



November 6, 2018

Al Javier
Director of Environmental and Regulatory Compliance
Eastern Municipal Water District
2270 Trumble Road
Perris, CA 92570

Subject: CEQA Adjunct Staff

Dear Mr. Javier:

Thank you for the opportunity to submit this letter proposal for CEQA Adjunct Staff support for Eastern Municipal Water District (EMWD). Woodard & Curran specializes in planning, design and engineering, environmental, regulatory compliance, funding, and program management for water related projects. Woodard & Curran has a proven record of completing an array of services associated with environmental compliance under the California Environmental Quality Act (CEQA) for water, wastewater, recycled water, and storm water projects throughout California. Environmental documents prepared by Woodard & Curran address the full range of CEQA resource topics, including technical evaluation of hydrology and water quality, utilities and service systems, traffic and transportation, air quality and greenhouse gases, noise, land use, socioeconomics, energy conservation, visual and aesthetic suitability, and other key environmental issue areas.

Woodard & Curran has completed CEQA documentation for clients including City of Oceanside, City of Escondido, Olivenhain Municipal Water District, Encina Wastewater Authority, Yucaipa Valley Water District, Pasadena Water and Power, and Palmdale Water District, among others across the State. Our CEQA project managers are well-versed in CEQA requirements and case law.

This proposal is a commitment by Woodard & Curran to provide a CEQA project manager to serve as adjunct staff at EMWD to support CEQA compliance for its various projects.

1. SCOPE OF WORK

Woodard & Curran will support EMWD in completing the activities necessary for CEQA compliance. Items to be completed include, but are not limited to:

- Serve as overall project manager for CEQA compliance documentation such as Categorical Exemptions, Negative Declarations (NDs), Mitigated Negative Declarations (MNDs), and Environmental Impact Reports (EIRs).
- Manage consultants completing CEQA documentation, including review and comment on CEQA technical studies and deliverables.
- Review and approve of consultant billing and track budget and milestone completion.
- Assist with public noticing and administration associated with CEQA compliance as needed.
- Prepare Request for Proposals (RFPs) for CEQA compliance projects.
- Assist with the procurement process, Requests for Information (RFIs), interviews, and support for consultant selection for CEQA compliance projects.
- Provide guidance on CEQA compliance requirements and implementation.
- Other CEQA-related tasks as assigned.



2. PROPOSED STAFF

Woodard & Curran proposes to assign a Senior Project Manager, Jennifer Ziv, as the CEQA project manager to serve as EMWD's adjunct staff. She will work collaboratively with our Planner 3, Haley Johnson and/or Sally Johnson, to support CEQA compliance as described in the Scope of Work above. We understand that our staff will report to you and work under your direction as the Director of Environmental and Regulatory Compliance.

3. PROPOSED SCHEDULE

This proposal assumes that Woodard & Curran's CEQA Adjunct Staff will work the proposed hours as described in the schedule below. The first two weeks will be seven hours per day for four days (Monday through Thursday) in EMWD's offices. Thereafter, workdays will include Mondays and Thursdays each week. Tuesdays and Wednesdays will be flexible days, depending on EMWD meeting schedules and other needs.

	Weeks 1-2	Weeks 3-4	Weeks 5-8	Weeks 9-17	Total Hours	Weeks 18-26 (Optional)	Total Hours w/Optional
Jennifer Ziv	28	22	14	12	264	12	372
Haley Johnson	0	0	6	12	132	12	240
Totals	28	22	20	24	396	216	612

4. FEE ESTIMATE

Woodard & Curran proposes to provide CEQA Adjunct Staff for 17 weeks on a time and materials basis for an amount not-to-exceed \$99,960. Optional extension of CEQA Adjunct Staff services through 26 weeks totals \$52,056. Weekly labor hours can be adjusted based on EMWD's CEQA needs; total estimated hours for the contract term are 396 hours (612 hours with optional extension).

We look forward to the opportunity to work with EMWD in achieving your CEQA compliance goals and improving water resource reliability in the region. If you have any questions on our proposal or need any additional information, please do not hesitate to call me at (858) 875-7420.

Sincerely,

Rosalyn Prickett
Principal

Woodard & Curran
10509 Vista Sorrento Pkwy, Suite 205
San Diego, CA 92121

Attachments:

- Fee Estimate



Fee Estimate

Eastern Municipal Water District CEQA Adjunct Staff

6-Nov-18

Tasks	Labor			Total Hours	Total Labor Costs (1)	Total Fee
	Jennifer Ziv	Sally Johnson / Haley Johnson	Jen Sindermann			
	CEQA Manager	CEQA Support	Admin			
	\$274	\$206	\$108			
CEQA Adjunct Staff						
CEQA Adjunct Staff (17 weeks)	264	132	4	400	\$99,960	\$99,960
TOTAL	264	132	4	400	\$99,960	\$99,960
Optional Extension (18-26 Weeks)	108	108	2	218	\$52,056	\$52,056
OPTIONAL	108	108	2	218	\$52,056	\$52,056
TOTAL W/OPTIONAL	372	240	6	618	\$152,016	\$152,016