



ENVIRONMENTAL CONSULTANTS

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September 3, 2021

Sean Brewer, Assistant City Manager
City of Coalinga
155 West Durian Avenue
Coalinga, CA 93210

Submitted via email: sbrewer@coalinga.com

Re: City of Coalinga Trails Master Plan Segments 3, 4, and 9 Environmental Services (NEPA/CEQA) / Contract Amendment

Dear Mr. Brewer:

SWCA, Incorporated, dba **SWCA Environmental Consultants (SWCA)**, appreciates the opportunity to submit our contract amendment to provide additional environmental services for the City of Coalinga Trails Master Plan Segments 3, 4, and 9 (project). SWCA has prepared this memorandum to summarize the differences between the original scope and budget submitted in May 2020 and the revised scope and budget which include additional tasks requested by the California Department of Transportation (Caltrans) in their Preliminary Environmental Study form and letter dated October 23, 2020.

SWCA's original proposal, dated May 29th, 2020, included a budget totaling \$74,810 (copies of the original proposal and corresponding 10-H form have been provided). Revisions to this original proposal have been made by SWCA to include preparation of a Jurisdictional Delineation and a Biological Assessment, if determined necessary following the fieldwork conducted during preparation of the Natural Environment Study – Minimal Impacts (NES-MI). The scope associated with these tasks is included on the following pages of this memorandum. With these additional tasks included, our budget increased by \$16,977, totaling \$91,787, to account for the additional field work and technical studies.

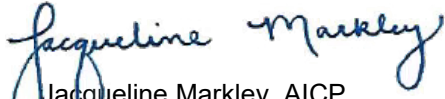
During the process of revising our cost estimate for the City to include the additional tasks requested by Caltrans, SWCA accounting staff were tasked with preparation of the 10-H form (which includes raw wages for personnel). Due to SWCA's internal policy to keep raw wages confidential from SWCA project-level staff, the budget was sent directly from SWCA accounting staff to the City without additional internal review. What resulted from this process was an error where our accounting staff did not include costs for all of the labor categories that were listed. Specifically, our accounting staff failed to populate hourly rates for labor categories where the names of project personnel we identified with "TBD". While this is common practice to include "TBD" for labor categories, our accounting staff should have included the corresponding rates. This error by our accounting staff resulted in the total revised budget value and executed contract value being \$61,729.27, which is approximately \$30,058 less than what our revised budget should have been (\$91,787).

Our accounting staff have made the necessary corrections and prepared the updated 10-H form that we have submitted to the City. Specific changes include the incorporation of 8 labor hours by the Environmental Specialist VII labor category and the incorporation of raw wages for all previously missing labor categories. These changes results in an increase of Subtotal Direct Labor Costs from \$20,985.32 to \$27,891.80. SWCA also included a correction to Other Direct Costs, which have been corrected to accurately match the specified costs in the proposed budget. The revised 10-H reflects a total of \$84,412.77. The difference between our budget total of \$91,787 and the 10-H total of

\$84,412.77 is due to our budget using standard rates and the 10-H using built-up rates. Therefore, we are requesting a contract amendment in the amount of \$22,683.50, to account for the difference between our executed contract amount (\$61,729.27) and our revised 10-H total (\$84,412.77). We are grateful the City is willing to take these revisions into consideration.

If you have any questions regarding this memorandum, please feel free to contact SWCA Project Manager and Primary Contact Jacqueline Markley at (916) 234-5522, or jacqueline.markley@swca.com.

Sincerely,



Jacqueline Markley, AICP
Project Manager / Environmental Planner



Bill Henry, AICP
Director

SCOPE OF SERVICES

The following scope of services identifies the additional tasks SWCA will complete in response to Caltrans recommendations included in the PES and corresponding letter dated October 23, 2020. SWCA anticipates the need for the following additional technical studies will be determined depending on the results of the fieldwork conducted during preparation of the NES-MI (Task 3.1 in SWCA's original proposal submitted in May 2020).

Task 1: Jurisdictional Delineation Report

Due to the proximity to potentially jurisdictional drainages and surface water resources, preparation of a Jurisdictional Delineation Report (JDR) may be necessary. During the field survey conducted for the NES-MI (Task 3.1), an SWCA biologist will survey and assess the proposed work areas for wetland and other surface water resources to determine the need to prepare a JDR. If resources are identified within or in close proximity to proposed work areas, the SWCA biologist will collect all necessary field data during the same survey effort. SWCA will prepare a JDR to be included as an appendix to the NES-MI. The JDR will include a delineation of potential federal jurisdictional Waters of the United States (i.e., wetland and other waters) and Waters of the State (i.e., State wetlands and non-wetland Waters of the State). The JDR will be prepared following the standards of the 1987 *Corps of Engineers Wetlands Delineation Manual*, the 2008 *Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Arid West Region (Version 2.0)*, the 2008 *A Field Guide to the Identification of the Ordinary High Water Mark (OHWM) in the Arid West Region of the Western United States: A Delineation Manual*, and the new *State Wetland Definition and Procedures for Discharges of Dredged or Fill Material to Waters of the State*, which came into effect in 2020.

Task 2: Biological Assessment

If, during preparation of the NES-MI, SWCA determines the project has the potential to result in adverse effects to a federally listed species or critical habitat that necessitate mitigation, preparation of a Biological Assessment will be required. A BA shall be prepared to evaluate the potential impacts to species that are listed as threatened, endangered, or candidate species under the Federal Endangered Species Act (FESA). The BA shall be prepared in accordance with the legal requirement founds in Section 7(a)(2) of the FESA (16 United States Code 1536(c)). The BA shall follow the latest template in the Caltrans SER.

ANTICIPATED BUDGET

SWCA has prepared our budget based on our approach to the project, identified key assumptions, consultation with our technical experts, and our experience with similar projects. SWCA's 10-H and 10-K forms are included as separate documents that have been submitted to the City.

Table 1. Cost Estimate

TASK	ESTIMATED COST
Task 1: Jurisdictional Delineation Report	\$9,358
Task 2: Biological Assessment	\$7,619
	Contract Amendment Total
	\$16,977
	PROJECT TOTAL (NOT INCLUDING ADDITIONAL TASKS)
	\$74,810
	PROJECT TOTAL (INCLUDING ADDITIONAL TASKS)
	\$91,787
	CURRENT EXECUTED CONTRACT TOTAL (INCORRECT)
	\$61,729.27
	CORRECTED 10-H TOTAL (BASED ON RAW BUILT-UP RATES)
	\$84,412.77

ASSUMPTIONS

For budgeting purposes, we are making the following assumptions because some of these items are beyond SWCA's control and because these factors could significantly affect project schedule and cost:

1. SWCA assumes all copies of report submittals will be electronic.
2. SWCA assumes presence at in-person meetings will not be necessary for this project.
3. SWCA assumes the City will provide all background materials, including any partial design plans and requested information, prior to SWCA commencing field work or preparation of technical studies.
4. SWCA assumes two rounds of review by the City and/or Caltrans for each deliverable.