



REPORT TO CITY COUNCIL

DATE: JULY 10, 2019

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER 

BY: ALLISON COOK, ASSISTANT PLANNING DIRECTOR 

SUBJECT: AMENDMENT TO AGREEMENT BETWEEN THE CITY AND ENVICOM CORPORATION FOR PREPARATION OF ENVIRONMENTAL DOCUMENTATION RELATED TO THE "AVE" PROJECT IN AGOURA VILLAGE

The purpose of this item is to seek approval of an amendment to an agreement with Envicom Corporation (Consultant) to prepare a project-specific Environmental Impact Report (EIR) pursuant to the California Environmental Quality Act (CEQA) for the proposed "AVE" Project in Agoura Village. The Amendment to the Agreement amount is for \$92,888 and to extend the expiration date to July 11, 2020.

This amendment to the scope and budget is due to several reasons including comments from the public during the Notice of Preparation phase which raised additional issues requiring more analysis, expanded tribal involvement than anticipated, schedule delays related to applicant technical studies being completed and provided to the City, a State update to the CEQA Guidelines requiring adjustment to the document, and revision to the traffic analysis due to the options being considered for the Agoura/Kanan roadway intersection. The total cost of the consultant agreement to complete the required environmental review for this project is \$244,013.80.

For background, the Applicant has submitted an Agoura Village Development Permit application for the mixed-use AVE Project, which consists of 118 apartments; 32,952 square feet of retail use; 8,750 square feet of restaurant use; 5,150 square feet of office use; and a 70,000 square-foot hotel of 120 rooms, along with surface and underground parking. The site is located at the southeastern corner of Kanan and Agoura Roads. City staff has determined that a project-specific EIR is necessary for this project, which will focus on select environmental issues, and will be based off the already approved Agoura Village Specific Plan Final Program EIR (2008), with administrative draft due in fall 2019, followed by public review and comment.

A separate Agreement for Consultant Services between the City and the applicant, California Commercial Investment Group, to cover the costs of preparing the document, and an additional 20 percent of the EIR cost (\$18,578) to cover City staff costs to manage the preparation of the EIR, including preparing legal notices and other CEQA

documentation, review of the Consultant's work, and Consultant coordination, is also being brought forward to the City Council for consideration at the July 10, 2019 meeting.

The proposed Amendment to Agreement has been reviewed by the City Attorney and approved as to form.

RECOMMENDATION

Staff respectfully requests the City Council approve the Amendment to Agreement with Envicom Corporation in the amount of \$92,888.

Attachment: Amendment to Agreement for Payment of Costs in Connection with the Preparation of Environmental Documentation (including Exhibit A)

FIRST AMENDMENT TO AGREEMENT FOR CONSULTANT SERVICES
WITH THE CITY OF AGOURA HILLS

NAME OF CONSULTANT: Envicom Corporation

RESPONSIBLE PRINCIPAL OF CONSULTANT: Attn: Travis Cullen

CONSULTANT'S ADDRESS: 4165 E. Thousand Oaks Blvd.
Suite 209
Westlake Village, CA 91362

CITY'S ADDRESS: City of Agoura Hills
30001 Ladyface Court
Agoura Hills, CA 91301
Attn: City Manager

PREPARED BY: Allison Cook

COMMENCEMENT DATE: July 12, 2019

TERMINATION DATE: July 11, 2020

CONSIDERATION: Amendment Amount: \$92,888.00
Total Contract Price
Not to Exceed: \$244,013.80

**FIRST AMENDMENT TO AGREEMENT BETWEEN
CITY OF AGOURA HILLS AND ENVICOM**

The "AVE" Project Environmental Review

THIS FIRST AMENDMENT is made and entered into as of July 12, 2019, by and between the City of Agoura Hills, a municipal corporation (hereinafter referred to as "City"), and Envicom Corporation, a corporation, (hereinafter referred to as "Consultant"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. This Amendment is made with the respect to the following facts and purposes:

a. On February 23, 2017, the City and Consultant entered into that certain Agreement entitled "Agreement for the "AVE" Project Environmental Review in the amount of One Hundred Fifty-One Thousand One Hundred Twenty-Five dollars and Eighty Cents (\$151,125.80).

b. The parties now desire to add scope of work, extend the term of the agreement to July 11, 2020, increase the payment in the amount of Ninety-Two Thousand Eight Hundred Eighty-Eight and Zero Cents (\$92,888.00), and to amend the Agreement as set forth in this Amendment.

2. Section One of the Agreement entitled "TERM" is hereby amended to read as follows:

"This Agreement shall remain and continue in effect until tasks herein are completed, but in no event later than July 11, 2020 unless sooner terminated pursuant to the provisions of this Agreement."

3. Section Four of the Agreement entitled "PAYMENT" at paragraph "a" is hereby amended to read as follows:

"The City agrees to pay Consultant monthly, in accordance with the payment rates and schedules and terms set forth in Exhibit A, Payment Rates and Schedule, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. Any terms in Exhibit A, other than the payment rates and schedule of payment, are null and void. The First Amendment amount shall not exceed Ninety-Two Thousand Eight Hundred Eighty-Eight and Zero Cents (\$92,888.00), for additional scope of work to EIR Tasks for a total Agreement amount of Two Hundred Forty-Four Thousand and Thirteen Dollars and Eighty Cents (\$244,013.80).

4. Exhibit "A" to the Agreement is hereby amended by adding thereto the items set forth on Attachment "A" to this Amendment, which is attached hereto and incorporated herein as though set forth in full.

5. Amendment of Agreement. This Agreement may be amended only by a writing signed by both parties. The City Manager is authorized to sign an amendment to this Agreement on the City Council's behalf and without the City Council's prior approval to make the following non-substantive modifications to the Agreement: (a) name changes; (b) extensions of time that do not result in monetary changes; (c) non-monetary changes in the scope of work; and (d) termination of the Agreement.

6. Except for the changes specifically set forth herein, all other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this FIRST Amendment to Agreement to be executed the day and year first above written.

CITY OF AGOURA HILLS

Linda L. Northrup,
Mayor

ATTEST:

Kimberly M. Rodrigues, MMC
City Clerk
*Date Approved by City
Council* _____

APPROVED AS TO FORM:

Candice K. Lee,
City Attorney

CONSULTANT

Envicom Corporation
4165 E. Thousand Oaks Blvd. Suite 209
Westlake Village, CA 91362
Contact: Travis Cullen

(818) 879-4700 and fax: (818) 879-4711

By: _____

Print Name: _____

Title: _____

By: _____

Print Name: _____

Title: _____

[Signatures of Two Corporate Officers Required]

ATTACHMENT A

Attached hereto and incorporated herein is the additional scope of work and associated cost for preparation of Environmental Documentation.



July 1, 2019

City of Agoura Hills
3000 Ladyface Court
Agoura Hills, CA 91301

Attn: Ms. Allison Cook

Subj: Proposal for Additional Scope
The AVE Project EIR (Contract Commencement 2/23/17)
(*Envicom Project #57-703-101*)

Dear Ms. Cook,

Based on the following we respectfully request authorization for additional effort and scope in preparing the Environmental Impact Report (EIR) and associated support documents for the proposed AVE Project. This level of effort is in addition to the previously authorized scope of work to prepare the project's Initial Study (IS), EIR, technical studies, and peer reviews of applicant provided technical studies. The tasks are numbered according to the corresponding tasks to be augmented as described in the original proposal dated February 8, 2017. The effort associated with each task is described in more detail below.

SCOPE OF WORK

Task 1

Cost: \$8,092.00

Initial Study

Our original proposal included the assumption that for those issues that would be carried forward to the Draft EIR, the IS would provide only a brief response indicating further analysis would be provided in the Draft EIR. Based on further guidance from the City, including Notice of Preparation (NOP) comments from agencies and the public, all IS issue area discussions were expanded with additional research and evaluation of issue areas including those to be carried forward for analysis in the Draft EIR. Additionally, the applicant revised project plan sets late in the IS process, which required revisions of the project description and several other sections of the IS, as well as replacement of some graphics that were prepared.

Task 2

Cost: \$8,792.00

Administrative Draft EIR - Review Multiple Versions of Materials, Revise Project Description and EIR Sections

Envicom Corporation (Envicom) was provided several versions of project materials since initiating our analysis, including revisions and updates of project plans and technical studies provided by the applicant. The revised and updated plans and reports have included (to date) grading plan revisions and updates of the applicant's traffic study, noise study, tree report, geology report (geology report review sheets from the City and subsequent response letters), fuel modification areas, landscaping



plans, and tree mitigation requirements (from City). These revisions necessitated additional review of project materials to determine what changes were made and to incorporate the new information as relevant to our project description and analyses where relevant to the EIR. A set of revised plans from the applicant was also provided October 2018 that necessitated revisions of the project description and traffic sections of the EIR, as well as replacement of graphics that were prepared using the previous site plans. We have since received a revised site plan that altered land use type square footages, necessitating further revisions of the project description, graphics, and all analysis calculations that are based on square footage per land use (i.e. air quality, greenhouse gas emissions, utilities, traffic).

Some examples of multiple versions of technical studies we have been provided, on which we have begun drafting EIR evaluations, which then required revisions of those drafts include the following:

- We have received multiple revisions of the traffic study for review and have drafted and revised the EIR section based on those studies as provided, including one dated Dec. 14, 2017, an addendum parking study dated May 18, 2018, a street segment analysis dated May 17, 2018, and two (2) traffic impact study revisions dated Jan. 31, 2019, and Feb. 4, 2019. We have also reviewed multiple revisions of a sight distance analysis exhibit provided by the applicant. It is our understanding that another Traffic Impact Analysis will be forthcoming to address a change in baseline assumptions, which will likely result in new/revised findings in the drafted EIR section as appropriate. Revisions to specific graphics in the updated Traffic Impact Analysis may require additional revisions of graphics that we have prepared for the EIR based on the earlier TIA exhibits.
- An oak tree report dated July 27, 2017 was initially provided to us for review and incorporation into the evaluation, with an accompanying map dated May 9, 2016. Subsequent oak tree report and map revisions from the applicant include revisions of the oak report dated March 30, 2018, and May 18, 2018, and revisions of the tree location map dated Feb. 21, 2018; Sep. 24, 2018; and Feb. 21, 2019. We understand the City has asked for clarification of the latest tree location map concerning oak canopy coverage mapping and calculations, which could result in additional revisions of the map and report as well.

Assumptions:

- Further changes anticipated in the project description and applicant's technical studies may result in the need for additional scope and budget beyond this proposal.

Task 2.1

Cost: \$2,420.00

Administrative Draft EIR – Add Wildfire Analysis Section

Based on the NOP scoping comments received, and the updated CEQA Guidelines (December 2018), the City has requested that a Wildfire Hazards section be added to the EIR scope to address potential interference with an emergency response or evacuation plan, as well as wildland fire risks. This analysis would include research of the potential for the project to cause or substantially increase a risk of wildfire impacts as it relates to a CEQA analysis, in consultation with the County Fire Department and City. We will then prepare an EIR section with discussion and analysis of the potential effect on emergency plans and wildfire risk. This additional task would not include

further discussion of hazardous materials not related to wildfire risks, which were scoped out by the IS.

Task 2.2 **Cost: \$823.00**
Administrative Draft EIR – Add Public Services Schools Section

The Schools Section was previously anticipated to not be included the EIR. As part of the NOP comments, the school district has subsequently provided current enrollment and capacity data that indicates analysis of the issue is warranted in the EIR. As a result, the City has asked that we provide a discussion of school enrollment and capacity. Analysis of this issue will be provided as a new stand-alone Public Services Section.

Task 2.3 **Cost: \$5,170.00**
Administrative Draft EIR – Supplement Biological Resources Analysis

The applicant's biological resource studies did not map all of the sensitive communities onsite or provide a potential to occur (PTO) analysis. Envicom prepared a revised vegetation map to include those communities, and refine previously mapped extents of sensitive communities based on observations made in the field, which will be relied on in preparation of the EIR Biological Resources analysis. Envicom also prepared the PTO analysis in preparation of the EIR Biological Resources analysis.

Due to extensive public scoping comments regarding biological resource studies, the EIR Biological Resources impact evaluation will be supplemented to include discussions regarding:

- Adjacent habitat conservation areas.
- The absence of proposed activities or development, including placement of rip-rap, retaining walls, etc. within the 100-year flood zone, eliminating the need for a wetland delineation as activities would not result in channel alteration.
- Results of updated focused surveys for the year 2019 to be provided by the applicant for least Bell's vireo, Gnatcatcher, and springtime special status plant survey with emphasis on Lyons pentachaeta. This task to revise the drafted EIR section for biological resources includes one peer review of these updated technical study reports when available, and one letter to the City of consolidated comments on the reports if deemed necessary.
- Results of biological survey for special status lower plants (lichens). This task to revise the drafted EIR section for biological resources is separate from conducting the technical study survey for special status lower plants discussed in Task 6.4.2
- Discussion of potential for occurrence and/or project impacts of special status species of arthropods and bryophytes.

Assumptions:

The cost of this task does not include additional peer review or preparation of technical studies discussed in this change order as Tasks 6.4.1 and 6.4.2.

Task 2.4 **Cost: \$1,760.00**
Administrative Draft EIR – Supplemental Greenhouse Gas Analysis

Due to recent legislation (SB 32), case law, and industry guidance, as well as NOP public comment regarding greenhouse gas (GHG) analysis standards, the project’s GHG evaluation will need to be based on new standards addressing the State’s goals or 2030, rather than 2020. While a numerical threshold previously proposed by SCAQMD has traditionally been used to evaluate significance of many development projects, the thresholds were proposed for reaching the State’s 2020 GHG reduction goals per AB 32. As the project would not be constructed until after 2020, the evaluation of the project regarding the State’s 2030 GHG reduction goals per SB 32 would require additional research and analysis of future standards and methodology. As there are no “bright line” thresholds adopted on which an individual project’s significance can be based in light of 2030 goals, additional effort beyond that anticipated by the initial proposal is needed. Although GHG emissions will still be quantified for this evaluation as previously proposed, the SCAQMD has not proposed any numerical GHG thresholds for projects beyond the year 2020. This analysis will instead rely on a qualitative evaluation of consistency with goals and reduction strategies of applicable plans considering 2030 reduction goals. If the City adopts a Climate Action Plan (CAP) prior to completion of the AVE project Draft EIR, additional policy review would be required for consistency with the City’s CAP. Additionally, we will evaluate the project’s emissions per person (residents and employees) at the estimated year of completion as related to a calculated rate of reduction in statewide GHG emissions that would meet 2030 goals. This task includes coordination to determine the full scope of project “green” features that may provide GHG reductions.

Task 2.5 **Cost: \$1,460.00**
Administrative Draft EIR – Energy Use Analysis

Due to recent case law and revisions to the CEQA Guidelines Appendix G checklist (December 28, 2018), energy use during construction and operations will need to be quantified, and an evaluation of the potential energy use impacts provided per CEQA Thresholds Guide Appendix F and Appendix G, as applicable. The energy use analysis will be provided within a separate EIR section per the revised Appendix G checklist.

Task 2.6 **Cost: \$4,520.00**
Administrative Draft EIR – Revised Appendix G Thresholds

On December 28, 2018, the 2019 CEQA Statutes and Guidelines were adopted with substantial revisions to the specific phrasing and organization of the Appendix G Checklist of environmental issue areas, on which the drafted EIR thresholds of significance are based. As we have drafted preliminary versions of the EIR sections based on the previous Appendix G checklist, the drafted sections do not all follow the current organization or fully address the revised phrasing of the updated Appendix G changes. Per City guidance, the drafted EIR sections will require revisions to update the Appendix G issues as written, but also to add, delete, or re-organize analysis and discussion of the project’s effects to follow the revised Appendix G format. This cost of this task is to revise all EIR evaluation sections that are not otherwise added as new tasks elsewhere in this change order.

Task 4 **Cost: \$5,010.00**
Project Management/Team Meetings/Coordination

Due to the extended duration of this project resulting from the revisions of various plans and technical studies provided by the applicant, the level of effort expended for project management and coordination with the City has extended beyond the budget anticipated in the initial proposal. The cost for this task is for additional discussions with the City and management efforts that are not otherwise included in the budgets for new tasks discussed elsewhere in this change order.

Task 5 **Cost: \$3,152.00**
Public Scoping Meeting

Envicom was asked to participate in a public scoping meeting for the project. As requested, our role included producing samples and/or drafts of materials commonly presented by Lead Agencies at such meetings, preparation and revisions of a Comment Form and Sign-in sheet based on City input. Additionally, we were asked for input on meeting format, and to provide a review and comment on City presentation slides. Envicom was represented at the scoping meeting by the Project Manager, and Principal, to assist the City throughout the meeting. (Augments Task 5.0, although not technically a hearing, this task was conducted within a public forum)

TECHNICAL STUDIES

Task 6.4.1 **Cost: \$3,350.00**
Biological Survey for Special Status Lower Plants (Lichens)

Due to public NOP comments regarding the potential for impacts to special status bryophytes, arthropods, and lower plants, Envicom biologist Jim Anderson will conduct a survey of the site to determine presence/absence of a protected species of a lower plant (woven-spored lichen, *Texosporium sancti-jacobi*) that could potentially occur on the project site, based on our previous experience surveying for this species in the City and surrounding area. A written report of the study and results would be provided which will be used in the EIR analysis, and incorporated in the biological resources appendix to the EIR. No survey for special status bryophytes (mosses) or arthropods would be provided with this task.

Task 6.5 **Cost: \$3,585.00**
Peer Review of Prior Cultural Resources Reports Provided by Robin Turner

Our initial scope for this task was to review a prior study for adequacy under CEQA for use in the EIR, and potentially provide comments regarding minor changes if necessary. As the cultural resource study prepared for the applicant by Robin Turner that was provided to Envicom for peer review did not specify which portions of the site had been subject to previous archaeological resource evaluations, Envicom's peer review of the original documentation required additional effort, including meetings, coordination, and calls with the City, in order to synthesize the data of the various cited studies and determine what data gaps remained. At the City's request, Envicom personnel attended a meeting at the City's offices to discuss the data gaps in the applicant's report. Because Envicom could not conclude from the study materials provided by the applicant that all relevant portions of the site had previously been studied, Envicom conducted a rough mapping exercise based on the previous archaeological resource evaluations cited in the applicant's report

to determine what portions of the site have and have not been previously evaluated. The results of this effort was summarized to clarify for the current state of analysis of the site, and make conclusions regarding the appropriateness of the applicant's cultural resource study approach and conclusions, particularly in light of a recent CEQA judgement. The cost of this task is for the extended effort, communications, meeting with the City, and mapping exercise, which were not anticipated with the initial proposal, but were necessary or requested in order to provide an understanding of the issue for Envicom, the City, and the applicant.

Task 6.5.1

Cost: \$6,840.00

Peer Review of Dudek Cultural Resources Phase I and Study Plan Review

At the request of Tribal representatives and the City, the applicant provided a draft version of a Phase I Cultural Study (December 20, 2018), and a draft Extended Phase I and Phase II Archaeological Investigation Testing Plan and Methodology (December 4, 2018) prepared by Dudek. Although not scoped in the initial proposal, at the request of the City these documents were peer reviewed by Envicom, and a memo was prepared for the City regarding the methodology, findings, and recommendations. Envicom staff and principals met with the City and the applicant's archaeological resources subconsultant to discuss the findings and the proposed methodology for further study. A revised Extended Phase I and Phase II Testing Plan (March 1, 2019) was provided by Dudek and reviewed by Envicom, followed by a conference call to discuss methods. A revision of the draft work plan was provided as an Extended Phase I testing plan only (April 4, 2019), which Envicom reviewed and provided comments. A further revision of the work plan was forwarded to Envicom (May 8, 2019) to expand the testing coverage to include fill areas where over-excavation will occur, addressing a comment on previous versions. At the City's request, Envicom coordinated and spoke with the City via conference call regarding the latest work plan revisions. To date, no revision of the Phase I Cultural Study has been provided to Envicom. This task includes peer review, coordination, conference calls, and meetings regarding the various iterations of the Extended Phase I Cultural Resources Study testing plan, as well as a review of a Phase I and Extended Phase I Cultural Resources Study Report (either separate or combined). This change order includes meetings held to date on this matter, peer review and comment on the original and three (3) revised study plans, peer review of a draft Phase I Cultural Resource Study Report (December 20, 2018), and one (1) version of a revised Phase I Cultural Resource Report and an Extended Phase I Cultural Resource Report (either separate or combined).

Task 6.5.2

Cost: \$2,360.00

Peer Review of Dudek Cultural Resources Phase II Study Plan and Report

Following the conclusion of the Extended Phase I Cultural Resources Study, we anticipate being asked by the City to review and comment on the methodology of a Phase II work plan to be prepared by Dudek based on the Extended Phase I Study conclusions, as well as a Phase II Cultural Resources Study report to follow. This task is based on review of one (1) version of a Phase II work plan, one (1) phone call for discussion, and preparation of one (1) set of comments regarding the Phase II work plan, as well as review of one (1) version of the Phase II Cultural Resources Study for adequacy to use in the EIR.

Task 6.5.3 **Cost: \$2,360.00**
Peer Review of Dudek Cultural Resources Phase III Study Plan and Report

Following the conclusion of the Phase II Cultural Resources Study, we anticipate being asked by the City to review and comment on the methodology of a Phase III work plan to be prepared by Dudek based on the Phase II Study conclusions, as well as a Phase III Cultural Resources Study report to follow. This task is based on review of one (1) version of a Phase III work plan, one (1) phone call for discussion, and preparation of one (1) set of comments regarding the Phase III work plan, as well as review of one version of the Phase III Cultural Resources Study for adequacy to use in the EIR.

Task 6.6 **Cost: \$3,325.00**
Tribal Consultation

Our original proposal included Envicom participation in Tribal Consultation, which specified attendance of one (1) meeting with Tribal representatives. At the City's request, Envicom participated in two (2) separate consultations, one each with representatives of the Chumash and Tataviam Tribes. In addition, a site walkover was conducted at the request of, and with the Chumash Tribe representatives. At the conclusion of both meetings, representatives declared that more information should be provided before consultations could be concluded. Envicom prepared a memo to document that consultation has not been concluded, and to outline the next steps required in order to complete the consultation process. In addition to the consultation meetings that have occurred to date, we anticipate that there will be two (2) additional consultation meetings to present findings of the forthcoming studies and to complete the tribal consultation process.

Task 6.7 **Cost: \$13,420.00**
Visual Simulations

Our original proposal anticipated that visual simulations to be provided by the applicant would be adequate to prepare an aesthetics analysis. Based on our review of renderings provided by the applicant, and discussions with the City, there is a need for photo simulations to be provided that will provide an accurate representation of the proposed project with the latest plan updates that depict the height, scale, and massing of the proposed structures, within an actual photograph. As indicated by public NOP comments and neighborhood social media, the aesthetics evaluation will be a primary concern throughout the EIR process for this project, particularly as viewed from Agoura Road. To provide a robust evaluation, the analysis should provide simulations that provide not only a view of the proposed buildings, but also provide visual context of the vicinity. Envicom will subconsultant with Interacta 3D to develop a detailed 3D computer model to generate accurate photo simulations of the project from four (4) locations. The 3D computer model will have simulated structures with doors, windows and materials that approximate the design of the buildings and will be based on the level of detail of the drawings that are provided at the start of work. Landscape screening around the site will be simulated with computer generated trees based on the Project's proposed tree locations, species, and approximate growth in height and canopy at five (5) years. Detailed landscaping around the buildings is not part of this proposal. The photo locations of the simulations will be determined with input from the City.

Assumptions:

The cost of this task assumes that Envicom will be provided with the latest version of site plans in pdf and CAD, including:

- Autocad or 3D CAD models & PDF files of the proposed buildings (Elevations / Floor Plans / Roof Plans).
- Autocad & PDF files of terrain with Z values (topo) – existing & graded terrain
- Autocad & PDF files(s) of the landscape plan with locations and descriptions of proposed screening trees. (Approximate height and canopy size at 5years growth.)
- Photographs or illustrations showing proposed building materials, colors and landscaping.

Task 6.8

Cost: \$1,750.00

Noise Study

Our original proposal included peer review of an onsite noise study and preparation of a stand alone offsite noise study evaluating potential effects of the project on two (2) caretaker residences at storage facilities on Agoura Road. Based on revised traffic generation estimates due to site plan land use revisions, the City has requested updated noise studies be prepared. This task will require that our subconsultant Giroux and Associates update their offsite noise analysis, and provide an update to the applicant's noise study regarding onsite noise considerations. Envicom will review the updated study and incorporate the findings in the preliminarily drafted EIR analysis section.

Direct Costs

Cost: \$6,255.00

Direct costs to be incurred in our scope of work include but would not be limited to, materials and supplies, equipment usage, mileage, copying, delivery, mailing, and communications charges.

Contingency

City staff and Envicom have discussed and agreed that incorporating a contingency amount of 10% of this contract amendment cost would provide additional flexibility if any remaining tasks would require further work/budget amendment.

ASSUMPTIONS

The costs above would be added to the existing remaining budget under our contract with the City. The assumptions in our contract apply, in particular the following:

- The cost associated with the impact analysis assumes there will be no substantial revisions to the project description or other revisions that could cause delays and revisions.
- We reserve the right to move budget between tasks to minimize the need for change orders.

SCHEDULE

The EIR schedule will be revised with this additional scope. Current Envicom work is in various stages of completion for Task numbers 7 through 11. The schedule to complete Tasks 7 through 11 is dependent upon receipt of authorization of this scope of work as well as the forthcoming project site/grading plans and technical studies to be provided by the applicant.

COST

Our cost estimate to complete the scope of work covered under this proposal is \$84,444.00. As discussed above a contingency in the amount of \$8,444.00 would be created in addition to the cost estimate for the tasks described herein. This proposal has been prepared in accordance with Envicom Corporation's January 1, 2018 Professional Fee Schedule, and is predicated on the assumptions provided herein. To indicate your authorization to proceed, please sign in the area provided below and return to Envicom Corporation. We look forward to providing you with continuing service on this project and are available to respond to any questions you may have on this proposal.

Sincerely,



Travis Cullen
President

Authorization to Proceed

Date

Attachment:
2018 Envicom Corporation Professional Fee Schedule





**PROFESSIONAL FEE SCHEDULE
January 1, 2019**

Envicom Professional Fee Schedule applies to the following services:

- **Environmental Analysis (CEQA/NEPA)**
- **Biological Resource Studies**
- **Cultural Resource Studies**
- **Permitting and Entitlement**
- **Cartographic Services/Graphic Design**
- **Land Planning**
- **Compliance Monitoring and Reporting**
- **Habitat Restoration Plans**
- **Tree Reports**
- **GIS/GPS Mapping**

PERSONNEL

Principal	\$215.00
Director	\$140.00-200.00
Senior Project Manager/Associate	\$130.00-\$170.00
Senior Biologist	\$125.00-140.00
Project Manager	\$110.00-\$125.00
Associate Project Manager	\$100.00-\$105.00
Environmental Analyst/Planner	\$85.00-\$110.00
Staff Biologist	\$85.00-\$115.00
Restoration Ecologist/Arborist	\$100.00
GIS/Mapping	\$100.00-\$125.00
Cultural Resource Field Technician/Monitor	\$65.00-\$85.00
Project Assistant/Production Specialist	\$65.00-\$70.00
Intern	\$55.00

Expert Witness testimony: One and one half times above listed rates (including depositions).

PROJECT-RELATED EXPENSES

A **communication fee** of three percent (3%) of total labor billings will be charged for in-house costs for phone, fax, e-mail, postage, personal computer use, interim working copy reproductions and records maintenance/retention. **Travel expenses** (hotels, meals, rental vehicles, etc.) are charged at cost plus ten percent (10%). Per Diem charge for subsistence may be negotiated in lieu of actual direct expenses for hotels/meals. **Printing/Reproduction** rates for black and white copies will be charged at \$0.15 per page and in-house color copies at \$2.40 per 8-1/2x11 and \$2.85 per 11x17 copy. Oversized copies and plots will be as quoted. **Personal vehicle** use will be at \$0.58 per mile. **Out of pocket direct expenses** identifiable to an assignment will be charged at cost plus ten percent (10%). **Subcontractors and sub-consultants** services billed at cost plus 10 percent (10%).

EQUIPMENT RATES

Envicom Corporation charges for consumable field materials and specialized equipment.

General Field Consumables (Stakes, Flagging, Plant and Tree Tags)	Cost + 10%
GPS	\$75.00/day
4 x 4 Trucks	\$25.00/hour

PAYMENT

Envicom Corporation invoices are submitted monthly and payment is due within 30 days following the date of the invoice. Delays in timely payment of invoices may result in delay of work products.

