

TASK ORDER AUTHORIZATION
On-Call Environmental Services
AMENDMENT #1

Contract Number: F4602000

First Carbon Solutions: Task Order No. 19 - Amendment #1

Pursuant to Section VI (Scope of Services) of the Service Plan for the On-Call Environmental Services contract entered into on September 15, 2018, between Contra Costa County (County) on behalf of its Public Works Department (Dept.) and First Carbon Solutions (Contractor), and subject to all of the terms and conditions of the contract, County and Contractor agree as follows:

TASK ORDER No.: 19 - Amendment #1 (19-A1)

PROJECT NAME: Environmental Impact Report for the FSRE-Industrial Concord Project (Project)

PROJECT NUMBER: County File #CDDP21-03022

Type of Work/Services: Prepare an Environmental Impact Report (EIR), for the FSRE-Industrial Concord Project (proposed project)

LOCATION: 510 Sally Ride Drive, Concord, CA. APN# 125-010-023

County Project Manager (& phone #): Conservation and Development, Jamar Stamps (925) 655-2917; Copy Shravan Sundaram on all invoices: shravan.sundaram@pw.cccounty.us

I. TASK / DELIVERABLES DESCRIPTION:

- A. Background/Project Description:** The Project consists of development of an EIR for a proposed 97,989 square foot fulfillment center warehouse and 8,192 square-foot office building on Buchanan Air Field.
- B. Amendment Description:** Task Order #19 (attached) is being amended because after initiating work, the project underwent a number of changes. This amendment includes replenishment of budgets for certain tasks, namely the notice of preparation and scoping, the administrative draft EIR task, as well as meetings and management, since the work already performed will need to be revised to reflect the new project. See attached augment proposal dated 2/4/22 for further details.
- C.** All other terms and conditions agreed to in Task Order #19 between the County and Contractor remain in full force and effect.

II. DETAILED SCOPE OF SERVICES:

A. Task Description and Cost Summary Table

Task #	Task Description	Cost Estimate
4	Notice of Preparation and Scoping Meeting	\$8,100 Augment 1: \$1,087 Amendment 1 Task Subtotal: \$9,187
5	Administrative Draft EIR	\$75,265 Augment 1: \$1,260 Amendment 1 Task Subtotal:

TASK ORDER AUTHORIZATION
On-Call Environmental Services
AMENDMENT #1

Contract Number: F4602000

First Carbon Solutions: Task Order No. 19 - Amendment #1

		\$76,525
6	Screencheck Draft EIR	\$25,255
7	Public Draft EIR	\$13,300
8	Administrative Final EIR	\$23,170
9	Screencheck Final EIR	\$6,590
10	Final EIR	\$2,985
11	Mitigation Monitoring and Reporting Program	\$1,410
12	Findings of Fact and Statement of Overriding Considerations	\$8,470
13	Administrative Record	\$3,885
14	Meetings, Public Hearings, and Phone Calls	\$14,280 Augment 1: \$788 Amendment 1 Task Subtotal: \$15,068
15	Project Management	\$13,040 Augment 1: \$3,308 Amendment 1 Task Subtotal: \$16,348
	Direct Costs	\$660
	Total	\$196,410 Augment 1 Total: \$6,443 Total: \$202,853

III. COMMENCEMENT DATE FOR SERVICES:

- A. Contractor will commence requested additional services as directed in writing (e-mail) by County Project Manager.
- B. County will send task order amendment #1 to Contractor after obtaining all necessary signatures.

February 4, 2022

John Kopchik, Director
Contra Costa County
Department of Conservation and Development
30 Muir Rd., 2nd Floor
Martinez, CA 94553

Subject: Augment Request for CEQA Documentation for the FSRE-Industrial Concord Project (On-call Environmental Services, Public Works Department), County File CDDP21-03022, Task Order No. 19

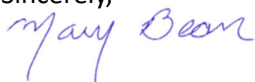
Dear Mr. Kopchik:

Contra Costa County (County) began the process for preparation of an environmental Impact Review for the FSRE-Industrial Concord Project (proposed project) in 2021. Design on the project was put on hold in November 2021.

FCS International, Inc., doing business as FirstCarbon Solutions (FCS), understands that the County is getting ready to resume work on this project in March 2022 and is pleased to present the attached schedule and budget for restarting the project, and for the preparation an Environmental Impact Report (EIR) for the proposed project. Based on the work already performed prior to November 2021, this augment includes replenishment of budgets for certain tasks, namely the notice of preparation and scoping, the administrative draft EIR task, as well as meetings and management, since the work already performed will need to be revised to reflect the new project. We have also adjusted the billing rates to reflect updates for 2022.

FCS will continue to coordinate closely with the County to deliver all services in compliance with restrictions related to COVID-19. We have implemented full remote workflows where possible, and adjusted fieldwork procedures to meet both public health restrictions and project needs. As the County's on-call consultant, we are committed to responding to project needs in a timely and cost-effective manner. Should you have any questions regarding this Scope of Work, please contact me by email at mbean@fcs-intl.com or by phone at 415.713.5223. We look forward to continuing our successful working relationship with you on this important project.

Sincerely,



Mary Bean, Director
FirstCarbon Solutions
1350 Treat Boulevard, Suite 380
Walnut Creek, CA 94597

SCHEDULE

FCS has prepared the following schedule outlining the anticipated timing of each task. It is assumed that the tasks described in this proposal would follow the Technical Analyses for the proposed project.

Task	Week
Task 4: Notice of Preparation and Scoping Meeting	3-9 ¹
– <i>Submit Administrative Notice of Preparation</i>	3
– <i>Receive Comments on Notice of Preparation</i>	4
– <i>Start of Public Scoping Period (Begin 30-day Public Review)</i>	5
– <i>Public Scoping Meeting</i>	TBD (to occur during public scoping period)
– <i>30 Day Public Review Period Ends</i>	9
Task 5: Administrative Draft EIR	3-21
– <i>Submit Administrative Draft EIR</i>	18
– <i>Receive Comments on Administrative Draft EIR</i>	21
Task 6: Screencheck Draft EIR	21-25
– <i>Submit Screencheck Draft EIR</i>	23
– <i>Receive Comments on Screencheck Draft EIR</i>	25
Task 7: Public Draft EIR	26-33
– <i>Begin 45 Day Public Review Period</i>	26
– <i>45-day Public Comment Period Ends</i>	33
Task 8: Administrative Final EIR	33-39
– <i>Meet with County to review comments received</i>	34
– <i>Submit Administrative Final EIR²</i>	37
– <i>Receive Comments on Administrative Final Program EIR</i>	39
Task 9: Screencheck Final EIR	41-43
– <i>Submit Screencheck Final EIR</i>	41
– <i>Receive Comments on Screencheck Final EIR</i>	43
Task 10: Final EIR	44
Task 11: Mitigation Monitoring and Reporting Program	41-43
– <i>Submit draft Mitigation Monitoring and Reporting Program</i>	41
– <i>Receive Comments on Mitigation Monitoring and Reporting Program</i>	42
– <i>Submit Mitigation Monitoring and Reporting Program</i>	43

Task	Week
Task 12: Findings of Fact and Statement of Overriding Considerations	41-43
– <i>Submit draft Findings of Fact and Statement of Overriding Considerations</i>	41
– <i>Receive Comments on Findings of Fact and Statement of Overriding Considerations</i>	42
– <i>Submit Findings of Fact and Statement of Overriding Considerations</i>	43
Task 13: Administrative Record	43
Task 14: Meetings, Public Hearings, and Phone Calls	To Be Determined
Task 15: Project Management	Ongoing
File NOD with Contra Costa County Clerk	Within 5 business days of EIR Certification
Note: ¹ Week count is from project initiation, conducted under the Technical Analyses scope of work (Task Order 18). ² Timing is dependent on the volume and complexity of public comments received.	

PROPOSED BUDGET

Hourly Fee Schedule

Compensation is based on the following fee schedule and charges.

FCS Personnel	Hourly Labor Rate (\$)
Director I/Product Development Director	\$273
Associate Director/Senior Team Leader II/Senior Program Leader II	\$231
Legal Counsel	\$210
Senior Team Leader I/Senior Program Leader I	\$221
Senior Project Manager III/Senior Scientist III/Senior Regulatory Scientist III	\$200
Senior Project Manager II/Senior Scientist II/Senior Regulatory Scientist II	\$189
Senior Project Manager I/Senior Scientist I/Senior Regulatory Scientist I	\$170
Project Manager III/Scientist III/Regulatory Scientist III	\$160
Project Manager II/Scientist II/Regulatory Scientist II	\$158
Project Manager I/Scientist I/Regulatory Scientist I	\$150
Assistant Project Manager II/Assistant Regulatory Scientist II	\$130
Assistant Project Manager I/Assistant Regulatory Scientist I	\$120
Environmental/Technical/Regulatory Analyst III	\$115

FCS Personnel	Hourly Labor Rate (\$)
Environmental/Technical/Regulatory Analyst II	\$110
Environmental/Technical/Regulatory Analyst I	\$80
Publications Coordinator/Technical Editor	\$125
Senior Graphic Designer/GIS Manager	\$150
GIS/CADD Specialist II	\$137
GIS/CADD Specialist I	\$116
Graphic Designer	\$95
Word Processor	\$105
Reprographics Manager	\$84
Reprographics Assistant	\$80
Administrative Assistant/Accounting/Clerical	\$63
Intern	\$63

FCS has prepared the following budget identifying the Augment costs.

Task	Fee
Task 4: Notice of Preparation and Scoping Meeting	\$ 1,087
Task 5: Administrative Draft EIR	\$ 1,260
Task 6: Screencheck Draft EIR	-
Task 7: Public Draft EIR	-
Task 8: Administrative Final EIR	-
Task 9: Screencheck Final EIR	-
Task 10: Final EIR	-
Task 11: Mitigation Monitoring and Reporting Program	-
Task 12: Findings of Fact and Statement of Overriding Considerations	-
Task 13: Administrative Record	-
Task 14: Meetings, Public Hearings, and Phone Calls	\$ 788
Task 15: Project Management	\$ 3,308
Direct Costs	-
Total	\$6,443

Tasks Outside the Scope of Work

The following are tasks FCS has identified as falling outside its Scope of Work for the proposed project.

Project Description

It is assumed that Kimley Horn will provide a complete Project Description, and the project will not change once that Project Description has been accepted by the County.

Newspaper Noticing/Local Noticing

FCS assumes that County staff will be responsible for any public noticing related to the certification of the EIR.

Notice of Determination Filing/Payment of Fees

FCS assumes that the applicant or County staff will be responsible for filing the NOD with the Contra Costa County Clerk's Office within 5 business days of certification of the EIR. Please be advised that as of January 1, 2021, the filing fees for an EIR are \$3,445.25 (California Department of Fish and Wildlife [CDFW] fee) plus a \$50 County handling fee, for a grand total of **\$3,495.25**. The applicant will be responsible for paying the associated filing fees.

Assumptions

The assumptions used in calculating the above fees are:

- Reimbursable expenses have been included in the table above. These direct costs, including, but not limited to those items presented below, will be reimbursable upon provision of proper documentation:
 - Purchases of project materials
 - Reproduction, reprographics, document production, printing and photographic
 - Postage, messenger, delivery, and overnight mailing
 - Mileage, noticing, and record searches
 - Other miscellaneous costs directly related to the project
- There will be no significant revisions to the submitted development application. If there is a change in the project description by the applicant, a budget adjustment will be required to account for the project revisions.
- This price is based on completion of the work within the proposed schedule. If delays occur, an amendment of the price would be warranted to accommodate additional project management and other costs and to reflect adjustments for updated billing rates.
- The fee is valid for up to 30 days from the date of this scope, after which it may be subject to revision.

- Costs have been allocated to tasks based upon FCS’s proposed approach. During the work, FCS may, on its sole authority, re-allocate costs among tasks and/or direct costs, as circumstances warrant, so long as the adjustments maintain the total price within its authorized amount.
- The FCS Project Manager will be the primary representative at the project meeting and public hearing.
- Printing costs are based on the method of printing and binding proposed, numbers of copies proposed as work products, and estimated page lengths. Document printing costs are estimated and will be finalized at the time of printing. On further clarification of the documents and County’s (paper and/or digital CD) that County staff will need during the preparation effort, FCS will specifically identify a detailed reproduction work plan with more specific costs.

TASK ORDER AUTHORIZATION

On-Call Environmental Services **URGENT**

Consultant Name: **First Carbon Solutions** Task Order No.19

Pursuant to Section VI (Scope of Services) of the Service Plan for the On-Call Environmental Services contract entered into on [September 15, 2018](#), between Contra Costa County (County) on behalf of its Public Works Department (Dept.) and [First Carbon Solutions](#) (Contractor), and subject to all of the terms and conditions of the contract, County and Contractor agree as follows:

TASK ORDER No.:19

PROJECT NAME: **Environmental Impact Report for the FSRE-Industrial Concord Project (Project)**

PROJECT NUMBER: **County File #CDDP21-03022**

Type of Work/Services: Prepare an Environmental Impact Report (EIR), for the FSRE-Industrial Concord Project (proposed project)

LOCATION: 510 Sally Ride Drive, Concord, CA. APN# 125-010-023

County Project Manager (& phone #): Conservation and Development, Jamar Stamps (925) 655-2917 copy Shrvan Sundaram on all invoices shravan.sundaram@pw.cccounty.us

I. TASK SUMMARY AND REQUIREMENTS

- A. Project Description:** The Project consists of development of an EIR for a proposed 97,989 square foot fulfillment center warehouse and 8,192 square-foot office building on Buchanan Air Field.
- B. Requirements/Purpose:** The Project requires the following services for environmental compliance: Preparation of an EIR and related tasks.

SCOPE OF SERVICES

- A.** Contractor will provide environmental services and submit reports as described in this task order and as described in the Contractor's cost proposal dated September 8, 2021 attached hereto and incorporated into this task order.

B. Task Description and Cost Summary Table

Task #	Task Description	Cost Estimate
4	Notice of Preparation and Scoping Meeting	\$8,100
5	Administrative Draft EIR	\$75,265
6	Screencheck Draft EIR	\$25,255
7	Public Draft EIR	\$13,300
8	Administrative Final EIR	\$23,170
9	Screencheck Final EIR	\$6,590
10	Final EIR	\$2,985
11	Mitigation Monitoring and Reporting Program	\$1,410
12	Findings of Fact and Statement of Overriding Considerations	\$8,470
13	Administrative Record	\$3,885
14	Meetings, Public Hearings, and Phone Calls	\$14,280
15	Project Management	\$13,040
	Direct Costs	\$660
	Total	\$196,410

- C.** Contractor is authorized the use of its subcontractor(s), named in the contract, for portions of this task order work. Contractor will manage its Subcontractor(s) and work closely with the County Project

TASK ORDER AUTHORIZATION

On-Call Environmental Services **URGENT**

Consultant Name: **First Carbon Solutions** Task Order No.19

Manager to ensure that the schedule, budgets, and Quality Assurance/Quality Control of subcontractor reports and invoices are maintained. Contractor remains responsible for the performance of its Subcontractor(s) pursuant to the contract and the obligations under this Task Order, as well as quality control for invoicing.

III. **COMMENCEMENT DATE FOR SERVICES**

A. Contractor will begin environmental services on Friday, August 13, 2021.

IV. **SCHEDULE FOR SERVICES AND DELIVERABLES**

A. Contractor will complete all task order environmental services and submit final reports, as directed in writing (e-mail) by County Project Manager.

V. **PAYMENT LIMIT: Not to exceed \$196,410** (rounded)

A. Invoicing

1. Invoices must have an **invoice number, date of invoice**, and the **monthly period when services were performed** identified from the 1st of the month to last day of the month [Example: May 1, 2019 through May 31, 2019].
2. Invoices must reference the following:
 - a) Task Order Number
 - b) County Project name
 - c) County Project number
 - d) Name of requesting County Project Manager
 - e) Description of the services that were provided
 - f) Copy Shraavan Sundaram on all invoices shraavan.sundaram@pw.cccounty.us
3. Invoices must list as separate line items: mileage/dates traveled and purchase descriptions with date and cost, and attach copies of receipts.

B. Rates/Other Direct Costs

Contractor rates for services must not exceed the hourly rates and other direct costs set forth in **APPENDIX A: (Rates)** of the Contract, and Section **X. PAYMENT PROVISIONS** of the Contract Service Plan.

C. Insurance:

Contractor's insurance must be current in order for invoices to be processed and paid.

VI. **SIGNATURES**

<p>COUNTY</p> <p>By: <u> <i>Ave' Brown</i> </u> Department Head, or Designee, signature</p> <p><u>Avé Brown, Principal Environmental Analyst</u> Printed Name and Title</p> <p><u> 9-13-21 </u> (Date)</p>	<p>CONTRACTOR</p> <p>By: <u> <i>Mary Bean</i> </u> Authorized Representative, signature</p> <p><u>Mary Bean, Vice President</u> Print Name and Title [Individual(s) authorized to sign Task Orders per Contract Service Plan]</p> <p><u> 9/13/21 </u> (Date)</p>
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September 8, 2021

John Kopchik, Director
Contra Costa County
Department of Conservation and Development
30 Muir Rd., 2nd Floor
Martinez, CA 94553

Subject: Proposal to Prepare CEQA Documentation for the FSRE-Industrial Concord Project (On-call Environmental Services, Public Works Department)

Dear Mr. Kopchik:

Contra Costa County (County) is seeking assistance to prepare an Environmental Impact Report (EIR) for the FSRE-Industrial Concord Project (proposed project). The project site encompasses 15.5 acres of undeveloped land in Buchanan Field Airport in Concord, Contra Costa County and the proposed project would include the development of a 97,989 square foot fulfillment center warehouse and 8,192 square-foot office building on Buchanan Air Field.

FCS International, Inc., doing business as FirstCarbon Solutions (FCS), has more than 38 years of experience in preparing a full range of CEQA environmental review documents, including EIRs and MMRPs to support various development projects throughout the State. We also have extensive experience in preparing and peer reviewing technical studies prepared by different agencies, firms, and applicants. The following attributes make FCS uniquely qualified to provide the County's requested services:

- **We have direct experience in the local area.** Since 2002, FCS has prepared environmental documents and provided environmental services to support 140 projects in the County. In addition, we are actively providing on-call support to the County. This experience provides us with knowledge of County policies and regulations.
- **We have prepared other, similar California Environmental Quality Act (CEQA) documents for the County.** FCS has prepared CEQA documentation for projects that are similar in scope and complexity as the one contemplated by the County. Examples of these projects include the **CenterPoint Properties Project EIR** and the **Scannell Properties Project EIR**.
- **We are proactive, responsive, and accessible.** We emphasize frequent, informal client and agency communication and prepare concise verbal and written summaries and presentations of project information. As soon as we encounter a challenge, we immediately notify our clients and provide proven, short- and long-term strategies to remedy any situation, including emergencies and delays.

UNITED STATES

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Utah
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New York
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Deposit, NY 13754

56 Broome Corporate Parkway
Conklin, NY 13748

CANADA

UNITED KINGDOM

PORTUGAL

FRANCE

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AUSTRALIA

PHILIPPINES

CHINA

MALAYSIA

SINGAPORE

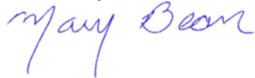
During this unique situation, we have also ensured that all our project management staff have access to Zoom, Microsoft Teams, Smartsheet, and Deltek Vision. These tools facilitate the sharing of project-related information in real time, saving our clients time and money, and make project staff easily reachable for calls or meetings. Our project management philosophy revolves around an infrastructure of communication and assigning appropriately skilled resources to implement our project scope.

FCS will coordinate closely with the County to deliver all services in compliance with restrictions related to COVID-19. We have implemented full remote workflows where possible, and adjusted fieldwork procedures to meet both public health restrictions and project needs.

As the County's on-call consultant, we are committed to responding to project needs in a timely and cost-effective manner. Should you have any questions regarding this Scope of Work, please contact me by email at mbean@fcs-intl.com or by phone at 415.713.5223.

We look forward to continuing our successful working relationship with you on this important project.

Sincerely,



Mary Bean, Director
FirstCarbon Solutions
1350 Treat Boulevard, Suite 380
Walnut Creek, CA 94597

PROPOSED SCOPE OF SERVICES

Project Understanding

The County received an application for the construction of the proposed project—the development of a single-story e-commerce warehouse fulfillment/distribution center, including office space, at Buchanan Field in Concord, CA on an approximately 15.5 acre project site. The project site is comprised of one Assessor’s Parcel Number: 125-010-023 and is located on undeveloped land at the airport’s western edge abutting Marsh Drive and Sally Ride Drive. The project site is vacant and generally flat and contains non-native grasslands, which is regularly mowed by the Buchanan Airport under Federal Aviation Administration (FAA) regulations. There is one tree on the project site, which will be removed. A small 0.2-acre drainage ditch runs southeast to northwest transecting the northern portion of the project site and empties into the Marsh Drive drainage ditch. An approximately 4,000-foot linear wetlands drainage ditch measuring approximately 0.48 acre located just east of Marsh Drive is not part of the project site, but the proposed project would need to cross that drainage twice with box culverts to create ingress and egress roadways.

The project site is surrounded by Volansi, a logistics company, airport hangars and State Route 4 (SR-4, running east-west) to the north and a fuel tank farm is just beyond SR-4. There is a mobile home park community and Interstate 680 (I-680, running north-south) and several commercial businesses and Contra Costa Fire–Station 9 to the west (just beyond I-680). The project site is surrounded by additional airport lands, hangars, and non-aeronautical business uses to the south. Farther south, across Center Avenue, is the Buchanan Fields Golf Course and commercial businesses within the City of Concord, and to the east of the project site are airport offices and the main runways and taxiway.

The discretionary required entitlements for the proposed project include a General Plan Amendment, Site Development Application, adoption of an EIR, and an Airport Land Use Consistency Hearing. The County General Plan designates the site as Public/Semi-Public (PS) and it is zoned “Unrestricted”. Because the proposed project includes a private, commercial use, it would require a General Plan Amendment to redesignate the site as Light Industrial (LI). A 2020 airport-initiated Airport Land Use Plan (ALP) update currently under review by the FAA designates the site as nonaeronautical use. The site was released from aeronautical use by the FAA and airport in March of 1983.

The proposed project would consist of the development of an e-commerce warehouse fulfillment center with approximately 97,989 square feet of warehouse and approximately 8,192 square feet of office space for a total gross square footage of approximately 106,181 square feet covering approximately 20 percent of the lot; the remainder of the project site would be developed with parking. The building would be a single-story concrete tilt-up building including an engineered canopy over the van loading area. The building would range in height from 36 to 44 feet (roof top deck structures may extend beyond that height). The building would be oriented on the project site so noise generators, such as trucks docks, would point north/south towards Buchanan Airport and away from residential uses. Construction of a 12-foot-high sound wall is planned on the northwestern edge of the project site in the area for truck

parking and loading docks. The sound wall would be part of the landscaping to soften the appearance, deter graffiti, and diminish any operational noise experienced by residents across Marsh Drive. A total of 225 automobile stalls, including Americans with Disabilities (ADA) accessible stalls, and 379 delivery van stalls would be provided. The parking lots would be designed and constructed to meet electric vehicle (EV) charging specifications.

Stormwater from the development would be collected in surface inlets on-site then conveyed to a new underground pipe, pump and force main system that would eventually discharge into Grayson Creek. In addition, a surface water quality basin would be created on the north end of the project site. Water collected in the basin would then be piped underground for discharge to an existing headwall that would empty into Grayson Creek.

Sally Ride Drive, which will be further improved, provides access on the east side of the parcel with curbs, gutters, and sidewalks. All utilities are in Marsh Drive which runs north/south along the west edge of the project site. Power, sewer, water, and fire hydrants are in Sally Ride Drive as well. Above ground power lines and poles at the north portion of the project site will be removed and undergrounded. An existing set of unenergized lines and poles, also in the north central portion of the project site crossing Sally Ride Drive and terminating near the taxiway Juliet, would be removed.

Scope of Work

It is assumed that the tasks described below would follow the Technical Analyses tasks for the proposed project.

Task 4: Notice of Preparation and Scoping Meeting

FCS will prepare an Administrative Draft Notice of Preparation (NOP) in accordance with CEQA Guidelines Section 15082. The NOP will identify the project location, provide a summary of the project characteristics, and list probable environmental effects, supported by tables and color graphics. FCS will submit the Administrative Draft NOP to the County. This Scope of Work assumes the County will provide one set of consolidated, vetted comments (with tracked changes in the Word document) on the Administrative Draft NOP. Once FCS receives these comments, FCS will complete revisions and prepare a NOP for public review. FCS will submit the NOP and accompanying Notice of Completion (NOC) and Summary Form to the State Clearinghouse electronically. The County will be responsible for distributing the NOP to public agencies and private parties. This Scope of Work assumes that an Initial Study will not be prepared.

Deliverables

- Electronic version (via Dropbox in Microsoft Word and PDF) of the Draft NOP to the County
- Electronic version (via Dropbox in PDF) of the NOP to the County
- Electronic version (via CEQAnet) of the NOP, NOC, and Summary Form to the SCH

Public Scoping Meeting

Following release of the NOP, the County will hold a public scoping meeting, which FCS representatives will attend. The public scoping meeting will be conducted at a regularly scheduled Planning Commission hearing; it is assumed that the public scoping meeting will be conducted virtually. During the meeting, FCS will monitor comments received, answer questions as directed by staff, and, following the meeting, provide a summary of public comments regarding any environmental concerns raised. Input will be used to focus the issues to be addressed in the Draft EIR. The summary of verbal comments and the written comments letters will be appended to the Draft EIR. A summary of the verbal and written comments will be included in Introduction section of the Draft EIR.

Task 5: Administrative Draft EIR

FCS will prepare the Administrative Draft EIR in accordance with the applicable requirements contained in CEQA Guidelines Sections 15120 through 15132. The document will identify potentially significant impacts, feasible mitigation measures, and the residual significance after mitigation has been implemented. The Administrative Draft EIR will include narrative text, tables, exhibits, and technical appendices. The contents of the Administrative Draft EIR are listed as follows:

- Executive Summary
- Introduction
- Project Description
- Environmental Impact Analysis
- Aesthetics
- Agriculture and Forestry Resources (likely to be scoped out)
- Air Quality
- Biological Resources
- Cultural and Tribal Cultural Resources
- Energy
- Geology and Soils
- Greenhouse Gas Emissions
- Hazards and Hazardous Materials
- Hydrology and Water Quality
- Land Use and Planning
- Mineral Resources (likely to be scoped out)
- Noise
- Population and Housing (likely to be scoped out)
- Public Services
- Transportation
- Utilities and Service Systems
- Wildfire
- Alternatives
- Other CEQA Considerations
- Effects Found Not To Be Significant
- List of Preparers and Contributors
- Technical Appendices

Cumulative Effects

FCS will describe the reasonably foreseeable projects within a County-approved defined study area that may result in cumulative impacts associated with the proposed project. FCS will work closely with County staff to ensure the EIR is prepared at the appropriate level of detail and pertinent projects are evaluated.

Cumulative projects may be defined within a specified area around the project site as (1) projects constructed, but not occupied; (2) projects approved, but not constructed; (3) pending projects for which pre-filing or filing of an application with its respective lead agency has occurred; and (4)

anticipated or announced projects for which no application has yet been filed with the lead agency. However, note that the geographical extent of the evaluation area for cumulative impacts varies, depending upon the technical issue to be addressed. For instance, the evaluation area for air quality encompasses the local air basin, while the evaluation area for traffic encompasses the local roadway network. Findings of recent court cases will be used to address all pertinent issues. Cumulative projects will be discussed for each technical issue. Growth-inducing impacts will be evaluated separately in the Draft EIR in the Other CEQA Considerations section.

Alternatives

Pursuant to CEQA Guidelines Section 15126.6, the Draft EIR will evaluate a range of feasible alternatives to the proposed project. One of the alternatives will be the CEQA-mandated “No Project Alternative,” which is the circumstance under which the project does not proceed. FCS will evaluate up to two additional alternatives, likely consisting of a reduction in project size and a different type of use. In addition, the Alternatives section will address the feasibility of an alternative location, as well as any alternatives that were initially considered but rejected from further consideration. Each alternative will be described in sufficient detail and evaluated on a topical section basis against the proposed project to determine if it will have fewer, equivalent, or greater impacts. A matrix will be provided comparing each alternative’s impacts on the various topical areas. The environmentally superior alternative will be identified. The Alternatives Section will also include a description of alternatives that were initially considered but ultimately rejected from further consideration.

Effects Found not to be Significant

CEQA Guidelines Section 15143 establishes that EIRs shall focus on significant impacts on the environment and need not discuss in detail effects that are clearly insignificant or unlikely to occur. FCS will prepare the NOP, identifying any resource categories or topical areas that can be “scoped out” pursuant to Section 15143 given the location and context of the project site. Provisionally, we assume that impacts to agricultural and forestry, mineral resources, and population and housing will be less than significant and will not need to be analyzed in detail in the Draft EIR. A section titled Effects Found not to be Significant will be included in the Draft EIR to document the justification for resource categories excluded from detailed analysis in the Draft EIR.

Deliverable

- Electronic version (via Dropbox in Microsoft Word and PDF) of the Administrative Draft EIR (with technical studies) appended to the Administrative Draft EIR to the County. This Scope of Work assumes no hard copies of the Administrative Draft EIR will be provided. If hard copies are requested, a change order may be required to cover costs of producing the copies.

Task 6: Screencheck Draft EIR

This Scope of Work assumes that the County will provide one set of consolidated, vetted comments (with tracked changes in the Word document) on the Administrative Draft EIR. Once FCS receives these comments, FCS will complete revisions and prepare a Screencheck Draft EIR for review. Note that this Scope of Work assumes only one round of County comments and revisions to the Administrative Draft EIR. Should the estimated hours needed to complete this task exceed the cost identified herein, FCS will coordinate with the County regarding the need for additional funds to ensure incorporation of all comments and edits.

Deliverable

- Electronic version (via Dropbox in Microsoft Word and PDF) of the Screencheck Draft EIR to the County. FCS will also provide a track change version in Microsoft Word of the Screencheck Draft EIR for reference. This Scope of Work assumes no hard copies of the Screencheck Draft EIR will be provided. If hard copies are requested, a change order may be required to cover costs of producing the copies.

Task 7: Public Draft EIR

Upon receipt of final County comments on the Screencheck Draft EIR, FCS will proceed with finalizing and producing the Draft EIR for public review. We assume that the County will provide one set of consolidated, vetted comments (with tracked changes in the Word document) on the Screencheck Draft EIR. This task assumes technical staff time to complete revisions to the Draft EIR, plus editing and administrative staff time to prepare the document for publication. If additional hours are required, FCS will prepare a budget augment to cover the additional level of effort.

FCS will prepare, and County staff will distribute, copies of the Draft EIR to responsible agencies and the public for a 45-day public review period. FCS will provide the State Clearinghouse (SCH) with an electronic copy of the document (and appendices) and required notices and forms (the NOC, Notice of Intent to Adopt [NOI], and Summary Form) via CEQAnet to begin the public review period. FCS will be responsible for drafting the NOC and Summary Form and the County will be responsible for drafting the NOI. FCS will provide copies of the Draft EIR to the County, and the County will be responsible for local distribution, noticing, and posting. Finally, this Scope of Work assumes that County staff will prepare and mail all notices associated with the Draft EIR to local agencies and interested parties.

Deliverables

- Electronic version of the Draft EIR and appendices (via Dropbox in PDF) to the County
- 10 hard copies (appendices on CD) of the Draft EIR to the County; if additional copies are requested, a change order may be required to cover costs of producing the additional copies.
- Electronic version (via CEQAnet) of the Draft EIR and appendices, NOC, NOI, and OPR's Summary Form to the SCH

Task 8: Administrative Final EIR

FCS will prepare an Administrative Final EIR in accordance with the applicable requirements contained in CEQA Guidelines Sections 15088 and 15089. The Administrative Final EIR will list all agencies, organizations, and individuals who submitted written comments on the Draft EIR during the public review period and provide written responses to those comments. To enhance readability and avoid redundancy, FCS will use Master Responses to address frequent and reoccurring comments on the Draft EIR's analysis. Additionally, the Administrative Final EIR will contain an Errata, which will document minor changes to the Draft EIR text in strikeout-underline format.

FCS representatives will attend a public comment session concerning the Draft EIR during the public review period (meeting attendance at the public comment session is accounted for in Task 15: Meetings). FCS will summarize verbal comments received at the meeting in the Administrative Final EIR and provide written responses to said comments.

Based on FCS's experience responding to comments on recent County projects, we have budgeted 200 hours of FCS staff time (including technical, editing, and administrative personnel) for this task. Together with the County, FCS will evaluate the volume and complexity of comments received on the Draft EIR. If additional time is required beyond what is budgeted, FCS will prepare a budget augment to cover the actual level of effort.

Deliverable

- Electronic version of the Administrative Final EIR (via Dropbox in Microsoft Word and PDF) to the County. This Scope of Work assumes that the County will not require hard copies of the Administrative Final EIR. If hard copies are requested, a change order may be required to cover costs of producing the copies.

Task 9: Screencheck Final EIR

FCS will respond to County comments on the Administrative Final EIR. This Scope of Work assumes that comments will be provided as tracked changes on the Word files. Upon receipt of the consolidated set of comments, FCS will prepare the Screencheck Final EIR.

The intent of the Screencheck Final EIR is to allow County staff to review final changes to the Final EIR prior to publication. It is anticipated that any comments on the Screencheck Final EIR would concern minor points and not require major revisions.

Deliverable

- Electronic version of the Screencheck Final EIR (via Dropbox in Microsoft Word and PDF) to the County. FCS will also provide a track change version of the Screencheck Final EIR for reference. This Scope of Work assumes no hard copies of the Screencheck Final EIR will be provided to the County. If hard copies are requested, a change order may be required to cover costs of producing the copies.

Task 10: Final EIR

Once County staff provides final comments on the Screencheck Final EIR, FCS will proceed with finalizing and producing the Final EIR. This task assumes technical staff time will be required to complete revisions to the Final EIR, plus editing and administrative staff time to prepare the document for publication. If additional hours are required, we will prepare a budget augment to cover the actual level of effort.

FCS will provide copies of the Final EIR to the County, who will be responsible for local distribution, noticing, and posting. FCS will also prepare the Notice of Determination (NOD) for the project, which the County will file, within 5 business days of EIR certification. This Scope of Work assumes that County staff will prepare and mail all notices associated with the Final EIR to local agencies and interested parties.

Deliverables

- 10 hard copies (appendices on CD) of the Final EIR to the County
- Electronic version (via Dropbox in PDF) of the Final EIR to the County
- An electronic version of the NOD to the County

Task 11: Mitigation Monitoring and Reporting Program

FCS will prepare a comprehensive MMRP, pursuant to CEQA Guidelines Section 15097. The MMRP will contain all mitigation measures identified in the EIR. This comprehensive MMRP will provide County staff with a single source of reference to the full range of mitigation measures to be implemented. For each measure or group of similar measures, the agency responsible for ensuring proper implementation will be identified, along with the timing and method of verification. The MMRP will be included in the Final EIR submittal.

Once FCS receives consolidated, vetted comments (with tracked changes in the Word document) on the MMRP, FCS will complete revisions and provide the County with a final MMRP.

Deliverable

- Electronic version (via email in Microsoft Word) of the draft MMRP to the County
- Electronic version (via email) of the MMRP (PDF) to the County.

Task 12: Findings of Fact and Statement of Overriding Considerations

Pursuant to CEQA Guidelines Sections 15091 and 15093, FCS will prepare draft Findings of Fact for each potentially significant effect identified in the EIR and a Statement of Overriding Considerations for any unavoidable significant impacts associated with the proposed project. As required by the CEQA Guidelines, one of three findings must be made for each significant effect and must be supported by substantial evidence in the record. The Statement of Overriding Considerations will rely on input from the project team regarding the benefits of the project. FCS's Project Manager will consult with the County to review draft findings and to finalize the findings.

Deliverables

- Electronic version (via Dropbox in Microsoft Word) of the draft Findings of Fact and Statement of Overriding Considerations to the County
- Electronic version (via Dropbox in Microsoft Word) of the Findings of Fact and Statement of Overriding Considerations to the County

Task 13: Administrative Record

FCS will compile an electronic copy of the administrative record, consisting of all documents and material used in the preparation of the Draft and Final EIR.

Task 14: Meetings, Public Hearings, and Phone Calls

This Scope of Work assumes that FCS's Project Director or Project Manager will attend the following meetings:

Coordination Meetings:

- Sixteen one-hour meetings with County staff conducted during the preparation of the EIR. It is assumed these meetings can be completed via conference call.

Public Comment Meetings (during public review of the Draft EIR):

- Planning Commission—one, 4-hour meeting

Final EIR and Project Entitlements:

- Planning Commission – one, 4-hour meeting

The cost for the Public Scoping Meeting is included in Task 5. As noted, the meetings would consist of a combination of coordination meetings with staff and public hearings. A not-to-exceed budget has been established to cover attendance at the meetings. If the County requests additional meeting attendance by FCS staff, or if the amount of time involved in these meetings exceeds the initial budget allocation, FCS will notify County staff of the additional costs and obtain authorization for the extra meeting time.

Task 15: Project Management

In addition to the research, analysis, communications, and report writing tasks described above, FCS will perform a variety of project management duties to ensure that the EIR meets the County's standards of quality, and that it is delivered on time and within budget. These duties will include team supervision and coordination, oral and written communications with County staff, project accounting, and quality assurance review by FCS's Project Director and Technical Editor of all deliverable products. These services will also include ongoing support to County staff, such as providing input to staff reports, regular schedule updates, and discussions of technical issues. This task assumes 110 hours of staff time.

Tasks Outside the Scope of Work

The following are tasks FCS has identified as falling outside its Scope of Work for the proposed project.

Project Description

It is assumed that Kimley Horn will provide a complete Project Description, and the project will not change once that Project Description has been accepted by the County.

Newspaper Noticing/Local Noticing

FCS assumes that County staff will be responsible for any public noticing related to the certification of the EIR.

Notice of Determination Filing/Payment of Fees

FCS assumes that the applicant or County staff will be responsible for filing the NOD with the Contra Costa County Clerk's Office within 5 business days of certification of the EIR. Please be advised that as of January 1, 2021, the filing fees for an EIR are \$3,445.25 (California Department of Fish and Wildlife [CDFW] fee) plus a \$50 County handling fee, for a grand total of **\$3,495.25**. The applicant will be responsible for paying the associated filing fees.

SCHEDULE

FCS has prepared the following schedule outlining the anticipated timing of each task. It is assumed that the tasks described in this proposal would follow the Technical Analyses for the proposed project.

Task	Week
Task 4: Notice of Preparation and Scoping Meeting	3-9 ¹
– Submit Administrative Notice of Preparation	3
– Receive Comments on Notice of Preparation	4
– Start of Public Scoping Period (Begin 30-day Public Review)	5
– Public Scoping Meeting	TBD (to occur during public scoping period)
– 30 Day Public Review Period Ends	9
Task 5: Administrative Draft EIR	3-21
– Submit Administrative Draft EIR	18
– Receive Comments on Administrative Draft EIR	21
Task 6: Screencheck Draft EIR	21-25
– Submit Screencheck Draft EIR	23
– Receive Comments on Screencheck Draft EIR	25

Task	Week
Task 7: Public Draft EIR	26-33
– Begin 45 Day Public Review Period	26
– 45-day Public Comment Period Ends	33
Task 8: Administrative Final EIR	33-39
– <i>Meet with County to review comments received</i>	34
– <i>Submit Administrative Final EIR²</i>	37
– <i>Receive Comments on Administrative Final Program EIR</i>	39
Task 9: Screencheck Final EIR	41-43
– <i>Submit Screencheck Final EIR</i>	41
– <i>Receive Comments on Screencheck Final EIR</i>	43
Task 10: Final EIR	44
Task 11: Mitigation Monitoring and Reporting Program	41-43
– <i>Submit draft Mitigation Monitoring and Reporting Program</i>	41
– <i>Receive Comments on Mitigation Monitoring and Reporting Program</i>	42
– <i>Submit Mitigation Monitoring and Reporting Program</i>	43
Task 12: Findings of Fact and Statement of Overriding Considerations	41-43
– <i>Submit draft Findings of Fact and Statement of Overriding Considerations</i>	41
– <i>Receive Comments on Findings of Fact and Statement of Overriding Considerations</i>	42
– <i>Submit Findings of Fact and Statement of Overriding Considerations</i>	43
Task 13: Administrative Record	43
Task 14: Meetings, Public Hearings, and Phone Calls	To Be Determined
Task 15: Project Management	Ongoing
File NOD with Contra Costa County Clerk	Within 5 business days of EIR Certification
<p>Note:</p> <p>¹. Week count is from project initiation, conducted under the Technical Analyses scope of work².</p> <p>². Timing is dependent on the volume and complexity of public comments received.</p>	

PROPOSED BUDGET

Hourly Fee Schedule

Compensation is based on the following fee schedule and charges.

FCS Personnel	Hourly Labor Rate (\$)
Director I/Product Development Director	\$240
Associate Director/Senior Team Leader II/Senior Program Leader II	\$220
Legal Counsel	\$190
Senior Team Leader I/Senior Program Leader I	\$210
Senior Project Manager III/Senior Scientist III/Senior Regulatory Scientist III	\$190
Senior Project Manager II/Senior Scientist II/Senior Regulatory Scientist II	\$180
Senior Project Manager I/Senior Scientist I/Senior Regulatory Scientist I	\$160
Project Manager III/Scientist III/Regulatory Scientist III	\$150
Project Manager II/Scientist II/Regulatory Scientist II	\$140
Project Manager I/Scientist I/Regulatory Scientist I	\$130
Assistant Project Manager II/Assistant Regulatory Scientist II	\$120
Assistant Project Manager I/Assistant Regulatory Scientist I	\$110
Environmental/Technical/Regulatory Analyst III	\$95
Environmental/Technical/Regulatory Analyst II	\$80
Environmental/Technical/Regulatory Analyst I	\$70
Publications Coordinator/Technical Editor	\$100
Senior Graphic Designer/GIS Manager	\$140
GIS/CADD Specialist II	\$125
GIS/CADD Specialist I	\$100
Graphic Designer	\$90
Word Processor	\$95
Reprographics Manager	\$80
Reprographics Assistant	\$75
Administrative Assistant/Accounting/Clerical	\$60
Intern	\$55

FCS has prepared the following budget identifying the costs of each task.

Task	Fee
Task 4: Notice of Preparation and Scoping Meeting	\$8,100
Task 5: Administrative Draft EIR	\$75,265
Task 6: Screencheck Draft EIR	\$25,255

Task	Fee
Task 7: Public Draft EIR	\$13,300
Task 8: Administrative Final EIR	\$23,170
Task 9: Screencheck Final EIR	\$6,590
Task 10: Final EIR	\$2,985
Task 11: Mitigation Monitoring and Reporting Program	\$1,410
Task 12: Findings of Fact and Statement of Overriding Considerations	\$8,470
Task 13: Administrative Record	\$3,885
Task 14: Meetings, Public Hearings, and Phone Calls	\$14,280
Task 15: Project Management	\$13,040
Direct Costs	\$660
Total	\$196,410

Assumptions

The assumptions used in calculating the above fees are:

- Reimbursable expenses have been included in the table above. These direct costs, including, but not limited to those items presented below, will be reimbursable upon provision of proper documentation:
 - Purchases of project materials
 - Reproduction, reprographics, document production, printing and photographic
 - Postage, messenger, delivery, and overnight mailing
 - Mileage, noticing, and record searches
 - Other miscellaneous costs directly related to the project
- There will be no significant revisions to the submitted development application. If there is a change in the project description by the applicant, a budget adjustment will be required to account for the project revisions.
- This price is based on completion of the work within the proposed schedule. If delays occur, an amendment of the price would be warranted to accommodate additional project management and other costs and to reflect adjustments for updated billing rates.
- The fee is valid for up to 30 days from the date of this scope, after which it may be subject to revision.

- Costs have been allocated to tasks based upon FCS’s proposed approach. During the work, FCS may, on its sole authority, re-allocate costs among tasks and/or direct costs, as circumstances warrant, so long as the adjustments maintain the total price within its authorized amount.
- The FCS Project Manager will be the primary representative at the project meeting and public hearing.
- Printing costs are based on the method of printing and binding proposed, numbers of copies proposed as work products, and estimated page lengths. Document printing costs are estimated and will be finalized at the time of printing. On further clarification of the documents and County’s (paper and/or digital CD) that County staff will need during the preparation effort, FCS will specifically identify a detailed reproduction work plan with more specific costs.