

DEPARTMENT OF PLANS & PUBLIC WORKS

June 23, 2016

Stephanie Strelow, Principal
Dudek
725 Front Street, Suite 400
Santa Cruz, CA 95060

Subject: Notice to Proceed for Drainage System Repairs – Environmental Review
and Regulatory Permitting (280-310-3121-0000-4240)


Ms. Strelow:

This letter serves as your "Notice-to-Proceed" to complete all work as outlined in the attached proposal for the Drainage System Repairs – Environmental Review and Regulatory Permitting. This work will be performed under your firm's On-Call Environmental and Planning Services Agreement (Ag# 5317) for a not-to-exceed amount of Thirty Nine Thousand Three Hundred and Ninety Five Dollars (\$39,395.00) as quoted in your proposal dated June 23, 2016.

The effective date of this Notice to Proceed is June 23, 2016. The work shall be completed by June 30, 2017 from the effective date of this Notice to Proceed. Please coordinate all work with Thomas Korman, Senior Engineer for the City of Monterey, at (831) 646-3475.

The Purchase Order will be sent to you once it is created. Please include the PO number on all invoices for this project. The City of Monterey looks forward to working with you and your team.

Sincerely,


Steve Wittry, P.E.
City Engineer
SW/mmm

Enclosure: Dudek Proposal, dated June 23, 2016

cc: Thomas Korman, P.E., Senior Engineer
Clementine Bonner Klein, Senior Assistant City Clerk
File

June 23, 2016

9647

Thomas M. Korman, Senior Engineer
City of Monterey Department of Plans and Public Works
580 Pacific Street
Monterey, California 93940

Subject: Drainage System Repairs - Environmental Review and Regulatory Permitting

Dear Thomas,

As a follow-up to our communications yesterday and today, I am pleased to submit a draft scope and cost estimate for conducting environmental review and assisting with permitting (under Dudek's contract with the City for on-call environmental and planning services) for two minor drainage system repairs. The repairs consist of excavation and replacement of a short segment of a storm drain at the intersection of Skyline Forest Drive-Mar Vista Drive and Crescent and an erosion control/bank stabilization project with retaining wall construction at a location on Via Paraiso. Due to location in/near water courses, it appears that the work will require regulatory approvals from the U.S. Army Corps of Engineers, Regional Water Quality Control Board, and possibly California Department of Fish and Wildlife. At the City's request, we have put together a cost estimate to reflect a worst-case cost for completion of environmental review and obtaining regulatory approvals for the repairs.

The following scope and cost estimate are based on our preliminary discussions. Due to the City's schedule, we have not had an opportunity to review other documents to fully refine the work tasks or cost estimate. The work scope assumes that the City will provide a description and project plans for each repair location in order to complete the environmental review.

The work includes the following tasks:

1. Meeting and Site Visit. A start-up meeting and with city staff will be conducted to review project plans and construction methods. A site visit with City staff will be conducted, as will review of any pertinent City maps or reports regarding environmental resources. Dudek staff also will consult with City staff as to design options that may be available, which are currently preferred by the regulatory agencies in effort to aid the City's finalization of project plans.
2. Biological Report. Dudek's biologist will conduct a field visit to both sites to assess existing conditions including the presence of natural communities, wetlands and other waters of the U.S., as well as, potential for occurrence of special-status species and/or sensitive habitats.

Based on the results of the field visit and a review of the California Natural Diversity Data Base, a letter report will be prepared that describes the biological resources that occur or have potential to occur at each site, as well as the approximate extent of wetlands and other waters of the U.S. It is expected that this report will be required and utilized for any regulatory permitting.

3. Archaeological Review. A review of the cultural resources will be conducted by Dudek staff to identify whether or not the project locations are included within a mapped area of archaeological sensitivity. If so, a records search and site visit will be conducted with preparation of a letter report of findings.
4. CEQA Review. Given the minor nature of the repairs, it is expected that the repairs will be exempt from CEQA review unless potential significant biological or cultural impacts are identified. If this is the case, it is assumed, that design modification and/or construction specifications can be incorporated into the project so that no significant impacts would occur that would not allow an exemption. A Notice of Exemption will be prepared and revised, if needed after City review. Preparation of an Initial Study is not included in this cost estimate.
5. Assist with Regulatory Permitting. Dudek's staff will prepare for and attend one project meeting with City staff to discuss the approach to the proposed repair work and permitting strategy. Dudek staff will prepare permit applications and supporting materials to facilitate authorization of the projects from the following agencies as may be needed: U.S. Army Corps of Engineers (Section 404 of the Clean Water Act); RWQCB (Section 401 of the CWA); California Department of Fish and Wildlife (Section 1602 of the California Fish and Game Code). Up to two days of time for each site is included for consultation with the City and/or agencies after the City has submitted permit applications, if needed, to help facilitate agency processing of applications.

The scope and following cost estimate assume that:

- a) Formal consultation with USFWS and NMFS will not be required for either project.
- b) Detailed project description and plans, including limits of disturbance, construction methods, engineering drawings (both plan view drawings and cross-sections), stabilization measures, and other project related work to be provided by the City.
- c) Focused hydrology/hydraulic studies will not be required.
- d) A formal mitigation plan for project impacts on waters of the U.S. will not be required.
- e) Permit processing and filing fees for RWQCB and CDFW to be the responsibility of the City.

In order to commence work, we will need a letter of authorization to proceed and the project description and related materials as described above in subsection (b). Per your request, the following preliminary schedule has been developed. This assumes that the project plans are completed by the end of July.

Mr. Thomas Korman

Subject: Drainage System Repairs

- Task 1-4: 3-4 weeks upon receipt of authorization to proceed
- Task 5: 2 weeks upon receipt of project plans

Based on Dudek’s experience with the regulatory agencies and the anticipated level of effort with this project, it is estimated that final regulatory approvals would be granted within 4 to 6 months after the application is submitted.

The cost for the work tasks are included below. At this time it is not known whether all work items will be required. Invoices will be submitted on a time-and-material basis, and no charges will be invoiced if any of the tasks/costs are not needed.

1. Meet with City / Site Visit	\$ 1,640
2. Biological Report	9,765
3. Archaeological Review	4,500
4. CEQA Review-Notice of Exemption	2,460
5. Regulatory Permitting	15,870
Consult with City/Agencies If Needed After Submittal of Applications	4,960 - OPTIONAL
6. Expenses	<u>200</u>
TOTAL	\$ 39,395

Cost Estimate \$ 39,395.00

Given the short timeframe with which to prepare a cost estimate, we believe this is a conservative, worst-case estimate. However, I would be happy to make any revisions or adjustments upon your review. Please feel free to call if you would like to discuss further. We are looking forward to working with you and the City on this project.

Sincerely,



Stephanie Strelow
Principal
831-425-6523