

June 11, 2019

Napa Valley Unified School District
1616 Lincoln Ave
Napa, CA 94558

Attention: Ms. Jennifer Gibb

**RE: Cost Proposal for Biological Consulting Services for Implementation of Conditions of Project Approval, Napa Junction Elementary School Project
City of American Canyon, California**

Dear Ms. Gibb:

Monk & Associates, Inc. (M&A) is pleased to present this cost proposal for biological consulting services for implementation of the Conditions of Project Approval for the New Junction Elementary School Project (hereafter, the project) in the City of American Canyon, California, as required by the Regional Water Quality Control Board (RWQCB) Notice of Applicability (CIWQS Place ID 854504) dated June 3, 2019, and the Mitigation Monitoring and Reporting Program (MMRP) of the Final Environmental Impact Report (FEIR) (SCH No. 2018052038) for the project, dated September 2018.

FEIR MMRP

***Mitigation Measure 8-1:** A pre-construction survey for burrowing owls shall be conducted no more than 14 days prior to initiating tree removal or ground disturbance.*

***Mitigation Measure 8-2:** Preconstruction Swainson's hawk surveys shall be conducted for a half-mile radius around all project activities and shall be completed for at least two survey periods immediately prior to initiation of construction.*

***Mitigation Measure 8-3:** A preconstruction nesting raptor survey shall be conducted by a qualified raptor biologist prior to commencing with earth-moving or construction work.*

***Mitigation Measure 8-4:** If tree removal or site disturbance would occur between March 1st and September 1st, a nesting survey shall be conducted on the project site prior to the disturbance.*

RWQCB NOA

***Condition 1.** The Applicant is required to use the California Wetlands Form to provide Project information describing impacts and restoration measures within 14 days from the date of this Notice of Applicability (NOA).*

***Condition 2.** To mitigate for permanent impacts to a 0.037-acre seasonal wetland, the Applicant shall construct a 0.074-acre seasonal wetland within the Preserve. Compensatory mitigation for permanent impacts shall be constructed concurrent with or prior to initiation of the Project's impacts.*

Condition 3. *The Applicant is responsible for the required compensatory mitigation in perpetuity. The Applicant shall record a deed restriction acceptable to the Executive Officer and submit a copy to the Water Board prior to initiating Project construction.*

Condition 5. *The Applicant shall monitor the created seasonal wetland within the Open Space Preserve for a minimum of five years and as described in the revised Conceptual Wetland Mitigation Plan Napa Junction Elementary School dated March 14, 2019.*

Condition 6. *The Applicant shall submit annual monitoring reports by January 31 following each monitoring year with the first monitoring year commencing the calendar year after completing the Project. Each annual report shall summarize each year's monitoring results, including the need for, and implementation of, any remedial actions to help meet the performance criteria. The annual reports shall compare data to previous monitoring years and describe progress towards meeting final performance criteria. The final monitoring report shall document if the site meets the final performance criteria.*

Condition 7. *Within 30 days of successfully establishing the Project's compensatory mitigation, the Applicant shall submit a Notice of Mitigation Monitoring Completion (i.e., As-Built Report) notifying the Water Board that mitigation has been completed.*

SCOPE OF SERVICES

Task 1. Preconstruction Surveys

Task 1A. Western Burrowing Owl Survey (FEIR Mitigation Measure 8-1)

Within 14 days prior to the commencement of tree removal or ground disturbance, burrowing owl surveys shall be conducted by walking the entire project site and (where possible) in areas within 150 meters (approx. 500 feet) of the proposed project impact zone.

As burrowing owls may recolonize a site after only a few days, time lapses between project activities trigger subsequent take avoidance surveys including but not limited to a *final survey conducted within 24 hours prior* to ground disturbance to ensure absence. If no owls are found during these surveys, no further regard for the burrowing owl would be necessary.

Project Biologist II	2 days x 6 hours @ \$140/hr.	\$ 1,680.00
Mileage	2 trips x 65 miles @ \$0.65/mile	\$ 84.50
Toll		\$ 14.00

Subtotal Cost of Task 1A:	\$ 1,778.50
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Task 1B. Swainson's Hawk Surveys (FEIR Mitigation Measure 8-2)

Surveys for Swainson's hawk (*Buteo swainsoni*) are required by as a condition of project approval pursuant to the CEQA. The survey period timing and methodology shall be conducted in accordance with CDFW's *Recommended Timing and Methodology for Swainson's Hawk Nesting Surveys in California's Central Valley* (CDFG 2000), which identifies different survey windows throughout the pre-nesting and nesting season (ranging from January 1 through July 30/post-fledging) that have different survey methodologies and requirements. These survey recommendations were developed by the Swainson's Hawk Technical Advisory Committee (TAC) to maximize the potential for locating nesting Swainson's hawks, and thus reduce the potential for nest failures as a result of project activities and/or disturbances.

To meet the CDFW's guidelines, six surveys shall be conducted for a 1/2-mile radius around all project activities and shall be completed for at least the two survey periods prior to the project's initiation. Since the project is scheduled to break ground in late August/early September, surveys will be conducted in June, July and August. We anticipate that this task will require one biologist 6 hours per survey, for six surveys total.

Project Biologist II	6 days x 6 hours @ \$140/hr.	\$ 5,040.00
Mileage	6 trips x 65 miles @ \$0.65/mile	\$ 253.50
Toll		\$ 42.00

Subtotal Cost of Task 1B:	\$ 5,335.50
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Task 1C. Nesting Raptors and Birds Survey (FEIR Mitigation Measures 8-3 and 8-4)

Nesting birds, as well as their eggs/young, are protected under the California Fish and Game Code §3503.5, 3800, and 3513 and the Migratory Bird Treaty Act (50 CFR 10.13). This mitigation measure requires a preconstruction nesting survey by a qualified biologist shall be completed 15 days prior to the scheduled work activities. A qualified wildlife biologist from M&A would conduct a nesting bird survey (raptor and passerines) in line of sight or zone of influence (within 300 feet) of the work limits. If active nests are located, an appropriate non-disturbance buffer zone will be recommended as discussed in the FEIR.

This proposed task is for a single survey only. Should additional surveys be necessary, M&A would at that time prepare a budget amendment.

This task will be conducted under Task 1A above.

Subtotal Cost of Task 1C:	\$ 00.00
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Task 1D. Survey Report Preparation

After completion of all the surveys discussed above, a report will be prepared that details our survey methods and findings. This task below does not include the cost for preparing a subsequent report, should that become necessary.

Principal Biologist	1 hour @ \$200/hr.	\$ 200.00
Project Biologist II	16 hours @ \$140/hr.	\$ 2,240.00
Graphics	2 hours @ \$135/hr.	\$ 270.00

Subtotal Cost of Task 1D:	\$ 2,710.00
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Subtotal Cost of Task 1:	\$ 9,824.00
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Task 2. Submit California Wetlands Form (RWQCB NOA Condition 1)

M&A will use the California Wetlands Form to provide Project information describing impacts and restoration measures within 14 days from the date of the RWQCB NOA.

Senior Associate Biologist	6 hours @ \$195/hr.	\$ 1,170.00
Graphics	1 hour @ \$135/hr.	\$ 135.00
Communications, report copying costs, postage		\$ 50.00

Subtotal Cost of Task 2:	\$ 2,570.00
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Task 3. Construction of Seasonal Wetland (RWQCB NOA Condition 2)

M&A will conduct a site visit to discuss the wetland mitigation project. M&A will work with project engineer to stake the limits of the mitigation wetland and shall monitor grading of the mitigation wetland. To mitigate for permanent impacts to a 0.037-acre seasonal wetland, a 0.074-acre seasonal wetland will be constructed within the Preserve. M&A expects that there will be at least one meeting to go over this project with the grading contractor. M&A expects that it will take 4 days to complete this effort.

Principal Biologist	8 hours @ \$200/hr.	\$ 1,600.00
Project Biologist II	32 hours @ \$140/hr.	\$ 4,480.00
Mileage	6 trips x 65 miles @ \$0.65/mile	\$ 253.50
Toll		\$ 28.00
GPS Rental		\$ 100.00

Subtotal Cost of Task 3:	\$ 6,461.50
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Task 4. Deed Restriction (RWQCB NOA Condition 3)

M&A will assist NVUSD to record Deed Restriction for Wetland Preserve. The Deed Restriction must be recorded prior to breaking ground on the project site. For this task, M&A has prepared a draft Deed Restriction that was submitted to the RWQCB for approval. Time is allowed in this task for a minor revision to the draft Deed restriction after receiving comments from the RWQCB.

Senior Associate Biologist	6 hours @ \$195/hr.	\$ 1,170.00
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Subtotal Cost of Task 4:	\$ 1,170.00
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Task 5. Monitoring of the Created Mitigation Wetland (RWQCB NOA Condition 5)

M&A will conduct 5 years of Annual Vegetation/Hydrology Monitoring to determine if the created mitigation wetland is satisfying the success criteria specified in the RWQCB permit. Hydrological monitoring will consist of noting the extent of soil saturation, percent inundation and depth of inundation within the mitigation wetland.

Vegetation monitoring will consist of establishing two vegetation transects in the mitigation wetland area in order to determine percent cover of plant species colonizing the created wetland. During hydrological and vegetation monitoring visits all wildlife species using the mitigation wetland area and/or adjacent uplands (as influenced by the presence of wetlands) will be noted.

Hydrology measurements will be taken once per month during the months of November, December, January, February, March, April, and May. Vegetation sampling will occur once in late-April or early May. Time allotted accounts for photo-documentation and notation, data organization and filing from each monitoring site visit.

Senior Associate Biologist	6 hours @\$195/hr.	\$ 1,170.00
Project Biologist II	8 days x 6 hours @ \$140/hr.	\$ 6,720.00
GPS Rental	2 days @ \$50/day	\$ 100.00
Vehicle mileage	8 round-trips @ 65 miles @ \$0.65/mile	\$ 338.00
Toll		\$ 56.00

Subtotal Cost of Task 5A:	\$ 8,384.00
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Task 5B. Preparation of Annual Monitoring Reports (RWQCB NOA Condition 6)

Preparation of annual monitoring reports includes all graphics, photograph presentation, spreadsheets, text, and submittal to the RWQCB. A total of five annual monitoring reports shall be submitted to the RWQCB and the Napa Valley Unified School District by January 31st of each monitoring year.

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Senior Associate Biologist	4 hours @ \$195/hr.	\$ 780.00
Project Biologist II	24 hours @ \$140/hr.	\$ 3,360.00
Graphics	2 hours @ \$135/hr.	\$ 270.00
Office Manager	4 hours @ \$105/hr.	\$ 420.00
Communications, data sheet and report copying costs, postage, misc.		\$ 150.00

Subtotal Cost of Task 5B:	\$ 4,980.00
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Task 5C. Project Management/Administration

Project management tasks include report and graphics preparation oversight, and telephone calls with ICC/Stravinski and/or its contractors. Administrative tasks include contracting, billing, and budget tracking.

Senior Associate Biologist	4 hours @ \$195/hr.	\$ 780.00
Office Manager	4 hours @ \$105/hr.	\$ 420.00

Subtotal Cost of Task 5C:	\$ 1,200.00
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1st Year Monitoring Cost:	\$14,564.00
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Total proposed annual monitoring budget shall be increased 5% per year to cover the costs of inflation. Accordingly, Years 2 through 5 monitoring budgets shall be as follows:

<i>Cost of Annual Monitoring (Year 2):</i>	<i>\$15,292.20</i>
<i>Cost of Annual Monitoring (Year 3):</i>	<i>\$16,056.81</i>
<i>Cost of Annual Monitoring (Year 4):</i>	<i>\$16,859.65</i>
<i>Cost of Annual Monitoring (Year 5):</i>	<i>\$17,702.63</i>

<i>Total Monitoring Costs (Years 1 to 5)</i>	<i>\$80,475.29</i>
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Subtotal Cost of Task 5:	\$80,475.29
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Task 6. Notice of Mitigation Monitoring Completion Report Preparation (RWQCB NOA Condition 7)

M&A will prepare a Notice of Mitigation Monitoring Completion after year 5 mitigation monitoring to document that the mitigation wetland was successfully established.

The "As-Built" report will demonstrate that the applicant (i.e. NVUSD) constructed the mitigation wetland in accordance with the specifications presented in the original permit application to the RWQCB. The as-built report will be composed of a GPS model of the actual wetland creation footprint superimposed over an aerial photograph, cross section profiles, and accompanying narration and

photographs that demonstrate that the wetland configuration, elevations, and wetland acreages are established per the application specifications and permitted actions.

Senior Associate Biologist	4 hours @ \$195/hr.	\$ 780.00
Project Biologist II	24 hours @ \$140/hr.	\$ 3,360.00
Principal Biologist	2 hours @ \$200/hr.	\$ 400.00
Graphics	4 hours @ \$135/hr.	\$ 540.00
GPS Rental		\$ 50.00
Mileage	65 miles @ \$0.65/mile	\$ 42.25
Toll		\$ 7.00
Communications, report copying costs, postage		\$ 150.00

Subtotal Cost of Task 6:	\$ 5,329.25
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TASK 7. Staking Outfall Location

M&A will stake the upland limits of the outfall structure area per delineation to ensure that this construction does not impact waters of the U.S.

Senior Associate Biologist	4 hours @ \$195/hr.	\$ 780.00
Mileage	65 miles @ \$0.65/mile	\$ 42.25
Toll		\$ 7.00
GPS Rental		\$ 50.00
Stakes		\$ 25.00

Subtotal Cost of Task 7:	\$ 904.25
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Total Cost Estimate:	\$106,734.29
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TASKS/COSTS THAT ARE BEYOND THIS SCOPE OF WORK

- Any additional unspecified work, including additional visits to the project site or submittals shall require a budget amendment and would be considered outside the scope of services proposed herein.
- At the end of the five-year monitoring period, a five-year sign-off must occur from the resource agencies. Costs to set up meetings with the resource agencies and to conduct the meeting for the five-year review are not included in this proposal. These costs are best estimated after five years of monitoring has been completed and M&A understands the regulatory work loads and interests in conducting the five-year compliance visit.

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CONDITIONS

- M&A requires authorization to be on the site. Your signature on this proposal constitutes written permission that M&A can be on the site. This contract agreement is a conveyed permission for M&A and any necessary personnel to access the project site with M&A. If there are special entrance instructions, please be sure to let M&A know right away.
- If the execution of the proposed work takes longer than one year from acceptance of this proposal, owing to no fault of M&A (for example this happens when project plans are not far enough along etc. and the job has long delays in starting), M&A reserves the right to adjust our billing rates to be consistent with our normal schedule of charges in the year work commences.
- The costs presented herein are a guideline. All task costs will be averaged over the total budget to account for the complete products proposed herein. If selected tasks are approved and others not approved, M&A's individual task costs would have to be revised in order to have a valid proposal that can be executed.
- Any unspecified new work that develops or becomes necessary will be charged for on a T&M basis in accordance with the attached Schedule of Charges.
- This proposal is good for 60 days.

All work performed under this agreement will be on a **time and materials** basis in accordance with costs proposed herein. Tasks that are not completed or only partially completed will only be billed in accordance with actual work completed and/or material expenditures as required for the portion of work completed. You may terminate any and all work at any time, allowing M&A 48 hours of time to formally close the books on the job and process final billing. No unauthorized work would be completed without a formal request and approval from you.

M&A appreciates the opportunity to work on this project. Should you have any questions about this proposal, or if I can be of assistance in any other way, please do not hesitate to call Ms. Hope Kingma at (925) 947-4867, ext. 212.

Sincerely,



Chris Milliken
Office Manager

Cc: Kelli Jurgenson, Van Pelt Construction Services

I/We agree to the terms of this Work Order. I/We also permit work to proceed in accordance with this Work Order. I/We agree to pay Monk & Associates, Inc., to perform the tasks proposed herein. Payment will be made to M&A Net 30 days from the invoice date(s).

Duly Authorized Approval Signature

Name (Please Print)

Title

Date

SCHEDULE OF CHARGES

June 2019

Hourly Rates

Biologists

Principal Biologist	Field Work/Permitting/Agency Negotiations	\$200/hour
Principal Biologist	Testimony/Public Hearings/Affidavits	\$350/hour in 4-hour increments.
Senior Associate Biologist	Field/Office Work	\$195/hour
Associate Biologist	Field/Office Work	\$170/hour
Senior Botanist	Field/Office Work	\$155/hour
Senior Biologist	Field/Office Work	\$155/hour
Project Botanist	Field/Office Work	\$140/hour
Project Biologist II	Field/Office Work	\$140/hour
Project Biologist I	Field/Office Work	\$135/hour
Staff Biologist	Field/Office Work	\$110/hour
Biological Technicians	Field/Office Work	\$110/hour
Office Manager		\$105/hour
Graphics		\$135/hour
Sub-contracting Biologists	Field Work	\$110 to \$200/hour

- Any Biological Construction Monitoring more than 10 hours per day will be billed at 1.5 times the hourly rate.
- Any Biological Construction Monitoring performed on weekends will be billed at 1.5 times the hourly rate.

Other Expenses (Flat Rates)

Per Diem: \$250/day/per person (major metropolitan/Rural areas may be adjusted to hotel rate plus \$60/day)

Vehicles: Passenger vehicle: \$0.65/mile

Oversize Maps \$2.00/square foot.

Color Photographs (laser printed, \$2.00 per page).

Air fares: Cost plus 10 percent

Materials/Supplies/Permit & Fees Payments : Cost plus 15 percent

Equipment Rentals: GPS (sub-meter accuracy) \$50/day. Surveillance Cameras \$15/day each; rodent traps 0.20/day each; Burrowing owl eviction doors at \$2.00/day each; medium- size mammal traps \$5.00/day each. Spotlight charged at \$3.00/day. Other equipment priced on a job basis by approved proposal.