



ENVIRONMENTAL CONSULTANTS
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June 28, 2021

Camille Leung, Senior Planner
County of San Mateo, Building and Planning Department
455 County Center, Second Floor
Redwood City, CA 94062

Re: Change Order No. 3: Scope and Cost Estimate to Provide Additional Mitigation Monitoring Support Services for Lots 5 through 8 of the Highland Estates Subdivision Project

Dear Ms. Leung:

In accordance with your request, SWCA Environmental Consultants (SWCA) is pleased to submit a change order scope of work and cost estimate to the County of San Mateo Building and Planning Department (County) to continue providing mitigation monitoring support services for the Highland Estates Subdivision (project) in San Mateo County, California. Based on the project's initial construction schedule, SWCA had assumed an 18 month timeframe for construction of seven lots (i.e., Lots 5, 6, 7, 8, 9, 10, and 11). However, the project experienced unanticipated schedule delays that resulted in more than 21 months of construction for Lots 9, 10, and 11 alone and exhausted all available funds for the project's mitigation monitoring scope of work (Task 2 of Exhibit A in the Agreement Between the County of San Mateo and SWCA Environmental Consultants [Agreement No. 3800-18-D001]). Construction has not yet been initiated for Lots 5 through 8. To continue providing support to the County for construction of Lots 5 through 8, SWCA proposes the following scope of work and cost estimate.

TASK 1: PROJECT MANAGEMENT AND COORDINATION

SWCA Project Manager Kristen Outten will continue to serve as Project Manager for development of Lots 5 through 8. Project management and coordination tasks will remain consistent with those provided under Task 1 of the project's existing contract (Agreement No. 3800-18-D001). SWCA assumes that the remaining funds as of June 30, 2021 (\$10,500) will be available for construction of Lots 5 through 8, and has included an additional 0.75 hours per week to supplement required project management funds for completion of the project.

TASK 1 ASSUMPTIONS:

- *SWCA assumes public inquiry tracking will require no more than 3 hours per month.*
- *SWCA assumes attendance of daily, weekly, or monthly construction meetings will not be required for the project.*

TASK 2: COMPLIANCE MONITORING

Compliance monitoring efforts required for Lots 5 through 8 will remain consistent with those outlined in Task 2 of the project's existing contract (Agreement No. 3800-18-D001). Prior to the start of construction on each of the remaining four lots, SWCA will review required plans and reports prepared by NextGen Builders, Inc and their subcontractors to ensure compliance with the project's Mitigation Monitoring and Reporting Program (MMRP) and Conditions of Approval (COA). SWCA will continue to provide weekly compliance inspections on each lot and provide associated

reporting to NextGen and the County following each weekly inspection. SWCA assumes that each of the lots' weekly compliance inspections will occur on the same day to minimize costs to the applicant. SWCA will continue to work closely with NextGen and their subcontractors to ensure the project remains in compliance with the MMRP and COA, and to resolve potential compliance concerns prior to them escalating to a County-issued Stop Work Notice. SWCA will continue to prepare Monthly Progress Reports and submit the reports to the County at the end of the first week of every month. SWCA will also prepare a Final Compliance Report upon completion of Lots 5 through 8. The Final Compliance Report will combine the compliance details of all four lots into one single report.

TASK 2 ASSUMPTIONS:

- *SWCA assumes Kristen Outten and Jessica Henderson-McBean will each attend up to one site visit for each of the remaining lots, prior to the start of construction (a total of 4 site visits per person).*
- *SWCA assumes there will be no more than 3 plans that require review for each lot (12 plans total) and no more than 2 biological reports that require review for each lot (8 biological reports total). In addition, SWCA assumes one additional purple needlegrass map will require review for Lot 8.*
- *SWCA assumes up to 96 weekly inspections will be required for construction of Lots 5 through 8. In the event fewer inspections are required during summer months or due to a shortened construction schedule, the County will not be billed for the inspections not conducted.*
- *SWCA assumes the compliance observations from all four lots will be combined into one single weekly inspection report, provided to the County and NextGen each week following completion of the inspection. This scope and cost estimate includes preparation and submittal of up to 96 weekly inspections reports.*
- *SWCA assumes up to 22 Monthly Progress Reports will be prepared and submitted to the County.*
- *SWCA assumes no Stop Work Notices will need to be issued by the County during construction of Lots 5 through 8.*
- *SWCA assumes all reports will be submitted electronically.*

GENERAL ASSUMPTIONS

- *The applicant and/or their subcontractors will be responsible for preparing all required preconstruction plans and reports; SWCA will be responsible for reviewing and verifying the completion and adequacy of the plans and reports.*
- *The applicant and their contractors are ultimately responsible for compliance with the MMRP and COA whether SWCA staff is on-site or off-site.*
- *SWCA is not contracted to provide SWPPP implementation or biological surveys or monitoring for the project.*
- *The scope of work provided by SWCA will remain consistent with the scope of work outlined in Exhibit A of the Agreement Between the County of San Mateo and SWCA Environmental Consultants (Agreement No. 3800-18-D001).*

SCHEDULE

SWCA assumes construction of Lots 5 through 8 will begin in July 2021 and be completed by April 2023 (22 months). SWCA is ready to continue working through completion of the project in April 2023.

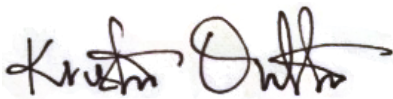
COST ESTIMATE

Based on thoughtful consideration of the project requirements and a thorough estimate of the attendant labor and direct costs, SWCA proposes an additional time-and-materials budget not to exceed **\$100,084** (Table 1). Tasks billed against this additional budget will be charged at the hourly rates in Exhibit A of the contract for the time spent, with dates, staff, and time to be outlined in the invoices.

The proposed costs are valid for 30 days from the date of this change order request. Under the direction of the County, SWCA has continued to support the project by utilizing the project's project management (Task 1) current available budget for the project's mitigation monitoring scope of work (Task 2). The cost estimate assumes that a fully executed contract amendment will be processed prior to July 31, 2021. Any delay in contracting could require a revised cost estimate.

SWCA prides itself on providing consulting services of the highest quality and efficiency, and we look forward to continuing our support on this project. Should you have any questions or desire additional information, please contact us at your convenience.

Sincerely,



Kristen Outten
Senior Biologist/Project Manager



Megan Peterson
Bay Area Director

Table 1: Total Estimated Project Cost

Compliance Monitoring Cost Estimate				
Labor				
Project Role	Name	Rate*	Hours	Charge
Project Manager / Compliance Manager	Kristen Outten	\$171.00	175	\$30,459
Project Coordinator	Jennifer Torre	\$125.00	25	\$3,185
Compliance Monitor	Jessica Henderson-McBean	\$133.00	479	\$64,946
Labor Total			679	\$98,590
EXPENSES (includes 15% markup)				
Description	Unit	Rate	# of Units	Charge
Mileage	Per Mile	\$.560	2,320	\$1,494
Expense Total				\$1,494
Total Cost				\$100,084

*Billing rates will escalate by 2% on January 1 each calendar year.