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Denise Duffy & Associates, Inc.
PLANNING AND ENVIRONMENTAL CONSULTING

January 13, 2022

Erik V. Lundquist, AICP
Director of Housing & Community Development
County of Monterey Housing & Community Development
1441 Schilling Place South, 2nd Floor, Salinas, CA 93901

**RE: Scope and Cost Estimate for CEQA Documentation – Harper Canyon/Encina Hills
Subdivision Project**

Dear Mr. Lundquist:

Thank you for providing Denise Duffy & Associates, Inc. (DD&A) with the opportunity to conduct environmental support services for the County of Monterey (County) Housing & Community Development. Attached, please find a scope of work and cost estimate to prepare California Environmental Quality Act documentation, including preparation of Administrative Draft, Screen Check Draft, and Final Revised Environmental Impact Report focused on wildlife corridors for the Harper Canyon/Encina Hills Subdivision Project.

If the attached proposal is acceptable, please provide us with a Notice to Proceed. We look forward to performing this work for you.

Sincerely,

Josh Harwayne
Senior Environmental Scientist
Denise Duffy & Associates, Inc.

Scope and Cost Estimate for the Preparation of CEQA Documentation – Harper Canyon/Encina Hills Subdivision Project

SCOPE OF WORK AND APPROACH

Denise Duffy & Associates, Inc. (DD&A) is pleased to submit this proposal to provide the requested environmental services for the proposed project. It is our understanding that the Revised Environmental Impact Report (REIR) will focus solely on wildlife corridor issues.

The following scope of work to be performed by DD&A is based on our review of the background information provided by the County, including applicable sections of the certified Environmental Impact Report (EIR), the Ferrini Ranch EIR, and letters from Harper Canyon Realty's legal representation; communication with County staff; knowledge of the resources in the project area and vicinity; and applicable sections of local, state, and federal environmental guidelines. The scope of work includes the following tasks: 1) Project Initiation/Data Collection; 2) Prepare Administrative Draft Revised Environmental Impact Report (Administrative Draft); 3) Prepare Screen Check Draft Revised Environmental Impact Report (Screen Check Draft); 4) Prepare Final Draft Revised Environmental Impact Report (Final Draft); 5) Prepare Draft Final Revised Environmental Impact Report (Draft Final); 5) Prepare Final Revised Environmental Impact Report (Final); and 6) Project Management, Meetings, and Coordination.

Task 1. Project Initiation/Data Collection

DD&A will initiate the project by consulting with Monterey County Housing and Community Development (HCD) to obtain any additional pertinent reports, project information, and design plans. Project initiation will include the following tasks:

- Review available background information,
- Conduct initial project management,
- Attend a kick-off meeting with HCD to discuss the project documentation approach and finalize the scope of work (HCD may determine that a Supplement to the Certified EIR is a more appropriate format to meet CEQA Guidelines Section 15163),
- Identify data and documentation needs,
- Confirm format, quantities, and distribution of deliverables, and
- Establish a schedule and protocols for communication.

During this task, DD&A will visit the site to assess the environmental conditions of the site and its surroundings. DD&A will collect, compile, and refine data needed to complete the environmental documentation. Data gathered as part of this task will be reviewed and used to develop a comprehensive picture of the wildlife corridors that may be affected by the proposed project.

Task 2. Prepare Administrative Draft REIR

DD&A will prepare an Administrative Draft for the project in accordance with CEQA requirements to specifically address wildlife corridor issues. The Administrative Draft will include a discussion of the existing size and conditions of wildlife corridors in the vicinity of the project site (including the Toro Creek wildlife corridor and on-site drainage channels), potential species that could use these corridors (including larger wildlife), and potential impacts to these corridors that could occur as a result of the proposed project. Thresholds of significance will be determined based on state, regional, or local criteria. The Administrative Draft will acknowledge and discuss the Central Coast Connectivity Study prepared by Connectivity for

Wildlife LLC in 2010 and the memorandum prepared by WRA Environmental Consultants in 2008 for the adjacent Ferrini Ranch Project, and will provide a level of analysis commensurate with the wildlife corridor analysis presented in the Ferrini Ranch EIR. The Administrative Draft will also identify mitigation that avoids, eliminates, or reduces impacts to a less than significant level, where feasible. DD&A will submit an electronic copy of the Administrative Draft to HCD for review and comment.

Task 3. Prepare Screen Check Draft REIR

DD&A will revise the Administrative Draft based on the comments received and prepare a Screen Check Draft.

Task 4. Prepare Final Draft REIR

After receipt of comments from HCD on the Screen Check Draft, DD&A will then prepare the Final Draft for public review. DD&A will work with HCD to upload the Final Draft to the State Clearinghouse's "CEQA Submit" system, in fulfillment of CEQA requirements for State-level review¹. DD&A will also prepare and file the Notice of Intent (NOI) with the Monterey County Clerk, per CEQA requirements. The document will be available in Adobe Acrobat (pdf) format for posting on the County's website, if needed. This scope assumes that all public mailings and publication (of documentation, notices, etc.) will be conducted and paid for by HCD. This task assumes that HCD will be responsible for publishing the notice in the Monterey County Weekly.

Task 5. Prepare Draft Final REIR

DD&A will respond to public comments on the Final Draft received during the public review period. DD&A, in consultation with HCD, will prepare formal responses to these comments. The comment letters and responses, as well as any necessary changes to the text of the Final Draft, will be incorporated into the Draft Final EIR and Draft Mitigation Monitoring and Reporting Program (MMRP) and submitted to HCD for review and comment.

Task 6. Prepare Final REIR

After receiving and incorporating comments from HCD, DD&A will prepare the Final REIR, MMRP, and a Notice of Determination (NOD). DD&A will work with HCD to upload the NOD to the State Clearinghouse's "CEQA Submit" system, in fulfillment of CEQA requirements, and file the NOD with the Monterey County Clerk. The document will be available in Adobe Acrobat (pdf) format for posting on the County's website, if needed. This scope of work assumes that HCD will provide draft staff report, resolution, and findings to DD&A for review and comment. This scope assumes that all public mailings and publication (of documentation, notices, etc.) and will be conducted and paid for by HCD.

Task 7. Project Management, Meetings, and Coordination

DD&A will provide work in close coordination with HCD throughout the duration of the project, including phone and email correspondence. DD&A will attend one kick-off meeting and up to three (3) additional meetings/conference calls throughout the duration of the project, including hearing attendance for consideration of the project and CEQA document, as necessary and requested. This scope of work assumes DD&A will assist with the preparation of meeting materials and presentation at the hearing, as needed. In addition, DD&A will provide project management services, including subconsultant administration and management, schedule and budget monitoring and reporting, and client coordination up to the total estimated budget provided.

¹ This process will be conducted in lieu of producing hard copies for State-level review of the Draft CEQA document as required by OPR.

ASSUMPTIONS

This scope assumes that the HCD will conduct all distribution tasks required by CEQA. This scope assumes that HCD will have moderate and typical comments on the draft documents. If excessive comments are received, additional budget may be required. This scope assumes that HCD will receive moderate and typical comments from the public on the draft documents. If excessive comments are received, additional budget may be required. If the project timeline is extended resulting from excessive review and response times, additional budget may be required. This scope assumes that the project description will not change after initiating the document preparation. If changes to the project occur, additional budget may be required.

This scope and budget assume preparation of technical reports will not be required for completion of the CEQA document. If technical reports are determined to be required at a later date, a scope and budget amendment would be required. This budget also assumes that only electronic formats of the CEQA document and associated notices will be produced. If hardcopies are requested by HCD, an add-on to the contract would be required and the cost would be based on the production cost.

COST ESTIMATE

The tasks required to complete the CEQA document have been outlined in the Scope of Work and Approach section of this proposal. This project will be billed by task on a time-and-materials basis, as shown in the attached budget estimate. The not-to-exceed amount is an estimate based on the assumptions above and is subject to change if additional work is required beyond that described in this proposal.

SCHEDULE

DD&A is available to begin work immediately upon approval of the proposed scope and budget. A project schedule and expected deadlines can be articulated during project initiation.

COST ESTIMATE

Harper Canyon/Encina Hills Subdivision Project							
TASKS #	Task Description	Senior Project Manager	Senior Environmental Scientist	Associate Environmental Scientist	Graphics/GIS	Administrative Manager	Task Total
	Rate	\$ 171	\$ 140	\$ 114	\$ 109	\$ 89	
1	Project Initiation/Data Collection	4	8	8		4	\$3,072
2	Prepare Administrative Draft REIR	4	16	32	6		\$7,226
3	Prepare Screen Check Draft REIR	2	4	8	2		\$2,032
4	Prepare Final Draft REIR	1	2	6	1		\$1,244
5	Prepare Draft Final REIR	4	6	8			\$2,436
6	Prepare Final REIR	1	2	6			\$1,135
7	Project Management, Meetings, & Coordination	8	4	4		4	\$2,740
Total DDA hours by person		24	42	72	9	8	
Total DDA cost by person		\$ 4,104	\$ 5,880	\$ 8,208	\$ 981	\$ 712	\$19,885

TOTAL COST	\$19,885.00
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