

LOOMIS TOWN COUNCIL MEETING OF FEBRUARY 8, 2010

TO: TOWN COUNCIL
FROM: PLANNING DIRECTOR
RE: CONSENT ITEM
CONTRACT WITH ENVIRONMENTAL CONSULTANT FOR the
Regina Coeli Priory at Southwest Corner of Barton and
Rocklin Roads

ISSUE

The Dominican Sisters of Mary, Mother of the Eucharist-Loomis through Sister Mary Samuel Handwerker, OP, have submitted an application for Use Permit approval for a 120-150 room priory on a 40.07 acre parcel at the Southwest Corner of Barton and Rocklin Roads a Mitigated Negative Declaration (MND).



RECOMMENDATION

Staff requests that the Town Council waive the bid requirement and authorize a contract, approved by the Town Attorney, in accordance with the attached proposal submitted by AECOM to complete a MND. AECOM (as EDAW) is on the approved list of consultants created by the Town in January 2008.

DISCUSSION

After reviewing the qualified environmental consultants, the applicant's attorney requested a proposal from AECOM to complete the environmental work on this project. Staff has met with the proposed personnel from AECOM and agrees to their choice as long as these are the personnel for the project.

Staff and the applicant have reviewed the attached proposal. The applicant would like to proceed with this proposal from AECOM and staff recommends approval of this action to the Council.

Accordingly, it is staff's recommendation to invoke Section 3.12.110(c) of the Town of Loomis Municipal Code, similar to ones previously done, which states:

The requirements of Sections 3.12.050 and/or 3.12.060 may be dispensed with: ... (w)hen the town manager makes a written request to the town council and the town council, by majority vote at a meeting, approves the waiving of the bidding requirement.

POLICY AND/OR FINANCIAL IMPLICATIONS

Contract amount is NTE \$ 57,215 (which includes an alternatives analysis) which is to be reimbursed to the Town through a Donation Agreement by the applicant. The Town's fees also require a 15% deposit to cover administrative costs for the Mitigated Negative Declaration.

Revised Project Understanding – IS/MND

Based on conversations with Brigit Barnes, AECOM understands that a convent project is proposed by the Dominican Sisters of Mary, Mother of the Eucharist (DSMME) for a 40-acre site in the Town of Loomis, Placer County, California. The site is located at the southwest intersection of Barton Road and Rocklin Road. The property is currently undeveloped except for a strawberry farm at the northeast corner, a residence on Rocklin Road, and a trailer or mobile home at the northwest corner of the property. Adjacent uses are the St. Francis Woods residential subdivision adjoining the property along its western and southern boundaries, a church on the north side of Rocklin Road on Barton Road, and one structure on the east side of Barton Road.

A large pond occupies the southwest area of the property, and oak trees are present throughout the site, including some relatively dense areas. The firm of Gibson and Skordal has identified seasonal wetlands and a seasonal wetland swale on the site, which the property developers intend to avoid. Avoidance of heritage oak trees is also intended.

A preliminary traffic assessment has been prepared by KD Anderson & Associates Transportation Engineers, identifying transportation infrastructure and issues of concern in the area of the project. A Phase I environmental site assessment (ESA) has been prepared by AECOM, Legacy Earthtech (AECOM), and additional information is being prepared by AECOM regarding the possible use of pesticides or herbicides at the strawberry farm.

The proposed project involves construction and operation of a convent to house 100-150 Sisters of the Dominican Order. The facilities would include a chapel and bell tower, as well as buildings to accommodate the Order's novitiate and teaching focuses, including occasional large gatherings for graduation-type ceremonies. The chapel would be used by convent occupants but not for typical weekly

services attended by the community. Some of the nuns would teach at a local school, but a new school is not included as part of the proposed project.

AECOM understands that the Town of Loomis (Town) planning staff is aware of the project and The Town has recommended preparation of an initial study/proposed mitigated negative declaration (IS/Proposed MND) as the appropriate level of California Environmental Quality Act (CEQA) review. In addition, members of the community are aware of the project and there is some level of controversy or concern about the nature of the project; public interest in the environmental review process is likely to be high.

The project applicant has requested that AECOM provide a scope of work and cost estimate to prepare an IS/Proposed MND for the project in compliance with CEQA. This submittal consists of a general statement of qualifications, a scope of services, and a cost estimate.

Project Approach

Task 1. Project Startup

AECOM will participate in an initial meeting with the project applicant, Town planning staff, and project consultants to discuss the details of the proposed project and review available materials. This meeting will also serve as a forum to identify potential additional data needs or follow-up studies that may be required, establish communication protocols, and discuss schedule. Needed or recommended coordination with other agencies will also be discussed and agreed on.

Task 1 Summary:

- **Deliverables:** List of data gaps or needs, table of proposed coordination with other agencies, and draft schedule
- **Meetings:** One meeting to be attended by the project manager.

Task 2. Project Description

Following the startup meeting, AECOM will prepare a draft project description that will include the following components:

- A thorough and complete description of the proposed project, including a list of potential permitting actions and other required regulatory approvals.
- The regional and local setting, including the project location shown on a map.
- The project background, context, and history.
- The project characteristics, including on- and off-site components; infrastructure support required to serve the project; timing, operational characteristics, and any other information relevant to an understanding of the project.
- Construction methods, including the use of equipment and staging areas, schedule, personnel, and phasing.
- Any project design features intended to avoid, eliminate, or reduce specific environmental impacts.

The draft project description will be provided to the Town planning staff and the project applicant for review, and comments will be provided to AECOM. AECOM will incorporate the revisions into a final version of the project description that will be used as the basis for the environmental analysis.

Providing an early draft of the project description to the Town will ensure that the environmental review addresses all project issues thoroughly and to the Town's satisfaction. To maximize efficiency, AECOM assumes that the project description will be reviewed and agreed to by the Town and the project applicant before the environmental analysis (especially field study work) is initiated. Note that following agreement on the project description, the project description will be finalized as part of the administrative draft IS/Proposed MND. This scope of work does not assume iterations of the project description. If substantial changes in the project take place once the project description has been approved, an amendment to the scope and cost may be necessary.

Task 2 Summary:

- **Deliverables:** Draft and final project description (electronic version in MS Word format)
- **Meetings:** None

Task 3. Prepare Administrative Draft IS and Proposed MND

Following review and approval of the final project description, AECOM will prepare an IS and proposed MND in accordance with California Code of Regulations (CCR) Section 15063 of the State CEQA Guidelines, as amended. AECOM will use the IS to evaluate the environmental impacts associated with the proposed project and document those issue areas where no significant impacts or less-than-significant impacts are anticipated. As part of the IS, AECOM will also identify what federal, state, regional, and/or local discretionary actions and/or authorizations are likely, and associated permits that may be required.

The IS is required for preparation of a Proposed MND. Therefore, this task will assist the Town in determining whether an MND is the appropriate CEQA-clearance document, or whether an EIR is warranted. If, during preparation of the IS, AECOM identifies one or more significant environmental impacts that cannot be avoided or reduced to a less-than-significant level, then this information will be provided immediately to the Town planning staff and project applicant. In these circumstances, AECOM would recommend preparation of an EIR rather than an IS/MND, which would necessitate rescoping of the project to include an analysis of cumulative impacts, growth-inducing impacts, and alternatives to the proposed project as well as possible expansion of the technical analysis where necessary to address potentially significant impacts, scoping, and preparation of a final EIR, as well as other CEQA-process-related tasks that the Town may desire, such as Findings of Fact and Statement of Overriding Considerations.

Following preparation of the administrative draft IS/Proposed MND, AECOM will provide two copies of the document to the Town planning staff and two copies to the project applicant for review, along with electronic files in MS Word format.

The IS will include analysis in all of the following topic areas:

Aesthetics

(including impacts to scenic resources and highways, scenic views and vistas, shade and shadow, light and glare, and neighborhood compatibility)

The analysis of aesthetic resources for the proposed project will include:

- A description of the existing overall visual context and of the project site and surrounding areas.
- An evaluation of the existing and post-project visual resources as observed from selected view points, using the criteria developed by the Federal Highway Administration in 1981 (FHWA-HI-88-054), based on USFS criteria, which include the concepts of vividness, intactness, and unity.
- An evaluation of the quality of views of areas that could be affected by the project based on the relative degree (high, medium, low) of vividness, intactness, and unity apparent in views.
- An assessment of the project's impacts on visual quality, taking into consideration viewer groups, numbers of viewers and viewer concern and the change in visual quality.
- Where appropriate, an evaluation of the design character of the proposed project with respect to its consistency with adopted planning guidelines.

The potential for additional lighting to increase ambient light levels, causing diminished or obscured views of nighttime skies, will be analyzed qualitatively.

Agriculture and Forest Resources

AECOM will describe existing and past agricultural resources on the site. The status of the property and surrounding area with regard to farmland categories (Prime, Statewide Importance, Unique Farmland) and Williamson Act contracts will be described. Elimination of the existing use of a portion of the property as a strawberry farm will be evaluated.

The 2010 revised State CEQA Guidelines have expanded the analysis of "agriculture" to include "forest resources." The large number and density of oak trees on the property will require evaluation of this issue. AECOM is familiar with the analysis of forest and timber resources required under the new CEQA guidelines and will include this evaluation, based on information provided by the arborist report (see "Biological Resources" below).

Air Quality

We understand that KD Anderson & Associates will prepare the Air Quality section of the IS/proposed MND. AECOM assumes that the analysis will fully comply with CEQA. AECOM assumes that KD Anderson & Associates will be responsible for the air quality section of the IS/Proposed MND and will respond to the Town or applicant comments and produce any exhibits associated with the air quality section. AECOM also has air quality experts who can assist with this portion of the IS/proposed MND if desired by the Town, but would require a modification to the scope of work.

Biological Resources

Documentation of existing biological resources on the project site will be compiled and analyzed, including the California Department of Fish and Game's (DFG) California Natural Diversity Data Base for information regarding sensitive species potentially occurring on the site and the California Native Plant Society's

Electronic Inventory of Rare and Endangered Vascular Plants for information on special-status plants known to occur in the region. Information provided by Gibson & Skordal from the species surveys and preliminary wetland report for the site will also be incorporated.

An AECOM biologist will conduct a brief reconnaissance-level survey of the project site and, along with the information obtained from existing sources, will characterize the biological resources present in the vicinity of the project site and evaluate the site's potential to support sensitive biological resources. The biologist will map any special-status species or sensitive habitats detected in the vicinity of the project area, if present. The potential presence of any plant or wildlife species (or their habitat) considered rare, endangered, threatened, sensitive, or otherwise unique by governmental agencies (e.g., DFG, U.S. Fish and Wildlife Service, U.S. Forest Service) or recognized conservation organizations (e.g., California Native Plant Society) in the vicinity of the project site will be described.

AECOM understands that Gibson & Skordal has prepared the preliminary wetland delineation for the project site and may be preparing a Section 404 permit if required from USACE. AECOM also has a full staff of botanists, wildlife biologists, and permitting specialists who can assist the project applicant with other permitting needs, if requested, but would require a modification to the scope of work.

Cultural Resources

(including archaeological, historic-era, and architectural resources)

Existing documentation pertinent to the cultural resources in the vicinity of the project site will be compiled, reviewed, and analyzed. We understand that no record search was conducted during work on early development plans in 1995. The cultural resources investigation efforts will include a review of previous archaeological survey and excavation

reports, archaeological site records, and formal property listings on file at the North Central Information Center (NCIC) of the California Historical Resources Information System. AECOM will also contact the Native American Heritage Commission (NAHC) to request a search of the Sacred Lands Files to determine if any significant traditional cultural use areas are present within or in the vicinity of the project area. The NAHC will also be asked to provide a list of suitable Native American tribal representatives in the region. These organizations and individuals will be contacted via letter and two follow-up phone calls if necessary. An AECOM cultural resources specialist will conduct a brief reconnaissance-level survey of the project site. Because of the proximity of a known Pony Express station near the project site, the potential exists for historic-era remains or a complete evaluation to be needed. If necessary, subsurface testing and evaluation can be added to the scope of work, but is currently not included.

An archaeological inventory will be conducted in accordance with the Office of Historic Preservation's publication Instructions for Recording Historical Resources (1993). California Department of Parks and Recreation (DPR) Series 523 forms will be prepared, along with appropriate supporting forms (e.g., Archaeological Site Record, Linear Feature record, Site Sketch Map, Location Map). Any previously identified sites within the project site will be relocated and evaluated in comparison with the earlier site records.

AECOM will produce a stand-alone cultural resources inventory report that documents the methods and findings of the project site survey. This report will be submitted to the NCIC for inclusion in their archives. This report will describe pre-field research methods including repositories visited and data reviewed, field inventory procedures and results, and a summary of cultural resources identified within the project area. Site records, maps, photographs and appendices to the technical report will be included as

appropriate, as well as recommendations for mitigation measures for sites which might be affected by the implementation of the proposed project. This will involve a brief evaluation of potentially significant resources in accordance with CEQA criteria.

This section of the IS/Proposed MND will include an overview of project area prehistory, ethnography, history, a discussion of previously conducted archaeological and historical studies relevant to the project area, and any significance recommendations for cultural resources identified within and in the immediate vicinity of the proposed project. The section will also provide an assessment of potential impacts to significant cultural resources and mitigation measures designed to reduce impacts to less-than-significant levels.

This scope of work does not include effort to comply with Section 106; this additional level of effort could be associated with a Section 404 permit for the U.S. Army Corps of Engineers and can be added if desired.

Optional Detailed Archaeological/Architectural Investigations: Can be added if desired

Geology and Soils

(including paleontology and mineral resources)

AECOM will perform a review of various data sources for information required to perform the geologic and seismic assessments including maps and other publications from the U.S. Geological Survey and the California Division of Mines and Geology. AECOM will also review any geotechnical reports available from the project engineer. Upon completion of the literature review, AECOM will perform an environmental analysis of geologic resources, hazards, and soil types. AECOM will provide a general description of the existing environment based on existing data, including maps of the tectonic history, fault activity, and historical seismicity in the project vicinity. AECOM will also discuss the known stratigraphic units and significant geologic

structures on the site, with emphasis on those potentially associated with geotechnical problems. The discussion will include, as appropriate, any of the following geologic hazards: ground rupture from faulting, potential damage from strong seismic ground shaking, slope stability, liquefaction, and settlement/subsidence. Soil types, their characteristics, and potential impacts on construction will be addressed, particularly as related to the erodibility of the site's soils, soil stability, and shrink/swell potential. AECOM will also review published literature and any geotechnical reports to determine the potential for the project site to contain economically valuable mineral deposits. Mitigation measures will be presented for any significant or potentially significant impacts.

AECOM will assess the potential for project impacts to paleontological resources by identifying and describing the geological formations on which the project site is located and assessing their sensitivity for containing significant fossils. AECOM will conduct the sensitivity assessment by: (1) consulting applicable geological and paleontological literature for information on the applicable geological strata, and (2) conducting a records search at the UC Berkeley Museum of Paleontology to identify the nearest known fossil finds. The paleontological analysis will include a site visit; a discussion of the geologic setting, formations, and stratigraphy of the project site; a discussion of the sensitivity of project site and vicinity and any known paleontologic resources; an assessment of potential project-related impacts on paleontologic resources; and proposed mitigation measures (if necessary).

Greenhouse Gas Emissions

Although KD Anderson & Associates will prepare the Air Quality section of the IS/proposed MND, this scope of work assumes that the Greenhouse Gas Emissions section will be prepared by AECOM using traffic modeling data, calculations of vehicle miles traveled, and air quality calculations provided by KD

Anderson. With the 2010 revisions to the State CEQA Guidelines, an evaluation of greenhouse gas (GHG) emissions is now required in all CEQA documents. Since 2007, with enactment of Assembly Bill (AB) 32, AECOM has been in the forefront of GHG analysis. Our air quality/GHG experts have worked with the California Pollution Control Officers Association (CAPCOA) and the Bay Area Air Quality Management District to develop cutting-edge recommendations for GHG significance thresholds. Our planning staff has prepared climate action plans for numerous jurisdictions throughout the state. We continue to refine our approach to this important technical area to meet ever-changing state and federal requirements and to provide guidance as well as CEQA adequacy to local jurisdictions.

AECOM will provide a general summary of applicable regulations, including AB 32 and the current state of the science based on the Fourth Assessment Report of the International Panel on Climate Change released February 27, 2007, and reports published by state agencies. AECOM will quantify construction and operational carbon dioxide (CO₂) emissions associated with implementation of the proposed project, including mobile-source emissions, area-source emissions, and emissions associated with energy consumption. Mobile- and area-source CO₂ emissions will be estimated using the URBEMIS model and CO₂ emissions from energy consumption will be based on the methodology recommended by the California Climate Action Registry's General Reporting Protocol. The analysis will evaluate whether this level of GHG emissions generated by the project constitutes a substantial contribution to the significant adverse cumulative impact of global climate change. Although CO₂ is not the only GHG, the focus of the analysis will be on CO₂ generation, as it is the predominant GHG generated by land use development projects. Moreover, a majority of available data on GHG generation focuses on CO₂, and CO₂ emission levels would be used to indicate the overall GHG emissions generated by the project.

Mitigation measures that clearly identify timing, responsibility, and performance standards will be proposed, where available and feasible for any adverse effects.

Hazards and Hazardous Materials

AECOM understands that the project applicant has already obtained a Phase I ESA and Phase II investigation of pesticide use for the site from AECOM (Legacy Earthtech). This information will be used by AECOM as the basis of the Hazards/Hazardous Materials analysis in the IS/proposed MND. Risk of flooding will be addressed in this section, based on information provided by the project engineer and on information from the Hydrology and Water Quality analysis. AECOM will also review federal, state, regional, and local policies and programs for public safety, including emergency response and emergency evacuation plans, and prepare a consistency analysis of the proposed project compared to these plans and requirements. Seismicity and the accompanying risks will be assessed in the discussion of geology, soils, and paleontology (described above).

Hydrology and Water Quality

AECOM will prepare a hydrology and water quality impact assessment that focuses on temporary, short-term construction-related effects on hydrology and water quality and permanent changes to stormwater drainage and/or flooding.

AECOM will describe existing drainage and water quality conditions of the project study area based on existing information and studies. Floodplain levels determined by the Federal Emergency Management Agency will be identified and their implications described, as well as the potential for flooding. Applicable federal, state, regional, and local regulations for stormwater drainage, grading and erosion control, and other water quality protection procedures will be described where necessary. Feasible and available mitigation measures will be identified to avoid, minimize, or reduce to less-than-significant levels any significant or potentially

significant impacts. The effect of impervious surfaces from the proposed project on drainage and runoff will be addressed. Off-site water quality effects associated with construction and the increase in impervious surfaces will be evaluated.

Water quality and watershed protection principles consistent with Placer County and The Town stormwater program standards, National Pollutant Discharge Elimination System (NPDES) Stormwater Permit requirements, and other applicable standards and guidelines will be incorporated into the IS/proposed MND.

Land Use and Planning

(including Population and Housing)

AECOM will describe and map existing on-site and surrounding land uses in the project area and will describe current zoning, adopted The Town general plan land use designations, and applicable environmental goals and policies. Other adopted relevant land use and planning efforts will also be described as they relate to the proposed project. Existing and required land use entitlements will be described and evaluated. The conformance of the proposed project to environmental goals and policies in adopted Town planning documents will be discussed, as appropriate, in the technical sections that evaluate impacts to those resources. For example, policies related to transportation or hazards will be evaluated in their respective sections of the IS. The regulatory framework pertaining to land use, as well as significance thresholds, will be discussed.

To address local concerns about possible alternatives to the project, the land use discussion will include a description of the land use designation for the site in the existing general plan and will compare development of the site under that scenario to the proposed project. This discussion will not be a full EIR-scale alternatives analysis but will provide an opportunity to describe the differences between the approved land use for the project site and the proposed project.

Noise

AECOM's in-house noise and acoustics expert will provide the appropriate level of noise analysis to meet the requirements of CEQA. The analysis will include a description of the existing ambient noise environment on and near the proposed project site, based on existing documentation and reconnaissance-level data. Nearby existing, noise-sensitive receptors (e.g., residences, natural preserve areas) and noise sources will be identified and discussed. This analysis typically includes a quantitative description of the existing ambient noise environment within the vicinity of the proposed project site and at the nearest noise-sensitive receptors through the use of 1-hour and 24-hour noise monitoring using proper noise measurement procedures and the application of accepted noise prediction methodologies.

Potential long-term (i.e., operational) transportation- and nontransportation-source noise impacts are assessed. With respect to transportation noise, an AECOM noise analyst will perform traffic noise modeling based on trip generation traffic volumes obtained from the transportation analysis to be prepared for this project. A Federal Highway Administration-approved traffic noise prediction model (e.g., FHWA RD-77-108) will be used to determine roadway traffic noise levels for existing and existing-plus-project scenarios for affected roadway segments. The analysis will determine if modeled increases to roadway noise levels would adversely affect nearby existing noise-sensitive land uses.

The analysis will include an assessment of long-term noise impacts from proposed nontransportation sources—for this project, anticipated to focus primarily on the bell tower chimes based on reconnaissance data, existing documentation, standard attenuation rates, and modeling techniques. In addition, the compatibility of the proposed project relative to sensitive land use in terms of exterior noise levels with the existing and future predicted noise environments will be addressed. The analysis can also incorporate additional studies provided by the project

applicant related to bell tower noise at similar existing sites.

Optional Noise Studies: Can be added if desired

Public Services and Utilities (Including Recreation)

AECOM will analyze the increase in demand on public services (schools, fire protection, law enforcement, parks and recreation) and utilities (water, wastewater, electricity, natural gas, communications) in the project area as a result of the proposed project. As required by CEQA, the analysis will focus on whether project demands would result in the need to provide new facilities, the construction of which could result in environmental impacts. Any needed improvements and modifications to existing utilities will be incorporated into the project description. AECOM assumes that the project applicant or project engineer will provide (or has provided) necessary information for existing and future public utility demands relevant to the project and will confirm that needed services can be accommodated by existing local providers.

Transportation and Traffic

We understand that the traffic analysis for the proposed project will be completed by KD Anderson & Associates as a subconsultant to the project applicant. AECOM assumes that the analysis will fully comply with CEQA. AECOM assumes that KD Anderson & Associates will be responsible for preparing the transportation and traffic section of the IS/Proposed MND and will respond to the Town or applicant comments and produce any exhibits associated with the transportation and traffic section. In addition, to allow AECOM to prepare an adequate evaluation of greenhouse gas emissions, we request that KD Anderson provide a calculation of vehicle miles traveled resulting from the proposed project.

Mandatory Findings of Significance

AECOM will prepare the Mandatory Findings of Significance required by CEQA for an IS/Proposed MND, addressing the potential for

the proposed project to result in cumulative impacts.

Document Synthesis

Following completion of the various sections identified above, AECOM will compile the IS into a complete document containing the following pieces:

- Table of Contents
- Proposed Mitigated Negative Declaration
- Introduction
- Project Description
- Environmental Setting, Impacts, and Mitigation Measures
- References
- List of Preparers
- Mitigation Monitoring and Reporting Program

The administrative draft IS/Proposed MND will be provided to the Town and the project applicant (at the direction of the Town, as CEQA lead agency) for review and comment. This scope of work includes one in-progress review meeting during the preparation of the IS/proposed MND to discuss and/or resolve technical issues that may arise. Prior to submittal, the document will undergo a thorough internal Quality Assurance/Quality Control (QA/QC) review following AECOM's standard process and ISO-9001 certification procedures.

Task 3 Summary:

- **Deliverables:** Administrative Draft IS/Proposed MND (2 hard copies, 1 electronic copy in MS Word format)
- **Meetings:** One in-progress review meeting with the County to be attended by project manager

Task 4. Public Initial Study/Proposed Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program

AECOM will incorporate comments from the Town and the project applicant to create the public draft IS/proposed MND and MMRP. AECOM will file 15 CD copies of the public draft IS/proposed MND with the State Clearinghouse and prepare 20 CDs for public distribution. AECOM will prepare 5 printed copies for internal Town use, and 5 printed copies for

use by the project applicant, for a total of 35 CDs and 10 printed copies. In addition, AECOM will prepare a Notice of Intent to Adopt (NOI), Notice of Availability (NOA), and Proposed MND for use by the Town. This scope of work assumes that the Town will be responsible for publishing the NOI/NOA for the project in the appropriate newspaper(s). This scope of work also assumes that the Town will distribute copies of the NOI to appropriate parties via certified mail. AECOM's convenient Sacramento office can ensure quick delivery to the State Clearinghouse. The Town will be responsible for delivering copies to the Placer County Clerk in Auburn.

Task 4 Summary:

- **Deliverables:** Public IS/Proposed MND and MMRP/NOI (15 CDs to State Clearinghouse, 20 CDs for public distribution by AECOM, 5 printed copies for internal Town use, 5 printed copies for project applicant, and 1 electronic copy in Adobe PDF format)
- **Meetings:** None

Task 5. Prepare Responses to Comments and Attend Public Hearing

Following the 30-day public review period on the IS/Proposed MND, AECOM will review any comment letters that are received on the IS/Proposed MND and MMRP and provide the Town with an electronic file of responses to each comment letter for distribution to the Town Council and/or Planning Commission. CEQA does not require the preparation of a final response document. Because the number of comments received on the IS/proposed MND cannot be determined at this time, nor their complexity, this scope of work assumes a total of 24 hours of technical time to complete this task. If additional comments are received, or comments are more complex and require more effort than has been assumed in this scope, a contract amendment will be needed.

The AECOM project manager will attend up to two public hearings before the Town Council and/or Planning Commission to answer any questions that may arise regarding the environmental analysis or the CEQA process.

Within 5 days following the public hearing, if the Town adopts the IS/MND and approves the project, AECOM will prepare and file the Notice of Determination for the project in accordance with CCR Section 15075 of the State CEQA Guidelines. This scope of work assumes that the Town will provide AECOM with a check to cover the DFG filing fee (currently \$2,010.25).

Task 5 Summary:

- **Deliverables:** Draft responses to comments (5 printed copies, 1 electronic copy in MS Word format) and final MMRP (5 printed copies, 1 electronic copy in MS Word format); final versions of each (10 printed copies for internal Town use, 5 printed copies for project applicant, and 1 electronic copy in Adobe PDF format); NOD delivered to SCH within 5 days of project approval
- **Meetings:** Two public hearings with the Town Council and/or Planning Commission to be attended by the project manager

Task 6. Project Management and Meetings

To ensure clear and efficient communications on project issues, the AECOM project manager will coordinate with the Town planning staff and the project applicant (at the Town's direction as CEQA lead agency) in accordance with the protocols established at the project startup meeting. Brief weekly or biweekly check-in calls will be conducted as needed to keep all team members informed of information gaps, new analysis, or issues of concern; a brief email summary of each check-in will be provided to all participants. This aspect of the project will be key for coordination among members of the project consultant team as the project continues to develop. Monthly billing statements will include a brief list of tasks completed during the billing period and anticipated to be completed in the upcoming period.

Task 6 Summary:

- **Deliverables:** Check-in call summary (email); monthly billing task list

- **Meetings:** Weekly or biweekly calls (as project needs indicate)

Cost Estimate

Based on the information provided by the project applicant's attorney and on the assumptions included in this scope of work, AECOM can prepare an IS/Proposed MND for the DSMME Convent Project for a not-to-exceed total of \$55,715 [or \$57,215 including the additional alternatives analysis].

Schedule

Based on the assumptions described above in the scope of work, AECOM can prepare an IS/MND according to the following schedule.

Schedule to Prepare IS/MND for the DSMME Convent Project, Loomis, CA

Project Milestone	Approx. Date (weeks)
Notice to Proceed	Jan. 3, 2011 (0)
Project Startup Meeting	Jan. 10 (1)
Project Description	Jan. 24 (2)
Administrative Draft IS/NOP	Feb. 24 (4)
Draft IS/NOP Published	March 17 (3)
Public Review Period (30 days)	Ends April 18
Responses to Comments	May 9
Public Hearing	TBD

Cost Estimate to Prepare IS/MND for the DSMME Convent Project, Loomis, CA

Task	Cost
1: Project Startup	\$1,880
2: Project Description	\$3,800
3: Administrative Draft IS/Proposed MND	\$35,595
[Additional alternatives discussion	\$1,500]
4: Public IS/Proposed MND	\$3,970
5: Responses to Comments	\$3,960
6: Project Management and Meetings	\$4,660
Total AECOM Labor	\$54,365
Direct Costs	\$1,850
Total for IS/MND	\$57,215