4				8	8					1												
6.4 Planning Commission Study Session	2			8	8																	
6.5 Final LCP	1	2	16	16			4		2	1												
6.6 Planning Commission Hearing	2		2	2					1	1												
6.7 City Council Hearing	2		2	2																		
6.8 Coastal Commission Certification	2		2	2																		
Subtotal:	19	8	158	138	5	48	2	2	30	7	10	425	\$7,340	22	32	0	0	9	3	\$8,645	488	\$75,605
Subtotal (Hours)	67	31	197	380	59	134	37	77	37	47												
Subtotal (Cost)	\$13,735	\$6,355	\$36,445	\$57,000	\$8,850	\$14,070	\$3,885	\$9,625	\$4,625	\$4,465												

ADDITIONAL COSTS	
Production Costs	\$3,500
Travel Costs	\$350
Postal/Deliverables	\$250
Miscellaneous	\$500
Subconsultant Expenses (Revell Coastal)	\$500
Administrative Overhead 10%	\$460
Subconsultant Overhead	\$7,225
Total	\$13,285
Total Costs	\$249,087



PROPOSED BUDGET AND SCHEDULE

6.1 Proposed Budget

The proposed project budget is shown on the following page. EMC Planning Group would be happy to discuss potential cost-saving and/or relocation options and refine the budget as deemed appropriate by City staff. EMC Planning Group proposes to receive payments based on a monthly invoicing process. Please see Section 7.0, Assumptions and Limitations, for factors with potential to affect the proposed budget.

6.2 Schedule

The City’s RFP has identified time limits for major milestones as required by the Coastal Commission grant. The EMC Planning Group team understands the importance of maintaining the scheduled timeline, and will commit to achieving the outlined milestones as identified below:

EMC Planning Group anticipates development of a detailed schedule identifying all tasks and subtasks and associated start and finish dates in coordination with the team and City staff as a key component of the project kickoff.

Project Milestones

Task	Deliverable	Date
Task 1	Project Management, Meetings, and Coordination	Throughout ¹
Task 2	Public Outreach (program	September 1, 2015
Task 3	Existing Conditions and Issues report	December 30, 2015
Task 4	Vision and Goals memo	March 30, 2016
Task 5	Preferred Alternative	June 1, 2016
Task 6	Submit Adopted LCP to Coastal Commission for review	April 30, 2017

Note: 1. Includes Monthly meetings with City and Coastal Commission staff for 18 months.

LEAD CONSULTANT

2.1 EMC Planning Group

Profile

EMC Planning Group is a full-service land use and environmental planning firm located in Monterey, California. Celebrating 37 years in business, the firm is recognized as the oldest established leading provider of land use planning and environmental consulting services on the central coast of California. The firm has also earned the reputation of being responsive, committed to customer satisfaction, and capable of producing quality products. The firm's principals and staff have experience working on a variety of public and private projects.

EMC Planning Group is a California S-Corporation and is a state-certified Small Business Enterprise (#15769), as well as a locally certified Green Business. Three of the firm's principal staff members are certified planners through the American Institute of Certified Planners and five planners have a master's degree. The firm also employs two full-time biologists, one of whom is a certified arborist and the other holds a master's degree.

Over the course of its 37 years in business, EMC Planning Group has gained rich experience in a broad range of planning and development disciplines. Our firm's ability to translate that experience into concrete, focused results in a time and cost effective manner has been recognized within the industry.

EMC Planning Group's receipt of numerous awards, as well as national recognition, is but one indicator that our clients and peers acknowledge our expertise.

EMC Planning Group has been recognized for a number of project achievements. The following are selected awards we have received for our leadership and project involvement.

Economic Planning and Development Award of Excellence (2015)

American Planning Association - Northern California Chapter

City of Salinas Economic Development Element

Economic Planning and Development Award of Merit (2015)

American Planning Association - California Chapter

City of Salinas Economic Development Element

Outstanding Environmental Resource Document Award (2015)

Association of Environmental Professionals

Camp Pico Blanco Scout Reservation Conservation Plan

Innovation in Green Community Planning Award of Excellence (2014)

American Planning Association - Northern California Chapter

Camp Pico Blanco Scout Reservation Conservation Plan

Best Practices Award of Merit (2013)

American Planning Association - Northern California Chapter
Fort Ord Reuse Plan Reassessment

Planning Implementation Award of Merit (2000)

American Planning Association - Northern California Chapter
City of Gonzales Downtown Revitalization Plan

Comprehensive Planning in a Small Jurisdiction - National Planning Award for Outstanding Planning (1997)

American Planning Association - National Chapter
Fort Ord Reuse Plan and EIR

Relevant Experience

EMC Planning Group has prepared several LCPs, including those for the cities of Carmel-by-the-Sea, Sand City, and Half Moon Bay; one staff member also managed the update and Coastal Commission certification for the City of Seaside LCP. EMC Planning Group staff is currently working with the City of Pacific Grove and the Coastal Commission staff on the City's LCP update and certification. EMC Planning Group has prepared more than 650 environmental analysis documents in compliance with the California Environmental Quality Act (CEQA) and/or the National Environmental Policy Act (NEPA); has completed dozens of other planning documents including general plans, specific plans, community plans, conservation plans, and zoning ordinances; and provides contract planning services for agencies that need to supplement their planning staff.

Project Staff and Roles

The staff at EMC Planning Group work from the firm's office in Monterey, California. Company principals, planning and environmental staff, biologists, and support staff proposed to work on the project team are presented below. Full resumes are included in Attachment A.

Michael Groves, AICP, President and Senior Principal

Mr. Groves will be the Principal-in-Charge of the project. Mr. Groves is the founder and senior principal of EMC Planning Group. Through his leadership and commitment to excellence in client service and the hiring of highly qualified personnel, Mr. Groves successfully established the firm as one of the leading land use and environmental planning firms in the Monterey Bay Region and California's Central Coast. From 1995-1997, he served as project manager for the American Planning Association national award-winning policy document, the Fort Ord Reuse Plan. In his 37-year career as a land use and policy planner at EMC Planning Group, Mr. Groves has provided project management for over 750 planning projects, within more than 150 California cities, counties, and special districts.

Mr. Groves is involved in project management and coordination of a full range of planning projects completed by the firm. His main focus within the firm is on client representation for major urban and regional planning projects, coastal planning projects, conceptual design, major land use and environmental planning efforts, city planning and management consulting, real estate and site evaluation studies, and permit processing for projects located throughout California.



Polaris Kinison Brown, MS Natural Resource Planning, Project Manager

Ms. Kinison Brown will serve as the project manager and primary contact for City staff. Ms. Kinison Brown joined EMC Planning Group in 2012. She has over 17 years of experience in the planning field and has worked on a wide range of projects including the preparation of general plans, local coastal programs, specific plans, environmental impact reports, initial studies, and environmental assessments. Her experience also includes preparing public presentations, staff reports and findings, conducting public workshops, and presenting projects at public hearings.

Ms. Kinison Brown's responsibilities include management of other staff, subconsultants, project budgets, and schedules. Ms. Kinison Brown was the project manager for the recently certified City of Seaside LCP while working for another firm, and is currently managing the City of Pacific Grove LCP update and Coastal Commission certification.

Richard James, AICP, MUP, Principal Planner

Mr. James will assist with policy development and take the lead on developing the implementation plan. He has vast experience developing implementation policies, including those for the Monterey County General Plan Implementation and the Moss Landing Community Plan projects. Mr. James joined the firm in 1998, and is a corporate shareholder. His experience includes preparation of environmental documents, policy development, policy analysis, fee studies, ordinances, and community design standards, as well as municipal project management. Mr. James' responsibilities include project management, ongoing client contact as project manager, and document research, writing, and editing.

Mr. James has managed and prepared several dozen environmental documents analyzing a wide variety of

projects and issues, and has also overseen the municipal end of processing CEQA project reviews. Mr. James has prepared CEQA documents for residential and commercial subdivisions and developments, annexations and area plans, golf courses, park and school facilities, and public works improvements, among others. Mr. James' specific expertise includes air quality, climate change and energy conservation, alternative transportation, land use policy and implementation, water supply, and water quality.

Andrea Edwards, Senior Biologist/Certified Arborist

Ms. Edwards will be conducting technical research, assisting with mapping updates, and contributing to the preparation of the biological resources section of the Existing Conditions and Issues report. Ms. Edwards joined the firm in 2011. She has over 14 years of experience in California plant biology, biological resources evaluations, natural resource planning, and habitat restoration. She specializes in biological field surveys, focused special-status species surveys, plant identification, plant community mapping, mitigation monitoring, and restoration project planning. Her responsibilities include conducting jurisdictional delineations to provide baseline data concerning the type and extent of resources under U.S. Army Corps of Engineers, California Department of Fish and Wildlife, and Regional Water Quality Control Board jurisdiction. She is also responsible for performing reconnaissance surveys to document existing biological resources; assessing potential biological impacts per CEQA and NEPA guidelines; preparing tree survey reports; and developing plant inventory lists for project sites.

Prior to joining EMC Planning Group, Ms. Edwards was employed at BonTerra Consulting as their Biologist/Botanist and Project Manager. Her responsibilities included conducting focused plant surveys for various special-status species, conducting tree

surveys, collecting and analyzing vegetation data to monitor habitat restoration projects, and conducting jurisdictional delineations for wetland/waterway resources. She was also responsible for managing biological resource and regulatory permit compliance projects for public and private sector clients.

Stephanie Krantz, MS, Associate Biologist

Ms. Krantz will assist with technical research, mapping updates, and preparation of the biological resources section of the Existing Conditions and Issues report. She is a project manager with over 13 years of experience in ecology, natural resource management, and wildlife biology. As a wildlife biologist/ornithologist, she conducts focused special-status species surveys for amphibians, reptiles, birds, and mammals including California red-legged frog, California tiger salamander, golden eagle, bald eagle, desert tortoise, giant garter snake, Swainson’s hawk, burrowing owl, San Francisco garter snake, and mission blue butterfly. She performs construction monitoring, wetland delineation, and impact analysis in compliance with CEQA/NEPA.

Past project experience includes rare plant surveys for large solar power plants; peregrine falcon monitoring; nesting bird surveys; environmental compliance monitoring and stakeholder coordination for utility and public works projects; regulatory agency permitting; and environmental awareness training for construction personnel. Ms. Krantz has written numerous technical survey and monitoring reports, biological assessments, habitat assessments, compliance plans, and environmental protection plans. She has also supervised and trained staff biologists.

Rachel Hawkins, JD, Assistant Planner

Ms. Hawkins will be providing support to the project manager and will be preparing research,

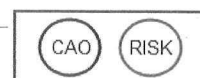
summaries, meeting summary materials, and content for the project deliverables. Ms. Hawkins joined the firm in 2015. Her responsibilities include the research, preparation, and production of environmental documents in compliance with CEQA/NEPA, and assisting with permit processing and various other planning projects.

Ms. Hawkins recently reviewed and composed comments on the California Coastal Commission’s *Draft Guidance on Sea Level Rise* on behalf of Sand City. The principal focus of the Policy Guidance is how to apply the Coastal Act to challenges presented by sea level rise through LCP certifications/updates and Coastal Development Permit decisions.

Janine Bird, MA, Assistant Planner/GIS Specialist

Ms. Bird will be utilizing Geographic Information Systems (GIS) maps based on the technical research and background conducted for the Existing Conditions and Issues report. She will utilize GIS and other data to prepare graphics in support of the LCP. Ms. Bird joined EMC Planning Group in 2014. She manages the firm’s GIS data, and creates maps in ESRI ArcGIS, Adobe Illustrator, and CAD for spatial analysis and illustration. Her responsibilities also include assisting senior staff with the research, preparation, and production of detailed written documents and graphics for land use planning and compliance with CEQA/NEPA.

Her experience includes working for the National Park Service, City of Fremont, and Midpeninsula Regional Open Space District on projects requiring extensive mapping, analysis and data management, as well as land use planning. In addition, she has nine years of experience in commercial construction, and is adept at reading site plans and construction drawings.



TEAM SUBCONSULTANTS

3.1 Revell Coastal

Profile

Revell Coastal, LLC is a coastal management firm that specializes in coastal geomorphology, coastal lagoon dynamics, beach and dune sediment management, climate change vulnerability and adaptation planning, and regulatory policy advisement with expertise along the entire U.S. West Coast. Revell Coastal is a California Corporation (S-Corp, Federal Tax ID Number 47-1389680). Revell Coastal achieves project success by applying the best available science on climate change to interpret the potential hazards and vulnerabilities in combination with recommendations on adaptation strategies tailored to address local jurisdictions' needs and political realities across multiple planning horizons. The firm focuses on improving the use of science in coastal management decisions through scientific facilitation, expert witness, technical analysis, field surveying, and planning services. Revell Coastal, LLC was founded in 2014 by David Revell, Ph.D. in Santa Cruz, California.

Relevant Experience

Dr. Revell has been involved in coastal management and coastal process assessments for over 20 years. He has been pioneering climate related work beginning in 2008 with the initial technical hazard analysis and vulnerability assessment for the Pacific Institute study, *The Impacts of Sea Level Rise to the Coast of California*. Most recently, Dr. Revell has completed

hazard modeling for the Coastal Resilience Ventura project for The Nature Conservancy (2013) and the Monterey Bay Sea Level Rise Vulnerability Assessment (2014) for the California Coastal Conservancy. Dr. Revell has led an interdisciplinary team of economists, legal scholars, and engineers to evaluate potential erosion mitigation (adaptation) strategies in Southern Monterey Bay (2012).

Project Staff and Roles

Full resumes are included in Attachment B.

David L. Revell, Ph.D., Principal/Chief Coastal Scientist

Dr. David Revell will be the technical lead on sea level rise and adaptation strategies, and will manage efforts associated with the Existing Conditions and Issues evaluation. Dr. Revell is a coastal geomorphologist with more than 20 years of experience studying marine, coastal and estuarine processes, in particular in the science and management of coastal processes and climate change. He has been involved in a wide variety of contentious community stakeholder processes ranging from evaluating erosion hazard alternatives to climate change vulnerability impacts to fisheries management, water quality, and marine spatial planning. Much of his work has involved using Geographical Information Systems (GIS) to facilitate communication of science to inform decision making. He received his M.S. in 2000 from Oregon State University in Marine Resource Management with an Emphasis on Earth Science Information

and Technology. He received his Ph.D. in Coastal Geology in 2007 from UC Santa Cruz with his research focusing on climate change, shoreline evolution, storm response, and coastal monitoring in Santa Barbara and Ventura Counties. He has served as a science advisor on a range of topics related to ocean and coastal management especially at the intersection of how physical processes and alterations affect habitats, sensitive species and human use. Dr. Revell currently advises multiple local jurisdictions on climate change, beach, dune and coastal sediment management, and lagoon processes and inlet management. Dr. Revell has a reputation for pioneering new approaches with collaborative teams to meet the unique demands of every project and to communicate results in an understandable manner.

Chandra K. Slaven, AICP, LEED AP

Ms. Slaven is a city planner and project manager with over 15 years of experience in current and long-range planning for the Cities of San Diego, Goleta, Irvine, Mission Viejo, San Clemente, and Newport Beach as well as for private sector firms. She has comprehensive knowledge of coastal development permitting, local government climate change/adaptation, regulatory policy planning, public outreach and facilitation, general plan, zoning and/or subdivision ordinance, and CEQA compliance.

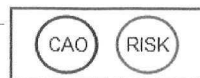
Ms. Slaven excels in managing and delivering project and community-wide planning initiatives within scope, budget, and schedule. She is able to interact and forge solid relationships to educate and influence stakeholders at all levels while keeping an astute awareness of sensitive issues. Ms. Slaven is skilled at forming and motivating high performance teams to achieve important organizational goals, and has built a substantial network of municipal government contacts. She is a lifelong learner with a master's degree in City and Regional Planning as well as several industry certifications.

**Alexander G. Snyder, GIS Specialist/
Geomorphologist**

Mr. Snyder has worked as a geologist and GIS specialist in fluvial, groundwater, and coastal systems, applying the best available science to environmental mitigation and management. Earning his B.S. in Geology from University of California-Davis and his master's degree in Coastal and Watershed Science and Policy from California State University-Monterey Bay, he has acquired a range of scientific and technical skills, which he has applied to researching coastal systems to inform community planning efforts. He has experience working as a consultant, and coordinating with stakeholders as well as state and local government to apply best practices to achieve environmental remediation and restoration goals. Additionally, Mr. Snyder has worked with state and regional government gaining experience monitoring and managing resources while balancing stakeholder interests.

**Brian Spear, MS, Coastal Geomorphologist/
GIS Analyst**

Mr. Spear is a geomorphologist with more than seven years professional experience on all aspects of fluvial, coastal, and estuarine studies. He received his B.S. in Earth Sciences from University of California-Santa Cruz in 2005 with an emphasis in Ocean Sciences. Completing his master's degree in Coastal and Watershed Science and Policy with the Watershed Geology lab at California State University-Monterey Bay, Mr. Spear collected and analyzed extensive topographic field data to discern long term trends in marsh plain elevation change in order to improve the quality of information and data available for natural resource managers to make informed decisions. He has provided GIS services for coastal and climate change studies at Phillip Williams and Associates and various fluvial and estuarine projects



at 2NDNATURE, LLC. As a GIS professional, Brian utilizes advanced ArcGIS analyses to interpret, model, and clearly represent spatial trends.

3.2 The Ingram Group

Profile

The Ingram Group provides public, private, and non-profit consulting in community and government relations, public affairs, and strategic planning. Services primarily focus on public outreach, information/education, and facilitation related to planning, public works, environmental, and land use related projects and programs in the public and private sectors. The firm also provides political and media consultation and liaison/interface, administrative and management consultation and training, and organizational development services. The Ingram Group is a woman-owned small business established in 1985.

Relevant Experience

The Ingram Group was founded in 1985 by principal consultant Candace Ingram. The Ingram Group has provided a variety of consulting services for many local private, public and non-profit sectors in the fields of community, government, public affairs and public relations and marketing; strategic planning; community/government relations, legal, and environmental and permit approval process services related to land use planning and development; organizational and program development; meeting facilitation, and much more.

EMC Planning Group has worked with The Ingram Group on a variety of projects throughout central California including Monterey County, Santa Clara County, and Fresno County. The firm is currently teamed with EMC Planning Group performing public outreach and information assessment for the Pacific Grove Local Coastal Program update.

Project Staff and Roles

A full resume for Candace Ingram is included in Attachment C.

Candace Ingram, Principal

Ms. Ingram, Principal of The Ingram Group, has over 30 years of experience in providing effective public information and outreach services for a variety of public agencies and private sector projects. She is experienced and skilled in working on complex issues, with and among diverse and varied interest populations, and is particularly knowledgeable about and experienced in understanding the issues, interests, leaders, groups, and communities within Monterey County and the Central Coast region.

Ms. Ingram's educational background includes a B.A. in Spanish and English and a master's degree in Public Administration. She has served as an elected official on the Pacific Grove Unified School District and as the appointed Public Member on the Monterey County Local Area Formation Commission. Prior to establishing The Ingram Group, she enjoyed a career in executive administration of non-profit and joint powers agencies. She has served in a number of organizational officer and leadership positions, and presently serves on the board of directors for a regional credit union and as a director in a community service organization.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BUSINESS AUTO ADVANTAGE ENDORSEMENT

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

MOTOR CARRIER COVERAGE FORM

A. NEWLY ACQUIRED OR FORMED ENTITIES

The Named Insured shown in the Declarations is amended to include any organization you newly acquire or form, other than a partnership, joint venture, or limited liability company, and over which you maintain ownership or majority (more than 50%) interest; if there is no other similar insurance available to that organization. Coverage under this provision is afforded until the 180th day after you acquire or form the organization or the end of the policy period, whichever is later.

B. TEMPORARY SUBSTITUTE AUTOS – PHYSICAL DAMAGE COVERAGE

The following is added to paragraph C. Certain Trailers, Mobile Equipment And Temporary Substitute Autos of the – COVERED AUTOS SECTION:

If Physical Damage Coverage is provided by this Coverage Form, the following types of vehicles are also covered "autos" for Physical Damage Coverage:

Any "auto" you do not own while used with the permission of its owner as a temporary substitute for a covered "auto" you own that is out of service because of its:

- a. Breakdown;
- b. Repair;
- c. Servicing;
- d. "Loss"; or
- e. Destruction

The coverage that applies is the same as the coverage provided for the vehicle being replaced.

C. EMPLOYEES AS INSURED – NONOWNED AUTOS

The following is added to paragraph A.1. Who Is An Insured of the LIABILITY COVERAGE SECTION:

- d. Any "employee" of yours is an "insured" while using a covered "auto" you don't own, hire or borrow in your business or your personal affairs.

D. SUPPLEMENTARY PAYMENTS – BAIL BONDS

Paragraph A.2.a. (2) of the LIABILITY COVERAGE SECTION is revised as follows:

- (2) Up to \$2,500 for cost of bail bonds (including bonds for related traffic law violations) required because of an "accident" we cover. We do not have to furnish these bonds.

E. SUPPLEMENTARY PAYMENTS – LOSS OF EARNINGS

Paragraph A.2.a.(4) of the LIABILITY COVERAGE SECTION is revised as follows:

- (4) All reasonable expenses incurred by the "insured" at our request, including actual loss of earnings up to \$500 a day because of time off from work.

F. FELLOW EMPLOYEE – OFFICERS, MANAGERS, AND SUPERVISORS

Paragraph B.5.A. Fellow Employee in the LIABILITY COVERAGE SECTION is replaced as follows;

- A. "Bodily injury" to any fellow "employee" of the "insured" arising out of and in the course of the fellow "employee's" employment or while performing duties related to the conduct of your business. This exclusion does not apply to an "insured" who occupies a position as an officer, manager, or supervisor.

G. PERSONAL EFFECTS AND PROPERTY OF OTHERS EXTENSION

1. Paragraph B.6. Care, Custody or Control of the LIABILITY COVERAGE SECTION, does not apply to "property damage" to property, other than your property, up to an amount

not exceeding \$250 in any one "accident". Coverage is excess over any other valid and collectible insurance.

2. The following paragraph is added to A.4. Coverage Extensions of the – PHYSICAL DAMAGE COVERAGE SECTION:

c. We will pay up to \$500 for your property that is lost or damaged as a result of a covered "loss", without applying a deductible. Coverage is excess over any other valid and collectible insurance.

H. HIRED AUTO PHYSICAL DAMAGE

If covered "auto" designation symbols 1,8,61 or 68 apply to Liability Coverage and if at least one "auto" you own is covered by this policy for Comprehensive, Specified Causes of Loss, or Collision coverages, then the Physical Damage coverages provided are extended to "autos" you lease, hire, rent or borrow without a driver; and provisions in the Business Auto Coverage Form applicable to Hired Auto Physical Damage apply. The deductible will be equal to the largest deductible applicable to any owned "auto" for that coverage. Any Comprehensive deductible does not apply to fire or lightning.

I. EXPANDED TOWING COVERAGE

We will pay up to:

- 1. \$100 for a covered "auto" you own of the private passenger type, or
- 2. \$250 for a covered "auto" you own that is not of the private passenger type,

for towing and labor costs incurred each time the covered "auto" is disabled. However, the labor must be performed at the place of disablement.

This coverage applies only for an "auto" covered on this policy for Comprehensive or Specified Causes of Loss Coverage and Collision Coverages.

J. AUTO LOAN OR LEASE COVERAGE

- 1. In the event of a total "loss" to a covered "auto", we will pay any unpaid amount due on the loan or lease, including up to a maximum of \$500 for early termination fees or penalties, for your covered "auto" less:
 - a. The amount paid under the - PHYSICAL DAMAGE COVERAGE SECTION of this policy; and
 - b. Any:
 - 1) Overdue lease/loan payments at the time of the "loss";

- 2) Financial penalties imposed under a lease for excessive use, abnormal wear and tear or high mileage;
- 3) Security deposits not refunded by a lessor;
- 4) Costs of extended warranties, Credit Life insurance, Health, Accident, or Disability insurance purchased with the lease; and
- 5) Carry-over balances from previous leases.

- 2. This coverage only applies to a "loss" which is also covered under this policy for Comprehensive, Specified Causes of Loss, or Collision coverage.
- 3. Coverage does not apply to any unpaid amount due on a loan for which the covered "auto" is not the sole collateral.

K. RENTAL REIMBURSEMENT COVERAGE

- 1. This coverage applies only to a covered "auto" for which Physical Damage Coverage is provided on this policy.
- 2. We will pay for rental reimbursement expenses incurred by you for the rental of an "auto" because of "loss" to a covered "auto". Payment applies in addition to the otherwise applicable amount of each coverage you have on a covered "auto." No deductibles apply to this coverage.
- 3. We will pay only for those expenses incurred during the policy period beginning 24 hours after the "loss" and ending, regardless of the policy's expiration, with the lesser of the following number of days:
 - a. The number of days reasonably required to repair or replace the covered "auto". If "loss" is caused by theft, this number of days is added to the number of days it takes to locate the covered "auto" and return it to you.
 - b. The number of days shown in the Schedule.
- 4. Our payment is limited to the lesser of the following amounts:
 - 1. Necessary and actual expenses incurred.
 - 2. \$75 for any one day or for a maximum of 30 days.
- 5. This coverage does not apply while there are spare or reserve "autos" available to you for your operations.

6. If "loss" results from the total theft of a covered "auto" of the private passenger type, we will pay under this coverage only that amount of your rental reimbursement expenses which is not already provided for under the PHYSICAL DAMAGE COVERAGE Coverage Extension.
7. Coverage does not apply to any covered "auto" for which coverage is provided by endorsement form CA9923 on this policy.

L. EXPANDED TRANSPORTATION EXPENSE

Paragraph A.4.a. of the PHYSICAL DAMAGE COVERAGE SECTION is replaced by the following:

We will pay up to \$50 per day to a maximum of \$1000 for temporary transportation expense incurred by you because of the total theft of a covered "auto" of the private passenger type. We will only pay for those covered "autos" for which you carry Comprehensive or Specified Causes of Loss Coverage. We will pay for temporary transportation expenses incurred during the period beginning 48 hours after the theft and ending, regardless of the policy's expiration, when the covered "auto" is returned to us or we pay for its "loss".

M. EXTRA EXPENSE – STOLEN AUTOS

The following paragraph is added to Section A.4. of the – PHYSICAL DAMAGE COVERAGE SECTION:

- c. We will pay for up to \$5,000 for the expense of returning a stolen covered "auto" to you. We will pay only for those covered "autos" for which you carry Comprehensive or Specified Causes of Loss Coverage

N. NEW VEHICLE REPLACEMENT COST

The following is added to paragraph C.Limit of Insurance of the PHYSICAL DAMAGE COVERAGE SECTION:

5. The provisions of paragraphs 1.and 3. do not apply to a covered "auto" of the private passenger type or a vehicle with a gross vehicle weight of 20,000 pounds or less which is a new vehicle.

In the event of a total "loss" to your new vehicle to which this coverage applies, we will pay at your option:

- a. The verifiable new vehicle purchase price you paid for your damaged vehicle, not including any insurance or warranties purchased;
- b. If it is available, the purchase price, as negotiated by us, of a new vehicle of the same make, model, and equipment or the most similar model available, not including any furnishings, parts, or equipment not installed by the manufacturer or manufacturers' dealership; or .
- c. The market value of your damaged vehicle, not including any furnishings, parts, or equipment not installed by the manufacturer or manufacturer's dealership.

We will not pay for initiation or set up costs associated with loans or leases

In this endorsement, a new vehicle means an "auto" of which you are the original owner that has not been previously titled and which you purchased less than 365 days before the date of the "loss".

O. BLANKET WAIVER OF SUBROGATION

The following is added to paragraph 5. Transfer Of Rights Of Recovery Against Others To Us of – BUSINESS AUTO and MOTOR CARRIER CONDITIONS SECTIONS:

We waive any right of recovery we may have against any person or organization to the extent required of you by a written contract executed prior to any "accident" because of payments we make for damages under this coverage form.

All terms and conditions of this policy apply unless modified by this endorsement.

B. General Conditions

1. Bankruptcy

Bankruptcy or insolvency of the "insured" or the "insured's" estate will not relieve us of any obligations under this coverage form.

2. Concealment, Misrepresentation Or Fraud

This coverage form is void in any case of fraud by you at any time as it relates to this coverage form. It is also void if you or any other "insured", at any time, intentionally conceal or misrepresent a material fact concerning:

- a. This coverage form;
- b. The covered "auto";
- c. Your interest in the covered "auto"; or
- d. A claim under this coverage form.

3. Liberalization

If we revise this coverage form to provide more coverage without additional premium charge, your policy will automatically provide the additional coverage as of the day the revision is effective in your state.

4. No Benefit To Bailee – Physical Damage Coverages

We will not recognize any assignment or grant any coverage for the benefit of any person or organization holding, storing or transporting property for a fee regardless of any other provision of this coverage form.

5. Other Insurance:

~~a. For any covered "auto" you own, this coverage form provides primary insurance. For any covered "auto" you don't own, the insurance provided by this coverage form is excess over any other collectible insurance. However, while a covered "auto" which is a "trailer" is connected to another vehicle, the Liability Coverage this coverage form provides for the "trailer" is:~~

~~(1) Excess while it is connected to a motor vehicle you do not own;~~

~~(2) Primary while it is connected to a covered "auto" you own;~~

~~b. For Hired Auto Physical Damage Coverage, any covered "auto" you lease, hire, rent or borrow is deemed to be a covered "auto" you own. However, any "auto" that is leased, hired, rented or borrowed with a driver is not a covered "auto";~~

~~c. Regardless of the provisions of Paragraph (a) above, this coverage form's Liability Coverage is primary for any liability assumed under an "insured contract";~~

~~d. When this coverage form and any other coverage form or policy covers on the same basis, either excess or primary, we will pay only our share. Our share is the proportion that the Limit of Insurance of our coverage form bears to the total of the limits of all the coverage forms and policies covering on the same basis;~~

6. Premium Audit

a. The estimated premium for this coverage form is based on the exposures you told us you would have when this policy began. We will compute the final premium due when we determine your actual exposures. The estimated total premium will be credited against the final premium due and the first Named Insured will be billed for the balance, if any. The due date for the final premium or retrospective premium is the date shown as the due date on the bill. If the estimated total premium exceeds the final premium due, the first Named Insured will get a refund.

b. If this policy is issued for more than one year, the premium for this coverage form will be computed annually based on our rates or premiums in effect at the beginning of each year of the policy.

7. Policy Period, Coverage Territory

Under this coverage form, we cover "accidents" and "losses" occurring:

- a. During the policy period shown in the Declarations; and
- b. Within the coverage territory.

The coverage territory is:

- (1) The United States of America;
- (2) The territories and possessions of the United States of America;
- (3) Puerto Rico;
- (4) Canada; and
- (5) Anywhere in the world if:

(a) A covered "auto" of the private passenger type is leased, hired, rented or borrowed without a driver for a period of 30 days or less; and

(b) The "insured's" responsibility to pay damages is determined in a "suit" on the merits, in the United States of America, the territories and possessions of the United States of America, Puerto Rico or Canada or in a settlement we agree to.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION – ONGOING OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
CONTRACTORS POLLUTION LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations:
Where Required By Written Contract	Where Required By Written Contract
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section III – Who Is An Insured within the Common Policy Provisions is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

ALL OTHER TERMS AND CONDITIONS OF THE POLICY REMAIN UNCHANGED.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRIMARY AND NON-CONTRIBUTORY ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
CONTRACTORS POLLUTION LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) or Organization(s):

Where Required By Written Contract

SECTION III – WHO IS AN INSURED within the Common Policy Provisions is amended to include as an additional insured the person(s) or organization(s) indicated in the Schedule shown above, but solely as respects "claims" caused in whole or in part, by "your work" for that insured by you, or by those acting on your behalf.

This insurance shall be primary and non-contributory, but only in the event of a named insured's sole negligence.

ALL OTHER TERMS AND CONDITIONS OF THE POLICY REMAIN UNCHANGED.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

AMENDED WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
 CONTRACTORS POLLUTION LIABILITY COVERAGE PART
 ERRORS AND OMISSIONS LIABILITY COVERAGE PART
 THIRD PARTY POLLUTION LIABILITY COVERAGE PART
 CLEANUP COSTS – YOUR LOCATION COVERAGE PART

SCHEDULE

Name Of Person(s) or Organization(s):
Where Required By Written Contract
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

SECTION VI – COMMON CONDITIONS, 17. Transfer Of Rights Of Recovery Against Others To Us within the Common Policy Provisions is amended by the addition of the following:

Solely as respects the person(s) or organization(s) indicated in the Schedule shown above, we waive any right of recovery we may have against the person(s) or organization(s) indicated in the Schedule shown above because of payments we make for "damages" arising out of your ongoing operations or "your work" performed under a written contract with that person(s) or organization(s) and included in the "products-completed operations hazard".

However, this waiver shall not apply to "damages" resulting from the sole negligence of the person(s) or organization(s) indicated in the Schedule shown above.

ALL OTHER TERMS AND CONDITIONS OF THE POLICY REMAIN UNCHANGED.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/17/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Carmel Insurance Agency San Carlos 2 NW of 8th P.O. Box 6117 Carmel CA 93921-6117	CONTACT NAME: Monique Thanos, CIC	
	PHONE (A/C, No, Ext): (831) 624-1234 FAX (A/C, No): (831) 624-4605	
INSURED EMC Planning Group, Inc. 301 Lighthouse Avenue Suite C Monterey CA 93940	E-MAIL ADDRESS: moniquet@carmelinsurance.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Colony Insurance Company	
	INSURER B: Nationwide Mutual	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: GL - Prof- Auto REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			EPK302184	5/1/2015	5/1/2016	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> Aggregate Limits Include Errors & Omissions						PERSONAL & ADV INJURY \$ 1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE \$ 3,000,000
<input checked="" type="checkbox"/> POLICY	<input type="checkbox"/> PRO-JECT	<input type="checkbox"/> LOC					PRODUCTS - COMP/OP AGG \$ 3,000,000
							DEDUCTIBLE PER OCCUR \$ 10,000
B	AUTOMOBILE LIABILITY			ACP3047177663	5/1/2015	5/1/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS				BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				OTHER \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	Errors & Omissions			EPK302184	5/1/2015	5/1/2016	EACH CLAIM LIMIT 1,000,000
	Retroactive Date 8/22/02						DEDUCTIBLE EACH CLAIM 10,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
RE Job: Monterey Local Coastal Program Update. Certificate Holder is Additional Insured under the General Liability per Attached Endorsement EV242-0312 to include Primary Wording and a Waiver of Subrogation per Attached Endorsements EV200-1012 and EV152-0609. Certificate Holder is Additional Insured under the Auto Liability per Attached Endorsement CA2048-0299, to include Primary Wording per Attached Policy Form CA0010-0310 and a Waiver of Subrogation per Attached Endorsement AC0101A-0310.

CERTIFICATE HOLDER

CANCELLATION

The City of Monterey,
Its officers, officials and employees
580 Pacific Street
Monterey, CA 93940

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

M Little, CIC/MRT



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/17/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Carmel Insurance Agency San Carlos 2 NW of 8th P.O. Box 6117 Carmel CA 93921-6117	CONTACT NAME: Monique Thanos, CIC PHONE (A/C, No, Ext): (831) 624-1234 E-MAIL ADDRESS: moniquet@carmelinsurance.com	FAX (A/C, No): (831) 624-4605
	INSURER(S) AFFORDING COVERAGE	
INSURED EMC Planning Group, Inc. 301 Lighthouse Avenue Suite C Monterey CA 93940	INSURER A: Republic Indemnity NAIC # 9999	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES CERTIFICATE NUMBER:15/16 REVISION NUMBER:


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE	\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE	\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	Y	N/A	18205505	7/10/2015	7/10/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Evidence of Insurance - RE Job: Monterey Local Coastal Program Update.

CERTIFICATE HOLDER

CANCELLATION

The City of Monterey, Its officers, officials and employees 580 Pacific Street Monterey, CA 93940	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE M Little, CIC/AAL 
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EMC Planning Group, Inc.

Policy #: ACP3047177663

Policy Term: 5/01/15 to 5/01/16

CA 20 48 (02-99)

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED INSURED

This endorsement modifies insurance provided under the following:

**BUSINESS AUTO COVERAGE FORM
GARAGE COVERAGE FORM
MOTOR CARRIER COVERAGE FORM
TRUCKERS COVERAGE FORM**

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" under the Who Is An Insured Provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

SCHEDULE

Name of Person(s) or Organization(s):

The City of Monterey, its officers, officials and employees.

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to the endorsement.)

Each person or organization shown in the Schedule is an "insured" for Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured Provision contained in Section II of the Coverage Form.

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CA 20 48 (02-99)