

RESOLUTION NO. 2023-137

A RESOLUTION OF THE CITY OF MARINA APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH EMC PLANNING GROUP, INC. TOTALING \$33,647.50, FOR THE PREPARATION OF A GRANT APPLICATION TO THE CALIFORNIA COASTAL CONSERVANCY FOR COASTAL ACCESS TRAIL IMPROVEMENTS AT THE FORT ORD DUNES STATE PARK AND LAKE COURT DRIVE.

WHEREAS, Marina has limited access points to the coast due to the coastal dunes; and

WHEREAS, the Fort Ord Dunes Park and Lake Court access points are deteriorating and do not provide access by those with limited mobility and the California Coastal Conservancy has funds available to make improvements to access the coast.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Marina as follows:

1. Approve the agreement with EMC Planning Group, Inc. totaling \$33,647.50, for the preparation of a grant application to the California Coastal Conservancy for funding coastal access trail improvements at the Fort Ord Dunes State Park and Lake Court; and
2. Authorize the City Manager to execute the agreement on behalf of the City subject to final review and approval by the City Attorney.

PASSED AND ADOPTED by the Marina City Council at a regular meeting duly held on the 19th day of December 2023 by the following vote:

AYES: COUNCIL MEMBERS: Visscher, McCarthy, Biala, Delgado

NOES: COUNCIL MEMBERS: None

ABSENT: COUNCIL MEMBERS: Medina Dirksen

ABSTAIN: COUNCIL MEMBERS: None

Bruce C. Delgado, Mayor

ATTEST:

Anita Sharp, Deputy City Clerk



Planning for Success.

November, 30, 2023

Cyrah Caburian
Executive Assistant
City of Marina
211 Hillcrest Avenue
Marina, CA 93933

Re: Proposal for Services: Coastal Conservancy Grant Application Assistance

Dear Cyrah,

Thank you for reaching out to EMC Planning Group to prepare a scope and budget for the preparation of a grant application to the California Coastal Conservancy. EMC Planning Group is currently assisting Sand City with a grant application to the Coastal Conservancy for a similar trail and coastal access improvement project involving State Parks land in Sand City. For Sand City, we helped the City define their project scope (including working with technical subconsultants), prepared a pre-application which was approved by Conservancy staff, have continued to meet and coordinate with Coastal Conservancy staff and State Parks staff, and anticipate grant approval in February, per recommendation from Conservancy staff to their board. During this process we have developed a strong working relationship with Coastal Conservancy staff and State Parks staff, and we look forward to continuing these relationships and assisting the City of Marina with their coastal conservancy grant project.

It is our understanding, based on conversations with Andrea Willer, Recreation & Cultural Services Director and Tim Duff, Coastal Conservancy Project Specialist, that the City of Marina would like to apply for grant funding for improvements to coastal access trails and beach access at Fort Ord Dunes State Park and improvements to coastal access trails and beach access from Lake Court which would help connect central Marina to the beach. We will continue to define the project description once under contract with City of Marina staff.

EMC Planning Group proposes to conduct the following services:

EMC PLANNING GROUP INC.
A LAND USE PLANNING & DESIGN FIRM

601 Abrego Street, Monterey, CA 93940 Tel 831-649-1799 Fax 831-649-8399
www.emcplanning.com

Task 1. Project Initiation, Administration, and Coordination

This includes preparing schedules and budgets, contract execution, preparing project and contract files, preparing and monitoring budgets, processing invoices and payments, EMC Planning Group staff administration, overall project administration, and coordination with the City.

Deliverables: Invoices; Progress Reports

Task 1 Costs: \$3,025

Task 2. Meetings and Site Visits

Task 2.1 Site Visits

EMC Planning Group plans to attend up to two (2) site visits with City staff, State Parks staff, and Coastal Conservancy staff to walk the project site, discuss project ideas, constraints, and opportunities and take photographs for application graphics.

Task 2.2 Meetings with Marina staff

EMC Planning Group anticipates ongoing coordination with City of Marina staff. This task assumes up to five (5) meetings with City staff.

Task 2.3 Meetings with State Parks Staff

EMC Planning Group anticipates ongoing coordination with State Parks staff. This task assumes up to three (3) meetings with State Parks staff.

Task 2.4 Meetings with Coastal Conservancy Staff

EMC Planning Group anticipates ongoing coordination with Coastal Conservancy staff. This task assumes up to two (2) meetings with Conservancy staff.

Deliverables: Meeting notes.

Task 2 Costs: \$7,535

Task 3. Pre-Application Submittal

The coastal conservancy grant pre-application is a preliminary application that is required before a full application can be submitted. The pre-application requests short answers and is a high-level overview of the project. Conservancy staff review the pre-application and notify applicant's if they have been invited to submit the full application.

Task 3.1 Refine Project Scope

EMC Planning Group will work with City of Marina staff to refine the project description. This may require working with a landscape architect or civil engineer to refine project specifics, including producing high-level maps of the proposed project concept for the pre-application.

Task 3.2 Prepare and Submit Pre-application

EMC Planning Group will prepare the pre-application, including producing graphics and a written narrative.

Deliverable: Project description; identify necessary technical consultants; preliminary project concept map; pre-application submittal.

Task 3 Costs: \$6,210

Task 4. Full Application

After review of the pre-application, Conservancy staff will notify the City if they are invited to submit a full application. The full application is much more in-depth and requires a full task breakdown and budget spreadsheet.

Task 4.1 Meet with Coastal Conservancy Staff

Once the preapplication is approved by Coastal Conservancy staff, EMC Planning Group will attend a zoom meeting with Coastal Conservancy staff to discuss the project, including any further deliverables or needs from conservancy staff in the full application.

Task 4.2 Prepare Full Application

Based on feedback from Conservancy staff, EMC Planning Group will prepare a full application in which a detailed project description, including project tasks and budget, will need to be provided. At this time, technical studies and subconsultants will be identified. For example, land and public right-of-way surveying, sea-level rise analysis, biological assessments, and 30% design plans will be required to be developed as part of the planning for the parking lot and trail improvements. In order to have a scope and budget for these tasks, EMC Planning Group will coordinate with technical subconsultants, as needed, for scope and budgets. EMC Planning Group will submit the full application.

Task 4.3 Coordinate with Conservancy Staff in Advance of Hearing

After the full application is submitted and Coastal Conservancy staff review the application, they will likely have requests for more information. Examples of this include: letters of support from Senator Laird and Assembly Member Dawn Addis' Office; additions to the project scope of work or budget; letters of support from State Parks; and ongoing email coordination. EMC Planning Group will handle all requests from Conservancy staff leading up to the hearing and will track it's progress to get on a hearing agenda.

Deliverables: Meeting notes; proposal from technical subconsultants; and full application submittal.

Task 4 Costs: \$16,820

Summary

EMC Planning Group will provide planning services for the coastal conservancy grant application outlined herein and will charge on a time and materials basis to complete these tasks, in accordance with EMC Planning Groups' fee schedule (see [Exhibit A](#)). The total cost for the tasks outlined above is \$33,647.5. This cost was determined based on our estimated hours for each task (see [Exhibit B](#)) and from our experience of the time required to prepare the Sand City Coastal Conservancy Grant Application. We will not exceed this amount without authorization from you and will only charge for our actual work effort.

Please contact Michael Groves at groves@emcplanning.com or Esme Wahl at wahl@emcplanning.com if you have any questions regarding this scope and budget.

We are very excited to work with the City of Marina on this project.

Sincerely,



Michael J. Groves, AICP
President/Senior Principal



Esme Wahl
Associate Planner

EMC Planning Group Fee Schedule





EMC PLANNING GROUP INC.
A LAND USE PLANNING & DESIGN FIRM

FEE SCHEDULE

(Effective January 1, 2023)

Principals		Hourly Billing Rate
Senior Principal		\$275.00
Principal		\$250.00
Planners		
Principal Planner		\$220.00
Senior Planner		\$195.00
Associate Planner		\$165.00
Assistant Planner		\$140.00
Biologists		Monitoring Rate
Principal Biologist	\$210.00	(\$150.00)
Senior Biologist	\$170.00	(\$130.00)
Associate Biologist	\$145.00	(\$120.00)
Assistant Biologist	\$125.00	(\$100.00)
Archaeologist		
Registered Professional Archaeologist	\$145.00	
Support Staff		
Desktop Publisher	\$150.00	
Executive Assistant/Production Manager	\$125.00	
Administrative Assistant	\$115.00	
GIS/Graphics Technician	\$140.00	

This fee schedule is exclusive of direct reimbursable expenses, such as word processing, editing, printing, copying, travel, lodging, dining, communications, supplies, equipment rental, etc. All expenses are billed at cost plus fifteen percent (15%) for administration. All outside services are billed at cost plus fifteen percent (15%) for administration. This fee schedule is subject to revision at any time.

A retainer of up to fifty percent (50%) of the approved contract amount may be required for new clients or projects. Invoices are due and payable within 30 days. Past due balances are subject to a service charge of one and one-half percent (1.5%) per month. Service charges are in addition to approved contract amount.

Expert witness services are provided at a fifty percent (50%) mark-up.

Project Budget

B
EXHIBIT

City of Marina - Fort Ord Dunes Improvements, Coastal Conservancy Grant Application								
Task	EMC Planning Group Inc.							
Staff	Senior Principal	Associate Planner (Esme Wahl)	Principal Biologist	Graphics	Production Manager	Admin./ Production	Total Hours	Total Cost
Billing Rate (Per Hour)	\$275.00	\$165.00	\$210.00	\$140.00	\$125.00	\$115.00		
Task 1. Project Initiation, Adminsitration, and Coordination	4	8	0	0	3	2	17	\$3,025.00
Task 2. Meetings and Site Visits								
Task 2.1 Site Visits	6	8	0	0	0	0	14	\$2,970.00
Task 2.2 Meetings with Marina Staff	3	8	0	0	0	0	11	\$2,145.00
Task 2.3 Meetings with State Parks Staff	2	4	0	0	0	0	6	\$1,210.00
Task 2.4 Meetings with Coastal Conservancy Staff	2	4	0	0	0	0	6	\$1,210.00
Task 3. Pre-Application								
Task 3.1 Refine Project Scope	3	14	0	0	0	0	17	\$3,135.00
Task 3.2 Prepare and Submit Pre-Application	2	12	0	3	1	0	18	\$3,075.00
Task 4. Full Application Preparation and Submittal								
Task 4.1. Meet with Coastal Conservancy Staff	1	1	0	0	0	0	2	\$440.00
Task 4.2 Prepare and Submit Full Application	5	75	2	4	0	0	86	\$14,730.00
Task 4.3 Coordinate with Conservancy Staff in Advance of Hear	0	10	0	0	0	0	10	\$1,650.00
Subtotal (Hours)	28	144	2	7	4	2	Total Hours	Total Cost
Subtotal (Cost)	\$7,700.00	\$23,760.00	\$420.00	\$980.00	\$500.00	\$230.00	187	\$33,590.00

Additional Costs	
Production Costs	\$0.00
Travel Costs @ 66 cents/mile	\$50.00
Postal/Deliverables	\$0.00
Miscellaneous	\$0.00
Administrative Overhead 15%	\$7.50
Total	\$57.50

Total Costs	\$33,647.50
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NOTE: This proposed budget is valid for 90 days

Honorable Mayor and Members
Of the Marina City Council

City Council Meeting
of December 19, 2023

**CITY COUNCIL TO CONSIDER ADOPTING RESOLUTION NO. 2023-,
APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH
EMC PLANNING GROUP, INC. TOTALING \$33,647.50, FOR THE
PREPARATION OF A GRANT APPLICATION TO THE CALIFORNIA
COASTAL CONSERVANCY FOR FUNDING COASTAL ACCESS
TRAIL IMPROVEMENTS AT THE FORT ORD DUNES STATE PARK
AND LAKE COURT.**

RECOMMENDATION:

It is requested that the City Council:

1. Consider adopting Resolution No. 2023-, approving a Professional Services Agreement with EMC Planning Group, Inc. totaling \$33,647.50, for the preparation of a grant application to the California Coastal Conservancy for funding coastal access trail improvements at the Fort Ord Dunes State Park and Lake Court.

BACKGROUND:

Earlier this year, staff became aware of possible grants available from the California State Coastal Conservancy for improving access to the coast and beaches. In October, city staff met with officials from the California State Coastal Conservancy (SCC) and toured the four primary beach access points in Marina: Fort Ord Dunes State Park, Lake Drive and Lake Court, Marina State Beach, North Marina Beach at Dunes Drive.

SCC felt that Marina could qualify for these grants and encouraged City staff to apply for a Coastal Conservancy grant with a focus on beach access improvements at the Fort Ord Dunes State Park and Lake Court and Lake Drive. SCC is working on a similar beach access project with City of Sand City and is working with Esme Wahl, Associate Planner at EMC Planning Group.

The intent of this grant is to improve access at these sites for everyone, but also specifically to help those with mobility, physical, and ADA limitations.

ANALYSIS:

The agreement, as outlined in **(EXHIBIT A)** lists EMC's full scope and role in working with both the City and staff from both SCC and the Coastal Conservancy Project. EMC will be the lead agency to facilitate the project initiation, administration, coordination, meeting and site visits, pre-application and full application submittal prior to the January 26, 2024 SCC Coastal Conservancy Grant deadline. The scope of improvements will be focused on coastal access trails and the beach at Fort Ord Dunes State Park, and improvements to coastal access trails and beach behind Lake Ct., which would connect Central Marina to the beach.

FISCAL IMPACT:

This project will be funded from Unallocated Fund Balance.

CONCLUSION:

This request is submitted for City Council consideration and action.

Respectfully submitted,

Cyrah Caburian
Executive Assistant
City of Marina

REVIEWED/CONCUR:

Layne P. Long
City Manager
City of Marina