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PERMIT AND RESOURCE
MANAGEMENT DEPARTMENT

February 8, 2008

Mr. Pete Parkinson, Director
Sonoma County Permit and Resource Management Department
2550 Ventura Avenue
Santa Rosa, CA 95403

Subject: Preliminary Scope of Work and Cost Estimate - Assistance to County for Preparation of MOU/Implementation Plan and CEQA Analysis - Santa Rosa Plain Conservation Strategy

Dear Mr. Parkinson:

As per our discussions, we have enclosed a preliminary scope of services and rough cost estimate for having a consulting firm assist with completing the MOU/Implementation Plan for the Santa Rosa Plain Conservation Strategy. This scope includes the various associated work products that will be needed (*e.g.*, Adaptive Management Plan, GIS database, ordinance template, Programmatic EIR). All costs are in accordance with LSA billing rates which are generally in the mid-range for large environmental consulting firms in California that have the resources and experience for doing this sort of work.

Our overall approach was to assume that the selected consultant would in effect act as an extension of Sonoma County PRMD staff, working under the direction and guidance of PRMD. Our estimate also assumes that the consultant would be local and therefore would not need to bill the County for extensive mileage costs, air fares or per diem etc. We wish to emphasize that the cost estimates we have provided are extremely rough, and would likely undergo considerable refinement as the project is scoped in more detail. Of course, we would be happy to assist PRMD with this refinement process.

We were unsure if the USFWS would want the selected consultant to also prepare NEPA documentation for this effort and/or the type of such documentation (EIS or EA) that may be required. Therefore, we have limited the scope of services and cost estimate to the CEQA documentation only. However, please be advised that the cost estimate will not increase appreciably if an EA would be the only NEPA document required. On the other hand, if a full EIR/EIS package is needed; you should probably increase the cost estimate for Task 4 by at least 30 percent.

In preparing this preliminary scope and estimate we relied heavily on our on-going experience managing the Solano County Multi-species HCP/NCCP for the Solano County Water Agency. Many of the Solano HCP/NCCP work products that we have prepared or are in the process of preparing mirror the products that will be needed for implementation of the Conservation Strategy (*e.g.*, Adaptive Management Plan, CDFG *HabiTrack* database). Consequently, if LSA Associates was

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ultimately to be selected for this work, there might be a considerable savings in time and costs by simply adapting the Solano work products, as needed, rather than "starting from scratch."

We hope that this preliminary scope and estimate is useful to you and look forward to the possibility of assisting you with this effort in the future. I have taken the liberty of including some LSA promotional materials in this package which you may also find infromative. Please do not hesitate to contact me at 510 236-6810 to discuss any of the enclosed items further or if you need any other assistance.

Sincerely,

LSA ASSOCIATES, INC.

A handwritten signature in cursive script that reads "George Molnar".

George Molnar
Associate
Senior Wetland Ecologist

PRELIMINARY SCOPE OF WORK - SANTA ROSA PLAIN CONSERVATION STRATEGY - MOU/IMPLEMENTATION PLAN ASSISTANCE

TASK 1. ASSISTANCE TO IMPLEMENTATION COMMITTEE

The Consultant will provide technical and administrative service to the Implementation Committee as needed to draft and adopt a final MOU/Implementation Plan. Subtasks would consist of the following:

- a. **Committee Technical Support.** Conduct technical research, review data, provide technical advice on biological, planning and regulatory issues, as directed by PRMD and the committee.
- b. **Committee Administrative Support.** Prepare and coordinate regular committee meetings, prepare and distribute agendas, meeting packages, and meeting notes.
- c. **Committee Presentations.** Prepare data summaries and presentations for the Committee as directed by PRMD and the committee.
- d. **MOU/Implementation Plan Preparation.** Prepare revised and final drafts of the MOU and Implementation Plan.

TASK 2. ADAPTIVE MANAGEMENT PLAN (AMP)

Working with the Adaptive Management Subcommittee, the Consultant will prepare draft and final adaptive management plans for adoption in association with the MOU/Implementation Committee. Subtasks would consist of the following:

- a. **Schedule and coordinate regular meetings** with the Adaptive Management Subcommittee for the purposes of reviewing draft AMP interim work products as well as the draft and final AMP.
- b. **Prepare draft and final AMP.** The main components of the AMP would be the following:
 1. Identify Annual and Long-term Performance Criteria for evaluating attainment of the Strategy's biological goals, objectives and assumptions.
 2. Develop Adaptive Management Monitoring Program consisting of the following primary elements:
 - Implementation (compliance) Monitoring to track the status of the Conservation Strategy and associated Implementation Plan, ensuring that planned actions are executed;
 - Biological Effectiveness Monitoring to evaluate if the effects of the permitted actions and mitigation actions (*e.g.*, operating mitigation banks, approved preserves) are meeting performance criteria; and
 - Identification of Targeted Studies designed to increase the effectiveness of monitoring and management by improving knowledge about the Santa Rosa Plain ecosystem and on-going management techniques
 3. Develop a GIS-linked Database to track the success of the Adaptive Management Program, utilizing CDFG's Biogeographic Information and Observation System (BIOS) that has

established database standards, protocol, recommendations, table formats and relationships, and business rules for managing, visualizing and analyzing biogeographic data. The most suitable database program for doing this will probably be the CDFG "HabiTrack" program which has been used in HCPs/NCCPs elsewhere. The database will probably need to be linked to ArcIMS® software which will allow creation of dynamic maps and GIS data and services via the Web, offering access to monitoring results by agencies and the public.

4. Develop a Guidance Handbook for municipalities on data tracking and reporting procedures to the database.
5. Develop Reporting Protocols for Quarterly and Annual Reports which should link results from the database and targeted studies with performance criteria, and provide recommendations for adaptive management changes to monitoring and management strategies;
6. Develop Protocols for the Future Adaptive Management Team (AMT) whereby the results contained in the Annual Reports can be translated into recommendations for changes to the Conservation Strategy and Implementation Plan, as needed.

TASK 3. DRAFT ORDINANCE TEMPLATES AND GENERAL PLAN AMENDMENT/ZONING ORDINANCE

Working with the Implementation Committee and the County Attorney, the Consultant will prepare a draft Implementing Ordinance template for use by the municipalities. Working with PRMD and the City and County Attorneys, the Consultant will prepare a draft General Plan Amendment and Zoning Ordinance for mitigation banks and endangered species preserves on lands designated for agricultural use.

TASK 4. CEQA DOCUMENTATION

The Consultant will prepare a Programmatic Environmental Impact Report (EIR) in accordance with CEQA guidelines. The EIR shall address the individual and cumulative impacts of any Covered Activity using the mitigation and minimization described in the Conservation Strategy. The EIR shall specifically address the following governmental actions at a programmatic level: Signature to and adoption of the MOU/ Implementation Plan by the County; signature to and adoption of the Implementation Ordinances by the municipalities; and adoption of the General Plan Amendment by the County.

Similar to the draft Solano County HCP/NCCP Programmatic EIR/EIS, most non-biological issues (*e.g.*, traffic, air quality) will be dealt with at a level sufficient to demonstrate that implementation of the Conservation Strategy will not significantly affect the land use restrictions, policies and goals under the current Sonoma County General Plan, relevant Specific Plans and the various City General Plans. (Possible exceptions to this will be the proposed change in the General Plan Agricultural land use designation and the tax revenue loss issue.)

Key CEQA subtasks would be the following:

- a. **Environmental Scoping, Initial Study and Notice of Preparation**
- b. **Prepare Administrative Draft Programmatic EIR**
- c. **Draft Programmatic EIR**
- d. **Public Review Period and Public Hearing on DEIR¹**
- e. **Administrative Draft Responses to Comments (Final Programmatic EIR)**
- f. **Adoption/Certification Hearing**

¹ A joint EIR/EIS could be prepared if required. The attached cost estimate is for the CEQA documentation only. NEPA documentation would increase the cost estimate by about 30 percent.

Preliminary Cost Estimate - Santa Rosa Plain Conservation Strategy Implementation plan/MOU Assistance		
	Subtotals	Assumptions:
Task 1. Assistance to Implementation Committee	\$126,020	Monthly meetings with committee for 1 year. Consultant prepares all graphics and documents for committee. Committee/PRMD will require Consultant to do several independent research/investigation items.
Task 2. Adaptive Management Plan (AMP)	\$129,830	10 meetings with the AMP. CDFG/USFWS and County GIS personnel will work with Consultant in helping to set up data base.
Task 3. Draft Ordinance Templates and General Plan Amendment/Zoning Ordinance	\$14,680	Legal review provided by County.
Task 4. CEQA Documentation	\$96,170	We assume that initial scoping will determine that most non-biological issues can be dealt with at a minimal level sufficient to demonstrate that implementation of the Conservation Strategy will not significantly affect the land use restrictions, policies and goals under the current Sonoma County General Plan, relevant Specific Plans and the various City General Plans. (Possible exceptions to this will be the proposed change in the General Plan Agricultural land use designation and the tax revenue loss issue.) Under this task we assume that printing costs for the multiple copies of the draft and final EIR will be borne by the County.
Subtotals:	\$366,700	
Expenses:	\$29,336	
	\$396,036	