



**COUNTY OF NEVADA  
COMMUNITY DEVELOPMENT AGENCY  
PLANNING DEPARTMENT**

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November 02, 2017

**SUBJECT:** Request for scope of work and bid proposal for the preparation of an Environmental Impact Report for the proposed Trees Resort at the Darkhorse Golf Course, a master planned community.

The Nevada County Planning Department is seeking a qualified consultant team for the preparation of an Environmental Impact Report (EIR). The applicant, Asian Pacific Group (APG), has submitted an application, The Trees Resort at Darkhorse, in which they propose to create eight (8) single-family residential parcels, 52 multi-family units in 26 duplex townhomes, rebuild and expand the existing clubhouse, amend the Nevada County General Plan and Land Use Code, and update the Darkhorse Golf Course and Residential Community Comprehensive Master Plan. The Darkhorse development is located adjacent to the Lake of the Pines community, two and a half miles east of Highway 49 and approximately one-half mile north of the Nevada County/Placer County line.

**Background**

In 1998, a Comprehensive Master Plan (CMP) for the Darkhorse Golf Course and Residential Community was adopted to guide the development on 1,046-acres of the Baldwin Cattle Ranch. A project was approved with an EIR that analyzed potential impacts and identified actions to mitigate any significant potential impacts. The adoption of the CMP resulted in the rezoning of the project area to Single-Family Residential, General Agriculture, Recreation and Open Space. The project also included a conditional use permit for the development of an 18-hole golf course, club house, conference facility, golf academy, golf course maintenance facility as well as the approval of a 223-lot tentative subdivision map. The CMP reserved at least 35 percent of the land area in open space.

The golf course was opened in 2002. The Darkhorse golf course property features an 18-hole professional golf course, a club house with restaurant, bar, and pro-shop located within a temporary modular building, parking to support the golf course, a temporary metal cart barn, three comfort stations/bathrooms, the golf maintenance building and the golf practice facilities (two driving ranges, grass pitch areas and putting greens). The first phase of Darkhorse development also included the creation of 199 single-family lots. To date, 49 of the single-family lots have been developed with single-family residences.

Access to the project area is provided by existing paved public roadways that connect to Combie road, a County maintained public road. The project area is served with power provided by PG&E, communication by AT&T, sewer disposal service by Nevada County Sanitation (treated at the Lake of the Pines sewer treatment plant). Municipal water supply and fire-flow protection is provided by the Nevada Irrigation District via two on-site water storage tanks, pump stations, an underground pipe network, and fire hydrants.

The Asian Pacific Group (APG) acquired Darkhorse Golf Course in 2013. The golf course property acquisition is comprised of five (5) parcels. The following is a list of the parcels and the associated acreages.

11-181-05	170.36 acres
11-181-06	5.09 acres
11-171-67	11.96 acres
11-161-28	12.48 acres
<u>11-161-27</u>	<u>23.25 acres</u>

Project Area Total Acres 223.14 acres

### **Proposed Project**

APG is requesting a General Plan Amendment (GPA) and Rezone for a portion of the golf course property to establish resort-type “Stay and Play” improvements. The applicant’s proposal is to amend the General Plan Land Use Maps and Zoning District Maps to allow a change from Recreation to Residential R-1 (single-family) for approximately 27 acres of the project area. APG is also requesting a Use Permit to amend the approved Comprehensive Master Plan, Design Guidelines and Habitat Conservation Plan for the overall Darkhorse site.

The proposed project also includes the construction of a new and expanded clubhouse to replace the temporary modular unit. The proposed clubhouse is designed to provide space for a restaurant and bar, meeting and event space within 8,590 square feet of indoor space and 6,685 deck for indoor/outdoor space. Below the clubhouse public space, the project design includes a cart barn and storage area that daylights to the golf course.

The applicant is proposing “stay-and-play” lodging in the 26 duplex townhomes that will consist of 52 units of 3 or 4 bedroom accommodations. The floor area will range from 2,200 to 2,400 square feet per unit. In addition, eight (8) single-family residential lots are propose for creation within Assessor Parcel Numbers 11-181-05 (4 lots), 11-181-06 (1 lot), 11-171-67 (1 lot), 11-161-27 (2 lots).

Nevada County is the lead agency for the project and as such will conduct the CEQA evaluation and permit review. The project will require a public hearing before the Nevada County Planning Commission and a public hearing and approval from the Nevada County Board of Supervisors.

### **Scope of Work:**

The selected consultant should first review the information available to determine broadly the anticipated project issues. The review should include the original Darkhorse Golf Course and Residential Community EIR (May, 1998), the previous and current technical reports to identify if any additional technical studies will be needed, and a site visit to understand the physical existing conditions that will determine the baseline to be used in the EIR.

Among the issue areas that may require special or additional consideration in the EIR are the potential for seasonally increased, event-driven downstream flows and/or flooding; erosion and steep-slope development, the change in oak woodland habitat values; changes in the golf quality of play; traffic and traffic safety impacts including ingress and egress during emergency

conditions; land use conflicts between residential uses and “stay and play” lodging uses; economic viability for “stay and play” facilities at Darkhorse; changes in the visual character and quality of the site; and the incorporation of The Trees project into the adopted Comprehensive Master Plan for the entire golf course and residential development.

The selected consultant will be expected to determine feasible project alternatives with consideration to the afore mentioned issues. The consultant will be expected to broadly identify any other physical impacts of the project as issues that may require special consideration in the CEQA process, and whether any of these identified issues will require additional study prior to the EIR.

Proposals should also address the consultant’s approach to public outreach and notification for this project. The consultant will be expected to prepare a Notice of Preparation for distribution and public input, and hold a public scoping meeting for the EIR. A scoping document that summarizes the scoping comments shall be prepared as part of the scoping process. The standard EIR noticing, public outreach and preparation process will be followed as discussed below. County Planning staff will be responsible for preparing the staff reports that go to the Nevada County Planning Commission (minimum of two (2) meetings) and Nevada County Board of Supervisors (minimum of one (1) meeting). The consultant is expected to attend and participate in the public hearings.

The following are the responsibilities of the consultant during the EIR process:

### **Responsibilities of the Consultant**

1. Prepare the final project description and scope of work to ensure a sound approach to environmental review.
2. Prepare and update periodically a schedule with key milestones for the EIR process.
3. Identify key items in the proposed public outreach program, including generally where and when any outreach meetings would be held, what materials, if any, the consultant would be responsible for preparing, and to what purpose.
4. Prepare a Notice of Preparation for the EIR and attend/participate in one (1) scoping meeting to be held at a venue near or within the community in which the proposed project has potential to affect.
5. Prepare a scoping document that summarizes the comments received during the scoping period. The scoping document will also outline the alternatives to be analyzed in the EIR.
6. Generate any new information as necessary to complete the review of this project. A list of available technical reports is shown in Attachment 1, and these reports are available for viewing at <https://www.mynevadacounty.com/646/Trees-Resort-Documents>. The consultant should identify specific details in their proposal regarding how they will use these studies, whether they will be peer reviewed and/or amended, or if new reports will need to be prepared.
7. Prepare a legally defensible EIR based on the parameters presented in this request, the approved work program, and as mandated by the California Environmental Quality Act (CEQA). We expect, at a minimum, the document prepared by the consultant shall contain the following:

- a. Identification and analysis of specific environmental impacts and degree of impacts;
  - b. Inclusion of appropriate, practicable, and specific mitigation measures for all significant impacts;
  - c. Inclusion of an executive summary, provided in front of the document, which explains the pertinent issues identified, a list of all significant environmental impacts, and a summary containing all conclusions and mitigation measures in list or matrix form;
  - d. Identification of all impacts that cannot be mitigated to a level below significant, and a demonstration of the degree of mitigation possible through project alternatives or re-design;
  - e. Consideration, development and comparative review of appropriate CEQA alternatives; and
  - f. Preparation of all EIR content, conforming to Sections 15120 through 15151 of the State CEQA Guidelines.
8. Prepare a comprehensive mitigation monitoring and reporting program, in compliance with Section 21081.6 of the Public Resources Code, for all significant impacts required for project implementation. Any recommended monitoring program should, at a minimum, include the following:
- a. Specific criteria for use in measuring mitigation success and the responsible party for implementation;
  - b. Recommendations regarding the frequency of monitoring and preparation/submission of written reports to the County;
  - c. Recommendations for the appropriate reviewing agencies and specific qualifications for monitoring and reporting personnel.
9. Attendance at all public hearings requiring the following tasks:
- a. Presentation of the Draft EIR to the County Planning Commission,
  - b. Presentation of the proposed Final EIR to the County Planning Commission for public hearing and their recommended actions,
  - c. Presentation of the proposed Final EIR to the Nevada County Board of Supervisors for public hearing and actions, and
  - d. Participation in all such public hearings held by such bodies on the adequacy of the Draft EIR.

### **Anticipated Deliverables**

1. Preparation of final project description
2. Notice of Preparation and Scoping Notice
3. Summary notes for all EIR team meetings (whether in person or via conference call)

4. One (1) hard copy and one (1) electronic copy of the Scoping Document summarizing the comments received during the EIR scoping process
5. Seven (7) hard copies and one (1) electronic copy of the Administrative Draft EIR
6. Seven (7) copies and one (1) electronic copy of a second Administrative Draft EIR or Screen Check Draft EIR
7. Twenty-five (25) hardcopies and twenty-five (25) CD copies of the Draft EIR and one Notice of Completion, including mailing to the State Clearinghouse
8. Five (5) copies and one (1) electronic copy of the administrative Response to Comments
9. Ten (10) copies and one (1) electronic copy of the revised Response to Comments
10. One (1) electronic Screen Check copy of the Final EIR
11. Fifteen (15) copies of the Final EIR and one (1) electronic copy, including:
  - Draft EIR (along with edits to show all needed corrections),
  - All comments received,
  - Responses to Comments, and
  - Minutes of Final EIR Certification hearing(s),
12. Fifteen (15) copies and one (1) electronic copy of the Mitigation Monitoring and Reporting Program bound separately from the Final EIR.
13. Prepare a list of facts and findings applicable to the conclusions of the EIR process.
14. Provide all final project materials in both electronic and hard copy format.

### **Responsibilities of the County**

1. Posting and updating of pertinent documents to the Nevada County Planning Department's web page.
2. Preparation and posting of notices for public meetings and public hearings on the County's website, in the media as required and at physical locations that are identified by Nevada County protocols.
3. Procurement of venue reservations needed for public meetings. This includes the arrangement for seating and equipment needs.
4. Preparation of staff reports for the public hearings with assistance from the consultant.

### **Lead Agency/Responsible Agency/Special Districts**

The following lead agency, responsible agency, and special district entitlements and permits would apply to this project:

#### Local Agencies

1. Nevada County Planning, Public Works, and Building Departments
  - Tentative Vesting Final Map to subdivide portions of the Darkhorse Golf Course

- General Plan Amendment and Re-Zone from Recreation to Residential
- Use Permit to amend existing Comprehensive Master Plan, Design Guidelines and Habitat Conservation Plan for the entire Darkhorse Golf and Residential development.
- Use Permit for work within a floodplain
- Petition for Exception to Roadway Standards
- Oak Woodland Management Plan
- Steep Slopes Management Plan
- Wetland Management Plan

#### State Agencies

1. Regional Water Quality Control Board (RWQCB) Central Valley Region
  - Section 401 Water Quality Certification

#### Special Districts

1. Northern Sierra Air Quality Management District (NSAQMD)
  - Air Pollution Control Permit

#### **Proposal Submittal Package, Selection Criteria and Deadline for Submittal**

Nevada County is inviting proposals from qualified firms to prepare an EIR pursuant to CEQA for the above-described project. The selected firm must have substantial experience in project management and in all aspects of the EIR process, management and preparation, and the expertise to analyze, consolidate, and generate technical studies for both onsite and upstream/downstream impacts.

Nevada County requests a detailed program of work and timeline for the preparation of the EIR. In addition, please include a spreadsheet that breakdowns the program of work by tasks, key personnel, hours and cost to perform each task. List all necessary information needed to prepare a legally defensible document including incidental expenses (copy costs, mailing costs, travel costs, etc.). For your consideration, a copy of Nevada County's Standard Contract that is typically used for this type of service contract is attached (Attachment 2).

#### **Submittal Package**

The following is the proposal outline. **Please pay close attention to the maximum page number limitation for each section of the proposal.** The proposal shall be no more than 30 pages. Submit proposals in an 8.5" x 11" size format, double-sided using a minimum of 11-point font size. A double sided sheet of paper counts as two pages.

- I. Cover page and proposal table of contents (two (2) pages maximum)*
- II. Letter of Introduction and Intent with signature of and contact information for responsible individual (two (2) page maximum)*
- III. Firm Profile and Project Understanding (four (4) pages maximum)*

IV. *Detailed Scope of Work* (ten (10) pages maximum)

IV. *Project Schedule* (one (1) page maximum, can be a fold out 11” x 17”)

V. *Project Hours and Cost* (one (1) page maximum, can be a fold out 11” x 17”)

VI. *Resumes, Project Examples and References* (ten (10) pages maximum)

### **Selection Criteria**

The successful firm will provide in their submittal, materials that clearly and succinctly address the following criteria:

- A. Scope of work demonstrates understanding of the CEQA process, understanding of project issues and outlines an approach that makes sense for the potential land use and resource issues use;
- B. Qualifications of key personnel reflect depth of team and address specific needs of the EIR analysis;
- C. Demonstrated work experience within Nevada County and/or the Sierra Foothills;
- D. Project cost and assumptions are articulated and are appropriate for the work assumed; and
- E. Successful work history as a team is demonstrated.

The County is not required to award the contract to the consultant team with the lowest cost. The County reserves the right to reject any or all proposals, to invite a short-list of consultant teams to interview and to negotiate changes in a proposal without re-opening the formal process. Nevada County’s standard contract is attached (Attachment 2).

### **Submittal Deadline**

The deadline for receipt of your proposal at the Nevada County Planning Department is **Friday, December 1, 2017, at 5:00 p.m. Please submit four (4) hard copies of your proposal and one electronic copy.** If the County finds there is a need to conduct interviews with a short list of consultant teams, the interviews will be held December 11, 2017, at the Nevada County Community Development Agency, in Nevada City, California. For further information about the project, you may contact Coleen Shade via email at [coleen.shade@co.nevada.ca.us](mailto:coleen.shade@co.nevada.ca.us) or (530) 470-2526.

Very truly yours,

By:   
Coleen L. Shade, Senior Planner

- Attachments: 1. List of Technical Documents  
2. Standard Contract