



March 27, 2019

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

Subject: CEQA Adjunct Staff Support

Dear Mr. Javier:

Thank you for the opportunity to submit this letter proposal to Eastern Municipal Water District (EMWD) for an amendment to our contract for CEQA Adjunct Staff Support. Woodard & Curran began providing CEQA Adjunct Staff support in mid-December 2018 and is continuing through approximately mid-April 2019. Work has been conducted under EMWD Agreement 115721, Environmental Consulting Services for California Environmental Quality Act (CEQA) Adjunct Staff, dated Dec 3, 2019, under a not-to-exceed budget of \$99,960.

At this time, EMWD is in need of an extension of CEQA adjunct staff support services. This proposal is a commitment by Woodard & Curran to continue to provide a CEQA project manager to serve as adjunct staff at EMWD to support CEQA compliance for its various projects. At such time that EMWD no longer needs CEQA adjunct staff services, work can be immediately halted and transitioned to EMWD staff. The scope of services we will provide under this contract is outlined below.

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.
- Perform public noticing and administration associated with CEQA compliance.
- Prepare Request for Proposals (RFPs) for CEQA compliance projects.
- Manage the procurement process, Requests for Information (RFIs), interviews, and support for consultant selection for CEQA compliance projects.
- Other CEQA-related tasks as assigned.

2. PROPOSED STAFF

Woodard & Curran proposes to continue to provide Senior Project Manager, Jennifer Ziv, as CEQA project manager to serve as EMWD's adjunct staff. She will continue to work collaboratively with our



Planner 3, Haley Jonson, to support CEQA compliance as described in the Scope of Work above. We understand that our staff will continue to 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 CEQA Adjunct Staff will work the proposed hours as laid out in the schedule below, which totals approximately 25 hours per week of combined staff time for 16 weeks, and approximately 24 hours per week of combined staff time for the remaining optional 9 weeks. Workdays at EMWD office will generally include Mondays and Thursdays each week. Tuesdays and Wednesdays will be flexible days, depending on EMWD meeting schedules and other needs.

	Apr 8 - May 3 4 weeks	May 6 - May 31 4 weeks	Jun 3 - Jun 28 4 weeks	Jul 1 - Jul 26 4 weeks	Total Hours	Jul 29- Aug 30 5 weeks (Optional)	Sept 2 - Sept 27 4 weeks (Optional)	Total Hours w/ Optional 9 weeks
Jennifer Ziv	66	66	66	66	264	60	48	372
Haley Johnson	33	33	33	33	132	60	48	240
Totals	99	99	99	99	396	120	96	612

4. FEE ESTIMATE

Woodward & Curran proposes to provide CEQA Adjunct Staff for 16 weeks on a time and materials basis for an amount not-to-exceed \$99,960 in accordance with existing Agreement 115721. Optional extension for CEQA Adjunct Staff services for an additional 8 weeks would total \$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). At such time that EMWD no longer needs CEQA adjunct staff services, work can be immediately halted and a final invoice submitted.

We look forward to continuing to provide CEQA services to EMWD and help you achieve 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



Fee Estimate

Eastern Municipal Water District CEQA Adjunct Staff

Mar 2019

Tasks	Labor			Total Hours	Total Labor Costs (1)	Total Fee
	Jennifer Ziv	Haley Johnson				
	CEQA Manager	CEQA Support	Admin			
	\$274	\$206	\$108			
CEQA Adjunct Staff						
CEQA Adjunct Staff (16 weeks)	264	132	4	400	\$99,960	\$99,960
TOTAL	264	132	4	400	\$99,960	\$99,960
Optional Extension (8 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