

To: Erin Gardner – Orange County Council of Governments (OCCOG)      From: Ryan Givens, Planner | [ryangivens@montrose-env.com](mailto:ryangivens@montrose-env.com)

CC: Marnie Primmer – OCCOG & Leslie Hardy – City of Orange      Chris Gdak, Principal | [cgdak@montrose-env.com](mailto:cgdak@montrose-env.com)

Project: OCCOG Brownfield Assessment Grant      Date: May 13, 2025

---

**RE: Work Plan for Grijalva Park Master Plan (Site-Specific Reuse Plan)****1.0 – INTRODUCTION**

The purpose of this memorandum is to provide the work plan (and consultant fee) to develop a site-specific reuse plan (i.e., Master Plan) for Grijalva Park in the City of Orange. This planning work would be conducted under the Orange County Council of Governments (OCCOG) U.S. EPA Brownfield Grant where the City of Orange is a coalition partner and eligible for grant funding. For this project, Montrose Environmental Group and its subconsultant partner, Kimley-Horn and Associates (KHA), constitute the Consultant Team.

**Subject Property Overview** - Grijalva Park is a ~42-acre municipal park located at the northwest intersection of Prospect Street and Spring Street (also referred to as the "Property" herein). A drainage canal runs along the northwest boundaries (in an angled alignment) and several residential neighborhoods surround the Property. E. Spring Street extends into the park as a drive aisle and connects into McPherson Road (to the west) and E. Walnut Street (to the north). The Property once supported a landfill, but those operations have ceased; a pipeline extends across the property (pursuant to past planning/study documents). Grijalva Park includes a broad array of recreational amenities including sports fields, recreational buildings, multiple surface parking lots, and the Sports Center. Several areas of the Property remain undeveloped and underimproved (from a recreational perspective).

In the recent past, the City of Orange recently explored options to enhance the Property for more recreational amenities; these may include a second community center, a new skatepark, and a community arts theater (among other improvements) – there is also potential for exploring options for adding a dog park.

See the following weblink for project background: <https://www.cityoforange.org/our-city/departments/community-services/parks-and-facilities/park-planning-and-development> )

Grijalva Park occupies three separate tax lots/parcels, and this memorandum describes the Property as three specific sites. The following table summarizes each site therein in terms of size and existing improvements (See Figure 1 on the subsequent page for a graphic depiction).

<b>Grijalva Park Sites</b>	<b>Estimates Site Area</b>	<b>Existing Improvements</b>	
<b>Site 1</b>	10 acres	Vacant Land / Lawn Areas	
<b>Site 2</b>	17.58 acres	Grijalva Sports Center Parking Lots	**Planned Skate Park
<b>Site 3</b>	14.08 acres	Sports Fields 2 Basket Basketball Courts Volleyball Court Playground	Recreational Building Parking Lot Walking Paths Shelter Features

**Project Objectives** - The City of Orange ("the City" herein) and OCCOG would like the Consultant Team to develop a Master Plan for Grijalva Park which responds to the existing site conditions, addresses known environmental conditions/limitations, builds upon recent planning ideas, and employs a community engagement plan (aimed to obtain stakeholder feedback and desires for the Park). The Master Plan will focus the reuse activities on Sites 1 and 2 but will incorporate the existing improvements on Site 3 to result in a holistic planning strategy for the entire Park. The resulting Grijalva Park Master Plan will represent a "Site-Specific Reuse Plan" as allowed under U.S. EPA Brownfield Grants.



**Figure 1 – Subject Properties** (outlined in red)  
(Source: City of Orange Geographic Information Systems Website)

## 2.0 – SCOPE OF WORK

The following table list the tasks/subtasks that are included in the scope of work for the Consultant Team to produce the *Grijalva Park Master Plan* (i.e., a *Site-Specific Reuse Plan* pursuant to U.S. EPA Brownfields Grant eligible planning activities). For this endeavor, Montrose Environmental Solutions, Inc. and Kimley-Horn and Associates (KHA) constitute the “Consultant Team”

Table 2.1 – City of Orange – Grijalva Park Master Plan Scope of Work			
Task	Subtasks / Work Descriptions	Consultant Team Task/Subtask Participation	
		Montrose	KHA
<b>Task 1:</b> <b>Project Management and Coordination</b>  <b>Fee Estimate:</b> \$18,460.00	<b>Task Overview</b> – The Consultant Team will manage the project components, prepare monthly invoices, schedule/attend project coordination meetings, and respond to the City/OCCOC’s periodic requests for project information. This task will include the following subtasks/components.	○	○
	<b>1.1: Monthly Coordination Meetings</b> – The Consultant Team will facilitate monthly coordination meetings with City/OCCOG staff (as applicable) through the project duration to discuss upcoming tasks, review/discuss project materials, define task logistics, and discuss potential planning ideas benefiting the Property. This subtask would include up to ten (10) virtual meetings.	○	○
	<b>1.2: Consultant Team Coordination</b> – The Consultant Team will conduct coordination meetings amongst each firm, as necessary, to address project tasks, review design concepts, and other applicable project-related materials. The Consultant Team will also coordinate with various City departments, as applicable, to obtain technical data. This subtask would include up to eight (8) virtual meetings.	○	○
	<b>1.3: Grant Management</b> – The Conceptual Team (led by Montrose) will assist the OCCOG with the applicable grant management tasks; this would include monthly reporting, invoicing, and similar tasks which are required as part of the associated U.S. EPA Brownfield Grant.	○	
<b>Task 2:</b> <b>Existing Conditions Analysis / Plan Review</b>  <b>Fee Estimate:</b> \$9,195.00	<b>Task Overview</b> – The Consultant Team (led by KHA) will gather, review, and summarize the applicable existing conditions in and around the subject Property. This information will serve as baseline data for planning decisions and applicable findings will be added to the final Master Plan document (See Task 7 herein). This task will include the following subtasks/components.	○	○
	<b>2.1: Park Plan Review</b> – The Consultant Team will review previous planning concepts (including components of the 2019 and 2022 draft conceptual renderings of the park) and analytical data associated with the subject Property in terms of planned enhancements, and technical findings.		○
	<b>2.2: Policy Review</b> – The Consultant Team will review the City’s General Plan and Parks Master Plan to identify relevant policies and long-range planning ideas related to the Property (and immediately surrounding vicinity).		○
	<b>2.3: Zoning Review</b> – The Consultant Team will review the City’s zoning code (i.e., <i>Title 17 of the Orange Municipal Code</i> ) and document		○

Table 2.1 – City of Orange – Grijalva Park Master Plan Scope of Work			
Task	Subtasks / Work Descriptions	Consultant Team Task/Subtask Participation	
		Montrose	KHA
	the allowable land uses, dimensional standards, and parking requirements as they relate to site improvements within Grijalva Park.		
	<b>2.5: Easement Review</b> – The Consultant Team will review readily available surveys, title reports, and/or geographic information systems (GIS) datasets to identify known easements that may be present on the subject Property. This would include an information request to the City of Orange; this task is heavily dependent on the information the City provides. This subtask does not include land survey services or extensive title research.		○
	<b>2.6: Site Visit</b> – The Consultant Team will conduct one site visit to the subject Property with the objectives confirm design opportunities, and to learn about the site improvements, the surrounding land uses, and the current access/circulation routes. The Consultant Team will take site and area photographs.	○	○
	<b>2.7: Existing Conditions Memorandum</b> – The Consultant Team will summarize the existing conditions findings in a memorandum.		○
<b>Task 3: Environmental Review</b>  <b>Fee Estimate:</b> \$13,640.00	<b>Task Overview</b> – The Consultant Team (led by Montrose) will gather, review, and summarize the applicable environmental reports associated with the subject Property. This research is intended to summarize the known environmental conditions on the Property with emphasis on past land fill-related conditions, potential contamination/pollutants, soil stability, and potential land use restrictions (as applicable).	○	
	<b>3.1: Plan/Study Review</b> – The Consultant Team will review readily-available environmental investigations that may have been conducted for the subject Property (e.g., Phase I/II Environmental Site Assessments and/or geotechnical reports). Shortly after Project commencement, the Consultant Team will issue an information request to the City of Orange for any past plans/reports; this analysis will be based on the information the City provides to the Consultant Team.	○	
	<b>3.2: Findings / Areas of Concern</b> – Based on the review described in subtask 3.1, the Consultant Team will create exhibits and compose a memorandum that identifies any areas of concern as it relates to soil stability, potential site contamination, and/or potential land use restrictions.	○	
<b>Task 4: Community Engagement Plan</b>  <b>Fee Estimate:</b> \$16,630.00	<b>Task Overview</b> – The Consultant Team (led by KHA) will create and implement a Community Engagement Plan aimed to gather stakeholder feedback related to potential enhancements on the Property; that feedback will guide the conceptual reuse plans (as defined in Task 6). This task will include the following subtasks/components.	○	○
	<b>4.1: Community Engagement Plan &amp; Summarizes</b> – The Consultant Team will prepare and implement a Community Engagement Plan	○	○

<b>Table 2.1 – City of Orange – Grijalva Park Master Plan Scope of Work</b>			
<b>Task</b>	<b>Subtasks / Work Descriptions</b>	<b>Consultant Team Task/Subtask Participation</b>	
		<b>Montrose</b>	<b>KHA</b>
	(CEP) that outlines the targeted audiences, engagement methods, and timeline associated with the subject Property (Grijalva Park). The Consultant Team will review previously completed engagement feedback that may have occurred within the last five years. After each engagement event, the Consultant Team will summarize participant feedback in a memorandum.		
	<b>4.2: City Staff Listening Session</b> – Shortly after project commencement, the Consultant Team will facilitate one (up to 3 hour) “Listening Session” (or interview) with City-staff representatives to learn about their initial goals for Grijalva Park, understand challenges/opportunities facing the area, and to obtain preliminary reuse ideas the Property. The Consultant Team will develop interview questions and generate maps/exhibits to guide the discussion (as appropriate). Interview participants should include individuals representing building/planning, public works, parks & recreation, economic development, and administration; other agency partners are also appropriate participants. The City shall be responsible for scheduling the interview and distributing the invitations.		○
	<b>4.3: Working Group</b> – The Consultant Team will assist the City/OCCOG in convening a Project Working Group comprising individuals representing the City of Orange, residents, and community organizations (including the Greater Orange Community Arts Theatre, Orange Elderly Services, and Library groups). The Working Group would serve as the core project recommendation body. The Consultant Team will facilitate up to three (3) in-person Working Group Meetings, prepare agendas, and exhibits (as applicable). The City shall be responsible for distributing invitations, securing the meeting venue, and assigning staff resources.		○
	<b>4.4: Community Questionnaire</b> – The Consultant Team will prepare and host one (1) on-line community questionnaire aimed to obtain community sentiments related to local needs, desired land uses, and preferences relating to potential recreational enhancements. The Consultant Team will provide a weblink to the City and summarize participant responses. The City shall be responsible for distributing/promoting the questionnaire (e.g., outreach activities, social media announcements, etc.).		○
	<b>4.5: Community Workshop</b> – The Consultant Team and City of Orange staff will co-facilitate one (1) community workshop for the public to learn about the project and provide feedback on potential Property enhancements. The Workshop is intended to share project information and obtain stakeholder feedback/planning ideas for park enhancements. The Consultant Team will prepare engagement materials/exhibits, create a presentation, and provide staffing for the event. The City shall be responsible for advertising the event, securing the meeting venue, and assigning staff resources.		○



Table 2.1 – City of Orange – Grijalva Park Master Plan Scope of Work			
Task	Subtasks / Work Descriptions	Consultant Team Task/Subtask Participation	
		Montrose	KHA
	<b>4.6 Work Session</b> – The Consultant Team and City staff will co-facilitate one work session with the City of Orange Park Planning and Community Events Commission (also referred to as the “Parks Commission”). The objective would be to present preliminary planning ideas for the Park at an appropriate project milestone, and to gather Commissioner sentiments and suggestions. The City shall be responsible for scheduling the work session.		○
<b>Task 5:</b> <b>Reuse Plans (Conceptual Site Plan)</b> <b>Fee Estimate:</b> \$21,000.00	<p><b>Task Overview</b> – Based on the existing conditions, environmental review, and community engagement findings, the Consultant Team (led by KHA) will create one (1) overall conceptual site plan for Grijalva Park (while focusing on Sites 1 and 2). This will be a plan-view, color rendered 2-D site plan depiction of the preferred redevelopment scenario showing planned buildings, pedestrian access, open space areas, recreational enhancements, and adjacent streetscape enhancements (as applicable). The conceptual site plan will establish a curated plant palette suitable for the park’s design character, maintenance capacity, and environmental conditions. Additionally, directional wayfinding strategy will be created, which enhances user experience, accessibility, and park identity.</p> <p>The Consultant Team will use readily available GIS datasets and aerial photography as base information to create the conceptual plans; land survey services are not included in this task. Additionally, the conceptual planning task does not include stormwater management design or evaluation. The conceptual site plan will include a graphic depiction of potential site improvements and a site statistics table listing the intensity assumptions, as appropriate (e.g., site area, parking calculations, building sizes, unit count, and/or floor area ratio).</p> <p>The City shall be responsible for providing any conceptual plans to the Consultant Team that reflect past planning decisions for the property (e.g., plans for a new skatepark, Community Arts Theater, Second Community Center, etc.).</p> <p><i>**Note: The plans will be created in AutoCAD and color rendered using industry-standard graphics software.</i></p>		○
<b>Task 6:</b> <b>Implementation Strategies / CEQA Analysis</b> <b>Fee Estimate:</b> \$31,555.00	<p><b>Task Overview</b> – Based on the locally-preferred conceptual site plan for the Property, the Consultant Team will recommend a series of planning level implementation strategies to improve Grijalva Park. The Consultant Team will document its recommendations in a memorandum. This task will include the following subtasks/ components.</p>	○	○
	<p><b>6.1: Planning Strategies / CEQA Addendum</b> – The Consultant team (led by KHA) will identify potential land use refinements that would support site enhancements (as applicable). In support of the discretionary actions for approval of the Grijalva Park Master Plan (Task 7), CEQA certification for the project will be required. Relying on the approved <i>Initial Study Mitigated Negative Declaration (IS/MND)</i> from</p>		○

Table 2.1 – City of Orange – Grijalva Park Master Plan Scope of Work			
Task	Subtasks / Work Descriptions	Consultant Team Task/Subtask Participation	
		Montrose	KHA
	<p>2005, Kimley-Horn proposes to complete an addendum for consistency of certification.</p> <p>An agency may use an addendum to make changes or additions to the underlying CEQA. The Addendum test will be completed to provide substantial evidence showing that a proposed project would not create new significant adverse impacts or increase the severity of a significant adverse impact identified in the previous CEQA document.</p> <p>KHA will prepare an Addendum to the 2005 IS/MND that will include the minor additions/changes necessary to make the previous MND adequately apply to the proposed Project in the changed situation (i.e., the revised Park Master Plan). Additionally, the Addendum will evaluate the environmental effects of the planned park programming. The Addendum will include a brief explanation of the decision not to prepare a subsequent IS/MND (State CEQA Guidelines § 15164(e)).</p> <p>Pursuant to AB 819, which took effect January 1, 2022, public agencies must submit all CEQA environmental documents to the State Clearinghouse (SCH) for publication to CEQAnet. KHA will work with the City to obtain Submitter access to the CEQA Submit online platform. KHA will prepare the <i>Notice of Determination ("NOD")</i> and <i>SCH Forms (Notice of Completion (NOC), Environmental Document Transmittal, and OPR Summary Form)</i> for the Project and file these along with the Project's Addendum to CEQAnet and the County Clerk on behalf of the City.</p> <p><i>Deliverables for this subtask are limited to: CEQA Addendum, NOD and State Clearing House Forms</i></p>		
	<p><b>6.2: Funding Strategies/Sources</b> – The Consultant Team (led by Montrose) will research and summarize a series of grant funding sources/opportunities that could be sought to support site reuse/redevelopment. This would entail a desktop review of state and federal grant fundings sources; Montrose will summarize its findings in a spreadsheet listing the grants, associated agencies, fundings limits, eligibility requirements, and weblinks (to those programs).</p>	○	
<p><b>Task 7: Master Plan Document</b></p> <p><b>Fee Estimate:</b></p> <p><b>\$27,460.00</b></p>	<p><b>Task Overview</b> – The Consultant Team (led by KHA) will create/author a Grijalva Park Master Plan document/report that packages together all the deliverables into a user-friendly narrative that explains the process, findings, reuse planning ideas, and conceptual site plan components. The document will include narratives, representative imagery of key site plan components, and associated maps/plans (as applicable).</p> <p>The Consultant Team and City/OCCOG staff will collaborate to define the document format in terms of content outline, fonts/colors, and layout. The Consultant Team will conduct up to two (2) rounds of revisions based on City/OCCOG staff comments. The Master Plan document will include the following components/chapters: (i) Project overview and introduction, (ii) Existing conditions analysis, (iii) Reuse</p>	○	○

Table 2.1 – City of Orange – Grijalva Park Master Plan Scope of Work			
Task	Subtasks / Work Descriptions	Consultant Team Task/Subtask Participation	
		Montrose	KHA
	ideas summary, (iv) Conceptual reuse plan alternatives, (v) Locally preferred conceptual plan (i.e., Master Plan site plan), (vi) Planning-level implementation recommendations, and (vii) Appendices with relevant technical data (as applicable).  <i>**Note: The Master Plan document will be created using Adobe InDesign software.</i>		
<b>Task 8: Adoption Hearings and Support</b>  <b>Fee Estimate:</b> \$4,200	<b>Task Overview</b> – The Consultant Team (led by KHA) will assist City of Orange staff in the adoption hearings for the Grijalva Master Plan. KHA shall have one (1) staff representative attend and provide support at up to two (2) public hearings related to the project. These may include, but are not limited to, meetings of an initial City Council hearing, and a potential second City Council hearing. The Consultant shall be prepared to present project materials, respond to public and agency comments, and coordinate with City staff as needed prior to and during the hearings. The City shall be responsible for scheduling the hearings and providing the Consultant Team with the meeting dates/times in advance.		○
<b>Total Fee</b>	\$142,140.00 including all the tasks herein, a 5% subconsultant markup (pursuant to the OCCOG contract) PLUS \$896 for expenses. Billed to OCCOG on a Time and Material Basis.	<b>Consultant Team Fee Distribution</b>	
		\$43,340.00 - Montrose	\$98,800.00 - KHA