SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors **AGENDA NO. III-A**

FROM: Steve Mack, General Manager

Meeting Date: March 17, 2016

Subject: APPROVAL OF RESOLUTION 16-04 APPROVING CONTRACT AMENDMENT NUMBER 1 TO COASTLAND ENGINEERING FOR A PRELIMINARY ENGINEERING REPORT AND ENVIRONMENT REPORT FOR THE 2017 CIP TO BE USED IN THE LOAN APPLICATION TO THE US DEPARTMENT OF AGRIGULTURE

RECOMMENDED ACTION: Approve Resolution 16-04 approving a contract amendment with Coastland Engineering for a Preliminary Engineering Report and Environmental Report the FY 2017 Capital Improvement Program to be used in the loan application to the US Department of Agriculture Rural Development (USDA).

FISCAL IMPACT: The Coastland proposed cost is $69,344. These cost should be eligible for funding by the USDA loan/grant which may be 25% grant.

DISCUSSION:

At the recent Board meetings, the Board has given direction to proceed with the application for a USDA loan/bond to fund the 2017 CIP which is replacement of approximately 6,800 ft of existing main and 75 services on Old River Rd at Morningside east to the eastern section of Foothill Drive and include Orchard Rd and Foothill Drive and River Rd on river side of the road . The terms would be 2.5% interest with 25% loan forgiveness. The annual payment would be approximately $60,000.

The USDA application process requires a Preliminary Engineering Report and an Environmental Report done to USDA specifications. These tasks are beyond Sweetwater Springs Water District staff to accomplish in house as they require a certain format and technical details that Coastland is familiar with. Coastland Engineering is under contract for the design of this project and is the logical and best placed engineering services company to do these reports. I have discussed this with Coastland and have received the proposal attached as Exhibit A to do this report. The total projected cost of this effort is $69,344. The effort will likely take approximately 6 weeks.

Approval of Resolution 16-04 will allow the District to complete the loan application process as quickly as possible.

RESOLUTION 16-04

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SWEETWATER SPRINGS WATER DISTRICT APPROVING AMENDMENT NUMBER 1 TO THE AGREEMENT FOR ENGINEERING SERVICES FOR THE FY 2017 CAPITAL IMPROVEMENT PROGRAM (CIP) WITH COASTLAND ENGINEERING INC. (COASTLAND) FOR PURPOSES OF COMPLETING A PRELIMINARY ENGINEERING REPORT AND ENVIRONMENTAL REPORT, AND AUTHORIZING THE GENERAL MANAGER TO SIGN

WHEREAS, The District approved a contract with Coastland Engineering for the design and construction management services for the FY 2017 CIP which includes replacement of existing mainline along River Road and Old River Road from Rio Nido to Morningside Drive, as well as mainline on Orchard Road and Foothill Drive, with approximately 75 services; and

WHEREAS, the District wishes to apply for funding from the US Department of Agriculture Rural Development (USDA) and the application process requires a Preliminary Engineering Report and Environmental Report; and

WHEREAS, Coastland is the best placed engineering services company to provide the services for these reports because of their knowledge gained in the design of the project; and

WHEREAS, Coastland Engineering has submitted a proposal for these services attached as Exhibit A; and:

WHEREAS, staff has reviewed this proposal and finds it responsive to the requirements of the USDA application process.

NOW, THEREFORE, BE IT RESOLVED, that:

1. The Amendment Number 1 to the Agreement for Engineering Services for the 2017 CIP with Coastland, a copy of which is attached hereto as Exhibit A, is hereby approved in the sum of $69,344; and

2. The General Manager is authorized to execute said Agreement on behalf of the District.

I hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly and regularly adopted and passed by the Board of Directors of the SWEETWATER SPRINGS WATER DISTRICT, Sonoma County, California, at a meeting held on March 17, 2015, by the following vote:

Director	**Aye**	**No**
Sukey Robb-Wilder	_____	_____
Tim Lipinski	_____	_____
Richard Holmer	_____	_____
Pip Marquez de la Plata	_____	_____
Gaylord Schaap	_____	_____

_____
Tim Lipinski
President of the Board of Directors

_____
Attest: Julie A. Kenny
Clerk of the Board of Directors

Coastland

Civil Engineering - Construction Management - Building Dept. Services

March 4, 2016

Mr. Steve Mack
General Manager
Sweetwater Springs Water District
PO Box 48
17081 Hwy 116, Suite B
Guerneville, CA 95446

Subject: Proposal for Professional Engineering Services for Preliminary Engineering Report, Environmental Report and Studies, and Environmental Checklist for USDA Application

Dear Steve,

In response to your request, I am pleased to provide you with this letter proposal to assist Sweetwater Springs Water District (District) with engineering services for a Preliminary Engineering Report (PER), Environmental Report and Studies, and Environmental Checklist for a USDA Application for the 2017 Capital Improvement Project.

UNDERSTANDING

The District desires to finance the design and construction of the improvement included in the 2017 Capital Improvement Project with funds from a United States Department of Agriculture, Rural Utilities Service (USDA-RUS) grant and loan application. As part of the requirements of the financing from USDA, a Preliminary Engineering Report, an Environmental Report and Studies, and an Environmental Checklist are required to be completed.

The Preliminary Engineering Report (PER) will include analysis of the facilities in Old River Road and River Road from Morningside Drive to Canyon 2 Road, Orchard Road, Foothill Boulevard, and Outlet Drive. The overall length of main to be replaced with this project is approximately 6,260 feet. The project will also include installing approximately 7 fire hydrants and 66 water services. It is our understanding that these improvements are to be included in the overall project funded by USDA.

The District has taken the lead on the application with USDA-RUS, but needs general engineering assistance with the application. The application requires the District to complete the Preliminary Engineering Report (PER), the Environmental Report (ER) (including special studies), and the Environmental Checklist. Based on understanding

of the improvements, the following is our scope of work to assist the District with providing this information for the USDA application:

SCOPE OF SERVICES

Task 1 – General Application Assistance and Meetings

We anticipate the following meetings with District staff and the USDA-RUS:

- Draft PER and ER review meeting with District staff
- Final PER and ER review meeting with District and USDA-RUS staff
- Board meeting to address any public comments on proposed project and environmental document, and adoption of the environmental document.

We will begin the project with a kick-off meeting with the District to go over the PER process and to answer any questions of District staff. After the kickoff meeting, we anticipate communicating with District staff in person, by phone and via e-mail, as needed. We will prepare draft and final meeting minutes for all meetings except for the Board meeting (as that is typically done by District staff.)

Other work to be completed in this task includes general coordination with USDA-RUS staff, identification of background data needs from the District for the various reports, and general application assistance with the District.

General application assistance is in support of all documents identified in the USDA Rural Development, CP Field Office Manual California, Attachment 3-D, CF Loan Application Processing Checklist. As the District is taking the lead with the application, we will provide assistance only when specifically requested by the District.

Task 2 – Preliminary Engineering Report

We will prepare a draft Preliminary Engineering Report that is consistent with the requirements as outlined in the USDA Bulletin 1780-2 publication entitled “Preliminary Engineering Report Water Facilities” (revised June 2013.) As opposed to reiterating the list of information needed to be included in the report, we have attached a copy of this publication outlining all of the information that will be included in the report we will prepare on the District’s behalf.

The draft report will be provided to the District review and comment. We will address any comments provide by the District and submit a final version to USDA-RUS in support of the District’s project funding application. A meeting with USDA-RUS staff to review the PER and the ER is included in Task 1.

Task 3 – CEQA, NEPA, and RUS Environmental Bulletin 1794A-602

In order to complete the environmental portion of the work associated with the application requirements, Coastland has retained the services of WRA, Inc. of San

Rafael to assist with completion of the ER Checklist, the required California Environmental Quality Act (CEQA) document (assuming to be an Initial Study [IS]/Mitigated Negative Declaration [MND]), a National Environmental Policy Act (NEPA) Categorical Exemption, and the associated cultural study.

WRA's scope of work for the environmental work will include:

Kick-Off Meeting and Site Visit

WRA will kick-off the CEQA environmental review process with the team by: 1) collecting all relevant reports and drawings (or identify relevant documents for copying); 2) discussing the proposed project; 3) resolving issues regarding overall assumptions; 4) identifying other key contacts; and 5) discussing overall communication protocols. Two additional meetings are included in this proposal to address any comments the team may have on draft document submittals.

Review Existing Information

WRA staff will review all available documentation related to the project, including but not limited to Bulletin 1794A-602 (California State Supplement), the Draft PER, preliminary plans, available technical reports, and the County of Sonoma General Plan EIR.

Prepare Draft Project Description

Because the project description is the basis for analyzing the environmental impacts of the proposed project it is important to prepare the project description as early in the CEQA process as possible. WRA will review all relevant project description materials and will prepare a draft version of the project description to be used in the CEQA document upon approval by the project team.

Cultural Resources Report

WRA has retained Alta Archaeological Consulting (ALTA) out of Santa Rosa to prepare the cultural resources survey. As the project is receiving funding from the USDA RUS it must comply with federal requirements of the National Environmental Policy Act and Section 106 of the National Historic Preservation Act. At a minimum, the scope of work includes four tasks: (1) records research; (2) Native American consultation; (3) field survey; and (4) preparation of an Archaeological Survey Report(s).

Records Search

ALTA will perform a records search at the California Historical Resources Information System, Northwest Information Center (NWIC). The NWIC is the primary repository for cultural resources information that covers an 18-county area including Sonoma County. The purpose of archival research is to identify any previously conducted archaeological surveys or known archaeological sites located on the subject properties and within a one-half mile radius of the project area(s). In addition, ethnographic and historic

literature will be reviewed to create background contextual information relevant to the project area.

Native American Consultation

ALTA will consult with the Native American Heritage Commission (NAHC) to request a review the Sacred Lands Files for any resources that may be present within the project area(s) and to provide a list of local Native American tribes. ALTA will contact in writing Native American groups or individuals identified by the NAHC to inform them of the proposed project and to solicit their concerns about the undertaking. Comments and information provided by the Native American community and government agencies will be provided in the draft and final reports.

Field Inventory

ALTA staff will conduct an on-site field reconnaissance of the project area. The project area(s) will be intensively examined for cultural resources. A complete inventory entails systematic pedestrian examination of the ground surface. In accordance with established standards, field reconnaissance will be conducted using transects spaced no more than 20 meters apart. Transect interval spacing will be reduced in areas depending upon the sensitivity or the parcel. No artifacts will be collected as part of this reconnaissance. The field crew will maintain daily field notes and the findings will be made available immediately following the field investigation.

All archaeological resources identified within the project area will be recorded using the standard *State of California Department of Parks and Recreation Archaeological Site Forms*. A cultural resource shall have a minimum age of 45 years. As cultural resources are located during survey, approximate boundaries will be delineated and the location of the resource plotted on topographic maps. Site boundaries will be identified based on the surface extent of cultural materials and/or features. Global Positioning System (GPS) mapping of each site location will be undertaken. Site recordation will include site and feature mapping, completing of site record forms, and photography. All photographs will be done in a digital format. An evaluation of the impact agents and site condition will be noted for each site in the project area. As appropriate, a limited narrative will be provided to further describe the nature, extent, and location of resources.

Archaeological Survey Report

ALTA will prepare an Archaeological Survey Report (ASR) in accordance with the standard guidelines in *Archaeological Resource Management Reports* (1990). The ASR will include a summary of the identification efforts undertaken in the study, consultation with agencies and local governments, provide a summary of archaeological methods and findings, and make preliminary recommendations for appropriate treatment and/or evaluation of resources. The archaeological survey report will be sufficient to satisfy Federal regulatory requirements including the Section 106 of the National Historic Preservation Act and state requirements defined in the California Environmental Quality Act.

Determine the Required Level of CEQA Environmental Review

Based on the project description, WRA will determine if the project qualifies for a CEQA Categorical Exemption, such as a Class 1 (Existing Facilities) or Class 2 (Replacement or Reconstruction) exemption, or if the project would require the preparation of an IS/MND.

Prepare CEQA Categorical Exemption or Administrative Draft IS/MND

If applicable, WRA will prepare a Categorical Exemption for the project and will list as many Categorical Exemptions that may apply to the project, such as Class 1 (Existing Facilities) and Class 2 (Replacement or Reconstruction). WRA will prepare a CEQA Notice of Exemption (NOE) for the project which describes the project and its CEQA exemption status. The NOE will be submitted to the team for review and comment, and WRA will amend the NOE as necessary per any comments. The NOE will then be filed with the State Clearinghouse and the County Clerk. Projects that are categorically exempt from CEQA are not subject to the California Department of Fish and Wildlife (CDFW) CEQA filing fee, and do not require a CDFW "no effect" determination (Cal Code Regs., tit. 14, §§ 15260 -15333; Fish & G. Code § 711.4, subd. (d)(1)).

If determined to be required, WRA will prepare an Administrative Draft IS for the proposed project utilizing the Appendix G Thresholds of Significance from the current version of the State CEQA Guidelines, as well as any District-approved Thresholds of Significance. The IS will evaluate the potentially significant impacts of the proposed project as the project relates to the 17 environmental topics in the Environmental Checklist Form of the State CEQA Guidelines. The analysis in the IS will consider information contained in existing technical reports and documents related to similar projects (if applicable), relevant regulations and policies, and other applicable information obtained through the research efforts of WRA staff.

With the exception of the Cultural Resources Report, this proposal does not include the preparation of any other technical reports; however, WRA will use other available technical information provided team members (e.g., PER) to assist in the preparation of the IS/MND. WRA will submit three (3) copies of the Administrative Draft IS to the Sweetwater Springs County Water District for first review and comment.

Prepare Draft IS/MND per District's Comments

WRA will address all of the District's comments on the Administrative Draft IS/MND. It is assumed that the comments from the District will be consolidated into one set, which will aid the team in completing the documents in the most timely and efficient manner. WRA will prepare one copy of a Screencheck Draft IS/MND that the District can review to confirm that all comments have been addressed.

Publication of the Draft IS/MND

Upon approval of the Screencheck Draft IS/MND, WRA will reproduce additional copies of the Draft IS/MND for the 30-day public review period. Fifteen of the 30 copies will be

sent to the State Clearinghouse by WRA. Additionally, WRA will coordinate with the District in providing web-ready documents for publication on the District's website if needed. This proposal assumes that WRA will produce and circulate the Notice of Intent (NOI), as well as any other CEQA noticing requirements, including the Notice of Completion (NOC) and the Notice of Determination (NOD) to the State Clearinghouse.

Prepare Final IS/MND and Response to Comments

Following completion of the 30-day public review period, WRA will respond to agency and public comments submitted on the Draft IS/MND. The extent of work necessary to complete the Final IS/MND is contingent upon the number and nature of public comments received after the Draft IS/MND is circulated. For the purposes of this proposal, WRA has assumed a total of 16 hours for responses to comments on the Draft IS/MND. WRA will also be responsible for the preparation and filing the NOD with the County Clerk within five days of project approval as well as payment of all filing fees required by the California Department of Fish and Wildlife ($2,210) and County of Sonoma ($50).

Prepare Environmental Report

WRA will prepare the Environmental Report (ER) pursuant to the detailed requirements of the USDA RUS Bulletin 1794A-602 (California State Supplement), including: ER Cover Page, ER Checklist, Evaluation of Impact to Resource, list of mitigation measures and implementation schedule. The ER process will follow all of the requirements and timeline detailed in the State Supplement's "Flowchart for Typical Environmental Process" including the preparation and posting of all required public notices. To the maximum extent feasible, the ER will rely on the CEQA document and associated technical reports. Additional research will be conducted as necessary by WRA to complete the ER. Two copies of the ER and attachments will be submitted to the local USDA RD processing office. If necessary, WRA will update the ER per any comments provided by the local USDA RD processing office and resubmit two revised copies. While the ultimate decision will be made by the local USDA RD processing office, this proposal assumes the project will require a NEPA "categorical exclusion," utilizing Exhibit A of the State Supplement to prepare the CEQA supplement for the required ER.

Project Management and Administration

This task includes coordination with the prime consulting engineer, the District, and the local USDA RD processing office to advise on issues that have the potential to influence project planning and construction.

WRA's ASSUMPTIONS

- Access will be granted to all portions of the project area as needed.
- This scope of work does not include any specific species surveys.
- Permit applications with the CDFW, RWQCB, and Corps are not included in this proposal.

- Project description maps and related information will be provided by the project team prior to initiation of the CEQA analysis.
- Changes to the project description and/or project boundaries may require additional budget to update the environmental analysis.
- Should the client require additional work, WRA shall prepare a Change Order describing the additional work, proposed cost, and billing rates to be approved by client prior to commencing such additional work.
- The local USDA RD processing office will assist WRA with completion of the following four items listed on page 7 of the State Supplement:
    1. Important Farmland Determination, including Form AD-1006
    2. Form RECD 2006-38, "Civil Rights Impact Analysis Certification"
    3. FEMA Form 81-93, "Standard Flood Hazard Determination"
    4. SHPO consultation letters

As part of properly overseeing our subconsultant, Coastland will review all documents prepared by WRA, Inc. to ensure adequacy and completeness, as well as applicability of all mitigation measures and Mitigation Monitoring and Reporting Program that is part of the CEQA document.

PROPOSED FEES & SCHEDULE

As you can see from the Scope of Work, more than half of the scope of work is associated with fulfilling the environmental requirements of the USDA program. Based on our scope of work and our estimated time, we propose that the services associated with the project be completed for a not-to-exceed amount of $69,344. Please note that this amount assumes that the environmental determination is a Categorical Exemption. If the project does not qualify for a CEQA Categorical Exemption and instead required an Initial Study/Mitigated negative Declaration, cost will increase by approximately $11,000 (includes payment of all required CDFW and County of Sonoma CEQA filing fees.) The amount quoted is assuming that all of the work for this project will fall under the scope of work as previously described. If additional work is necessary that falls outside of this scope of work, we can either re-negotiate a new scope of work or provide these services on a time and materials basis per our adopted schedule of hourly rates.

Coastland is prepared to move with this work upon receipt of a Notice to Proceed for this work. It should be noted that our work may not be covered for reimbursement of the USDA loan program for this work unless the District can demonstrate that Coastland was initially hired as District Engineer's through a competitive process. If this was not done, the fees associated with this work will most likely not be reimbursable through the grant. If the District wants this work reimbursable, we can assist the District in preparing a Request for Proposals to go to engineering and/or environmental consulting firms.

We greatly appreciate the opportunity to provide this proposal and look forward to continuing to serve Sweetwater Springs County Water District. Please feel free to contact me at (707) 571-8005 or wanger@coastlandcivil.com if you have any questions or are in need of additional information.

Sincerely,

John Wanger, PE
Principal

f:\proposal\public\sweetwater springs district\fy 17 projects\usda per and env checklist proposal 3-4-16.doc

COST ESTIMATE

USDA Application Assistance		Proposal for Professional Engineering Services				Sweetwater Springs Water District		
Task Information		Billing Classification & Rate				Hour & Cost Information		
Task No.	Task Description	Principal Engineer	Supervising Engr	Assoc Engr	Clerical	Total Hours	Total Cost	Comments
		$185	$170	$140	$80			
1	**General Application Assistance & Meetings**							
	Coordination & Reporting with District Staff	2	0	12	0	14	$2,050	
	Coordination with USDA Staff	0	2	6	0	8	$1,180	
	Project Meetings & Minutes	4	20	20	4	48	$7,260	
	Gather & Review Background Information	2	4	12	0	18	$2,730	
	General Application Assistance	2	4	16	0	22	$3,290	Only as requested by District
	Subtotal	**10**	**30**	**66**	**4**	**110**	**$16,510**	
2	**Preliminary Engineering Report**							
	Prepare Draft Report	6	24	100	8	138	$19,830	
	Prepare Final Report	1	4	4	4	13	$1,745	
	Subtotal	**7**	**28**	**104**	**12**	**151**	**$21,575**	
3	**CEQA, NEPA, and RUS Env. Bulletin 1794A-602**							
	CEQA Cat Ex	2	3	13	0	18	$26,325	Estimated WRA Costs
	Coordination with Subconsultant	2	2	4	0	8	$1,270	
	Complete ER Checklist & Compile Application	0	1	8	1	10	$1,370	
	Board Hearing on Env. Document	2	0	2	0	4	$650	
	Subtotal	**6**	**6**	**27**	**1**	**40**	**$29,615**	
	Miscellaneous Costs						**$1,644**	
	TOTAL	**23**	**64**	**197**	**17**	**301**	**$69,344**	

Note: Please note that the overall amount shown above assumes that the environmental determination is a Categorical Exemption. If the project does not qualify for a CEQA Categorical Exemption and instead required an Initial Study/Mitigated negative Declaration, cost will increase by approximately $11,000 (includes payment of all required CDFW and County of Sonoma CEQA filing fees.)

PROJECT SPECIFIC SUPPLEMENTAL AGREEMENT

WHEREAS, the Sweetwater Springs Water District (herein referred to as "Agency") entered into a Professional Services Agreement with Coastland Civil Engineering, Inc. (herein referred to as "Consultant") on October 1, 2015 to provide Engineering Services for the Capital Improvement Program Construction Project for FY2017 (hereinafter referred to as "Project"); and

WHEREAS, said Professional Services Agreement for Engineering associated with the Project allows for additional project specific engineering services; and

WHEREAS, the Agency has determined that the Agency needs additional Professional Engineering Services for the Project to assist with the preparation of a Preliminary Engineering Report associated with the Agency's USDA grant application; and

WHEREAS, the Agency does not have the current staff with expertise to provide these services and needs to retain a consultant with the appropriate experience for this work; and

WHEREAS, Consultant has experienced staff with the proper experience and background to carry out the duties involved for this work; and

WHEREAS, Agency wishes to retain Consultant for the performance of the additional services associated with said Project, subject to all the terms and conditions as set for in the original Public Agency Agreement with Consultant.

THEREFORE, Agency and Consultant mutually agree to the scope of work and additional fee as follows:

Scope of Work

All additional work associated with the Project shall be per the scope of work attached as Exhibit "A".

Payment Terms

For Consultant Services associated with Project, Agency agrees to pay Consultant in accordance with the payment terms provided on Exhibit "B" attached hereto and incorporated herein by this reference.

IN WITNESS HEREOF, the parties have caused their authorized representative to execute this amendment on March ____, 2016.

SWEETWATER SPRINGS WATER DISTRICT "AGENCY"

BY: _____

COASTLAND CIVIL ENGINEERING, INC. "CONSULTANTS"

BY: _____
John L. Wanger, CEO

Exhibit "A"

SCOPE OF WORK

Task 1 – General Application Assistance and Meetings

We anticipate the following meetings with District staff and the USDA-RUS:

- Draft PER and ER review meeting with District staff
- Final PER and ER review meeting with District and USDA-RUS staff
- Board meeting to address any public comments on proposed project and environmental document, and adoption of the environmental document.

We will begin the project with a kick-off meeting with the District to go over the PER process and to answer any questions of District staff. After the kickoff meeting, we anticipate communicating with District staff in person, by phone and via e-mail, as needed. We will prepare draft and final meeting minutes for all meetings except for the Board meeting (as that is typically done by District staff.)

Other work to be completed in this task includes general coordination with USDA-RUS staff, identification of background data needs from the District for the various reports, and general application assistance with the District.

General application assistance is in support of all documents identified in the USDA Rural Development, CP Field Office Manual California, Attachment 3-D, CF Loan Application Processing Checklist. As the District is taking the lead with the application, we will provide assistance only when specifically requested by the District.

Task 2 – Preliminary Engineering Report

We will prepare a draft Preliminary Engineering Report that is consistent with the requirements as outlined in the USDA Bulletin 1780-2 publication entitled "Preliminary Engineering Report Water Facilities" (revised June 2013.) As opposed to reiterating the list of information needed to be included in the report, we have attached a copy of this publication outlining all of the information that will be included in the report we will prepare on the District's behalf.

The draft report will be provided to the District review and comment. We will address any comments provide by the District and submit a final version to USDA-RUS in support of the District's project funding application. A meeting with USDA-RUS staff to review the PER and the ER is included in Task 1.

Task 3 – CEQA, NEPA, and RUS Environmental Bulletin 1794A-602

In order to complete the environmental portion of the work associated with the application requirements, Coastland has retained the services of WRA, Inc. of San Rafael to assist with completion of the ER Checklist, the required California Environmental Quality Act (CEQA) document (assuming to be an Initial Study

[IS]/Mitigated Negative Declaration [MND]), a National Environmental Policy Act (NEPA) Categorical Exemption, and the associated cultural study.

WRA's scope of work for the environmental work will include:

Kick-Off Meeting and Site Visit

WRA will kick-off the CEQA environmental review process with the team by: 1) collecting all relevant reports and drawings (or identify relevant documents for copying); 2) discussing the proposed project; 3) resolving issues regarding overall assumptions; 4) identifying other key contacts; and 5) discussing overall communication protocols. Two additional meetings are included in this proposal to address any comments the team may have on draft document submittals.

Review Existing Information

WRA staff will review all available documentation related to the project, including but not limited to Bulletin 1794A-602 (California State Supplement), the Draft PER, preliminary plans, available technical reports, and the County of Sonoma General Plan EIR.

Prepare Draft Project Description

Because the project description is the basis for analyzing the environmental impacts of the proposed project it is important to prepare the project description as early in the CEQA process as possible. WRA will review all relevant project description materials and will prepare a draft version of the project description to be used in the CEQA document upon approval by the project team.

Cultural Resources Report

WRA has retained Alta Archaeological Consulting (ALTA) out of Santa Rosa to prepare the cultural resources survey. As the project is receiving funding from the USDA RUS it must comply with federal requirements of the National Environmental Policy Act and Section 106 of the National Historic Preservation Act. At a minimum, the scope of work includes four tasks: (1) records research; (2) Native American consultation; (3) field survey; and (4) preparation of an Archaeological Survey Report(s).

Records Search

ALTA will perform a records search at the California Historical Resources Information System, Northwest Information Center (NWIC). The NWIC is the primary repository for cultural resources information that covers an 18-county area including Sonoma County. The purpose of archival research is to identify any previously conducted archaeological surveys or known archaeological sites located on the subject properties and within a one-half mile radius of the project area(s). In addition, ethnographic and historic literature will be reviewed to create background contextual information relevant to the project area.

Native American Consultation

ALTA will consult with the Native American Heritage Commission (NAHC) to request a review the Sacred Lands Files for any resources that may be present within the project area(s) and to provide a list of local Native American tribes. ALTA will contact in writing Native American groups or individuals identified by the NAHC to inform them of the proposed project and to solicit their concerns about the undertaking. Comments and information provided by the Native American community and government agencies will be provided in the draft and final reports.

Field Inventory

ALTA staff will conduct an on-site field reconnaissance of the project area. The project area(s) will be intensively examined for cultural resources. A complete inventory entails systematic pedestrian examination of the ground surface. In accordance with established standards, field reconnaissance will be conducted using transects spaced no more than 20 meters apart. Transect interval spacing will be reduced in areas depending upon the sensitivity or the parcel. No artifacts will be collected as part of this reconnaissance. The field crew will maintain daily field notes and the findings will be made available immediately following the field investigation.

All archaeological resources identified within the project area will be recorded using the standard *State of California Department of Parks and Recreation Archaeological Site Forms*. A cultural resource shall have a minimum age of 45 years. As cultural resources are located during survey, approximate boundaries will be delineated and the location of the resource plotted on topographic maps. Site boundaries will be identified based on the surface extent of cultural materials and/or features. Global Positioning System (GPS) mapping of each site location will be undertaken. Site recordation will include site and feature mapping, completing of site record forms, and photography. All photographs will be done in a digital format. An evaluation of the impact agents and site condition will be noted for each site in the project area. As appropriate, a limited narrative will be provided to further describe the nature, extent, and location of resources.

Archaeological Survey Report

ALTA will prepare an Archaeological Survey Report (ASR) in accordance with the standard guidelines in *Archaeological Resource Management Reports* (1990). The ASR will include a summary of the identification efforts undertaken in the study, consultation with agencies and local governments, provide a summary of archaeological methods and findings, and make preliminary recommendations for appropriate treatment and/or evaluation of resources. The archaeological survey report will be sufficient to satisfy Federal regulatory requirements including the Section 106 of the National Historic Preservation Act and state requirements defined in the California Environmental Quality Act.

Determine the Required Level of CEQA Environmental Review

Based on the project description, WRA will determine if the project qualifies for a CEQA Categorical Exemption, such as a Class 1 (Existing Facilities) or Class 2 (Replacement

or Reconstruction) exemption, or if the project would require the preparation of an IS/MND.

Prepare CEQA Categorical Exemption or Administrative Draft IS/MND

If applicable, WRA will prepare a Categorical Exemption for the project and will list as many Categorical Exemptions that may apply to the project, such as Class 1 (Existing Facilities) and Class 2 (Replacement or Reconstruction). WRA will prepare a CEQA Notice of Exemption (NOE) for the project which describes the project and its CEQA exemption status. The NOE will be submitted to the team for review and comment, and WRA will amend the NOE as necessary per any comments. The NOE will then be filed with the State Clearinghouse and the County Clerk. Projects that are categorically exempt from CEQA are not subject to the California Department of Fish and Wildlife (CDFW) CEQA filing fee, and do not require a CDFW "no effect" determination (Cal Code Regs., tit. 14, §§ 15260 -15333; Fish & G. Code § 711.4, subd. (d)(1)).

If determined to be required, WRA will prepare an Administrative Draft IS for the proposed project utilizing the Appendix G Thresholds of Significance from the current version of the State CEQA Guidelines, as well as any District-approved Thresholds of Significance. The IS will evaluate the potentially significant impacts of the proposed project as the project relates to the 17 environmental topics in the Environmental Checklist Form of the State CEQA Guidelines. The analysis in the IS will consider information contained in existing technical reports and documents related to similar projects (if applicable), relevant regulations and policies, and other applicable information obtained through the research efforts of WRA staff.

With the exception of the Cultural Resources Report, this proposal does not include the preparation of any other technical reports; however, WRA will use other available technical information provided team members (e.g., PER) to assist in the preparation of the IS/MND. WRA will submit three (3) copies of the Administrative Draft IS to the Sweetwater Springs County Water District for first review and comment.

Prepare Draft IS/MND per District's Comments

WRA will address all of the District's comments on the Administrative Draft IS/MND. It is assumed that the comments from the District will be consolidated into one set, which will aid the team in completing the documents in the most timely and efficient manner. WRA will prepare one copy of a Screencheck Draft IS/MND that the District can review to confirm that all comments have been addressed.

Publication of the Draft IS/MND

Upon approval of the Screencheck Draft IS/MND, WRA will reproduce additional copies of the Draft IS/MND for the 30-day public review period. Fifteen of the 30 copies will be sent to the State Clearinghouse by WRA. Additionally, WRA will coordinate with the District in providing web-ready documents for publication on the District's website if needed. This proposal assumes that WRA will produce and circulate the Notice of Intent

(NOI), as well as any other CEQA noticing requirements, including the Notice of Completion (NOC) and the Notice of Determination (NOD) to the State Clearinghouse.

Prepare Final IS/MND and Response to Comments

Following completion of the 30-day public review period, WRA will respond to agency and public comments submitted on the Draft IS/MND. The extent of work necessary to complete the Final IS/MND is contingent upon the number and nature of public comments received after the Draft IS/MND is circulated. For the purposes of this proposal, WRA has assumed a total of 16 hours for responses to comments on the Draft IS/MND. WRA will also be responsible for the preparation and filing the NOD with the County Clerk within five days of project approval as well as payment of all filing fees required by the California Department of Fish and Wildlife ($2,210) and County of Sonoma ($50).

Prepare Environmental Report

WRA will prepare the Environmental Report (ER) pursuant to the detailed requirements of the USDA RUS Bulletin 1794A-602 (California State Supplement), including: ER Cover Page, ER Checklist, Evaluation of Impact to Resource, list of mitigation measures and implementation schedule. The ER process will follow all of the requirements and timeline detailed in the State Supplement's "Flowchart for Typical Environmental Process" including the preparation and posting of all required public notices. To the maximum extent feasible, the ER will rely on the CEQA document and associated technical reports. Additional research will be conducted as necessary by WRA to complete the ER. Two copies of the ER and attachments will be submitted to the local USDA RD processing office. If necessary, WRA will update the ER per any comments provided by the local USDA RD processing office and resubmit two revised copies. While the ultimate decision will be made by the local USDA RD processing office, this proposal assumes the project will require a NEPA "categorical exclusion," utilizing Exhibit A of the State Supplement to prepare the CEQA supplement for the required ER.

Project Management and Administration

This task includes coordination with the prime consulting engineer, the District, and the local USDA RD processing office to advise on issues that have the potential to influence project planning and construction.

WRA's ASSUMPTIONS

- Access will be granted to all portions of the project area as needed.
- This scope of work does not include any specific species surveys.
- Permit applications with the CDFW, RWQCB, and Corps are not included in this proposal.
- Project description maps and related information will be provided by the project team prior to initiation of the CEQA analysis.
- Changes to the project description and/or project boundaries may require additional budget to update the environmental analysis.

- Should the client require additional work, WRA shall prepare a Change Order describing the additional work, proposed cost, and billing rates to be approved by client prior to commencing such additional work.
- The local USDA RD processing office will assist WRA with completion of the following four items listed on page 7 of the State Supplement:
    1. Important Farmland Determination, including Form AD-1006
    2. Form RECD 2006-38, “Civil Rights Impact Analysis Certification”
    3. FEMA Form 81-93, “Standard Flood Hazard Determination”
    4. SHPO consultation letters

As part of properly overseeing our subconsultant, Coastland will review all documents prepared by WRA, Inc. to ensure adequacy and completeness, as well as applicability of all mitigation measures and Mitigation Monitoring and Reporting Program that is part of the CEQA document.

Exhibit “B”

ESTIMATED COST

Based on our scope of work, we are proposing that the services associated with this project be completed for a not-to-exceed amount of $69,344. The amount quoted is assuming that all of the work for this project will fall under the scope of work as previously described. If additional work is necessary that falls outside of this scope of work, we can either re-negotiate a new scope of work or provide these services on a time and materials basis per our adopted schedule of hourly rates.

Please note that in the not-to-exceed amount, we have included an estimated amount of $1,644 for reimbursable expenses (i.e. printing, plotting, etc.) These reimbursable costs will be billed at cost plus 15%.