

EXHIBIT B
**Consultant Work Scope/
Hourly Rates**

Exhibit B

June 17, 2013

Murry Wilson, Environmental Resource Specialist
County of San Luis Obispo
Department of Planning and Building
County Government Center
San Luis Obispo, CA 93408

SUBJECT: *Phase II – Scope of Work and Cost Summary to Provide Environmental Administration and Assistant Project Manager Services to the County of San Luis Obispo for the Phillips 66 Santa Maria Refinery Rail Project Environmental Impact Report (SWCA Project No. P26682)*

Dear Mr. Wilson:

Thank you for your interest in having SWCA Environmental Consultants (SWCA) prepare a proposal to provide assistant project management services to the County of San Luis Obispo (County) for the processing of the later phases (or Phase II) of the Environmental Impact Report (EIR) and other land use permitting tasks for the above referenced project. Please note that this scope of work supplements the version titled "Phase I" which covers the initial phases of assistant project management. Environmental and planning services would include but not be limited to the tasks outlined below. The scope and cost estimate is based on my previous experience serving as the Assistant Project Manager for the County assisting with the facilitation and preparation of EIRs and planning process tasks for the Guadalupe Oil Field Remediation and Restoration Project, San Miguel Ranch General Plan Amendment Project, and the Chevron Remediation and Development Project EIR. My tenure on these projects began in 2003 on the Guadalupe project and spans to present time with the Chevron project. During this time, I have worked closely and developed quality working relationships with key resource agency and Planning Department personnel which has become an important asset in the scope of services that I can provide to the County. In compiling the cost estimate for this project, I reviewed invoices and time spent on various EIR processing tasks, including taking the projects to the Planning Commission and Board of Supervisors.

As has been the case with the above referenced projects, there have been multiple instances where my delegation of tasks to various members of SWCA staff has been beneficial from a cost as well as a time savings standpoint. This will be particularly important on this project given the 9-month timeframe (i.e., March 2014) for processing the EIR and taking the project to hearing. The cost estimate below includes a percentage of time for various levels of staff assistance, particularly during the early phases of the EIR process (e.g., preparation and distribution of the Request for Proposal [RFP] and Notice of Preparation [NOP]).

Specific project tasks that may be required and have been required on past EIR project management assistance jobs have generally included:

- Regular coordination with the County Project Manager;
- Regular coordination with the Applicant Project Manager;
- Preparation of weekly schedules and monthly update reports;
- Participation in weekly status meeting calls and monthly status meetings;
- Participation in agency and Planning Department meetings;
- Assistance in developing Project Objectives suitable to the Applicant and the County;
- Review and comment on the Administrative Draft EIR (ADEIR);

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- Distribution of ADEIR and facilitation of ADEIR revision meetings with the consultant;
- Review revised ADEIR and authorize document reproduction;
- Preparation of Notice of Availability and Notice of Completion of Draft EIR (DEIR);
- Consolidation, review, and distribution of DEIR comments;
- Review consultant responses to comments and DEIR revisions;
- Review of Administrative Final EIR (AFEIR) and authorize Final EIR (FEIR) reproduction;
- Assist with Staff Report preparation;
- Assist with Planning Commission and Board presentations;
- Attend and participate in Planning Commission and Board meetings;
- Prepare Notice of Determination; and,
- Prepare Notice of Final Action.

A critical component of my upcoming role as the County’s Assistant Project Manager (APM) that will result in use of a substantial amount of time will be the detailed review of the EIR at its various milestones (i.e., final project description, and one or more versions of the ADEIR, DEIR, AFEIR, and FEIR).

The budget that I am requesting is based on a monthly rate of spending that has been applicable to the projects referenced above as well as an accelerated time schedule which will require assistance from other SWCA staff during key phases of the process. Based on these assumptions, I am proposing a budget of **\$99,693.00** (refer to Table 1).

Table 1. Phase II - Scope of Work Cost Estimate

Name	Role	Rate	Hours	Charge
Bill Henry	PM	\$ 166.00	505	\$ 83,830
Emily Creel	Planning Assistance	\$ 105.00	86	\$ 9,030
Adriana Neal	GIS	\$ 105.00	16	\$ 1,680
Jaimie Jones	Tech Ed/Support	\$ 83.00	58	\$ 4,814
<i>Labor Total</i>			665	\$ 99,354
Expense Description	Unit	Rate	# Units	Charge
Mileage	<i>per mile</i>	\$ 0.565	600	\$ 339
Project Total				\$ 99,693

Should you have any further questions or need additional information, please give me a call. I look forward to assisting the County in the management of this project.

Sincerely,



Bill Henry, AICP
Office Director