

**EXHIBIT A
SCOPE OF WORK**

**Design Services
Giant Garter Snake (GGS) Habitat Feature
Betts-Kismat-Silva (BKS) Preserve
For
The Natomas Basin Habitat Conservancy (TNBC)**

Westervelt Ecological Services (WES) will provide professional services to assist TNBC with the creation of a giant garter snake (GGS) habitat feature in the BKS preserve. The desired GGS feature shall be located just west of the barn next to Ponds O & P and may have a footprint of 1/10 to 1/4 of an acre. The desired feature would create basking and hiding habitat for GGS. The Feature would include an increase in berm elevation by 6 foot or more, addition of rip-rap for refugia, and tree planting. Work will be for design services, permitting assistance, and construction support and observation. Work is targeted to begin in fall of 2021 and be completed in spring of 2022.

Scope of Work

Task 1 Concept/Schematic Design

WES will provide TNBC with concept/schematic drawings of the desired GGS feature. The drawings will be used to communicate and/or confirm with TNBC and any other stakeholders the proposed feature design, location, and an estimate of probably construction cost. The deliverables for all subtasks will be provided as both hard copy and electronic format.

Subtask 1a Project Kickoff

WES Staff and TNBC representatives/staff will meet to establish communication channels and discuss desired Feature, available or needed material, process, etc.

Deliverable: meeting notes

Subtask 1b Site Data Collection and Base Map

WES Staff will collect all appropriate data needed to produce desired documents including any aerials, as-builts, site data, etc. to inform the design and create a base map file for the design drawings.

Deliverable: Base map of site (if one is not already available).

Subtask 1c Concept/Schematic Design

WES Staff will prepare design drawings at a concept/schematic level. These drawings will include plan view and any supporting sections or details to convey the design of the Feature. These design documents will be used to communicate and confirm the design with TNBC, prior to the creation of detailed construction level drawings. These drawings may also be used to communicate the proposed Feature to any other stakeholders.

Deliverable: Concept design Graphic and supporting documentation including estimated quantities and costs of materials

Subtask 1d *Design review meeting*

WES Staff and TNBC representatives/staff will meet to review the prepared concept/schematic drawings, estimated quantities and cost estimates prepared to confirm the design, and/or discuss any desired changes to the design and quantities prior to beginning work on construction documentation.

Deliverable: meeting minutes or email communications confirming the design and or any desired changes.

Subtask 1e *Design refinement (IF NEEDED)*

If needed, WES staff will revise the concept/schematic drawings and/or relevant documentation to incorporate and confirm any changes to the concept/schematic design discussed in the design review meeting as described in 1d.

Deliverable: revised drawings and/or supporting documents and communications confirming the design and or any desired changes.

Task 1 Fee \$3,500

Task 2 Construction Documentation & Permit Support

Wes will advance the proposed concept design to construction documentation. In addition WES will assist TNBC in securing the appropriate environmental and/or construction permits for the proposed Feature. It is understood that TNBC will be seeking public bid for the construction contractor selection.

Subtask 2a *Construction Documentation*

WES will prepare full detailed construction documentation, supporting specifications, and construction bid item sheets. Construction documentation will be shared at the following milestones to ensure the design and design documentation is being developed appropriately: 30%, 70%, 100%.

Deliverables:

- construction documentation at 30%, 70% and 100% completion. The construction drawings will include:
 - cover
 - notes
 - existing conditions
 - grading
 - planting
 - details/sections
- Refined cost estimate

Subtask 2b *Permit Support*

Wes will provide permit support to ensure construction meets regulatory requirements. It is anticipated that a Sacramento Grading permit and a Section 7 Consultation may be needed.

- A Sacramento County grading permit is triggered when over 350 cu yds of material is moved. This project is likely to move more material than this trigger amount.
- The limit of work will be less than an acre and will therefore not require NPDES Construction General Permit Coverage. There will be erosion control plans and specifications included in the construction package.
- The work will remain outside of any existing wetland footprints and will therefore not require environmental permits (404, 401).

Deliverables: completed permit applications and copies of any agency email communication.

Task 2 Fee \$5,500

Task 3 Construction Oversight

Westervelt will provide support to TNBC with the selection of a contractor as well as assistance and oversight of the selected contractor in the implementation of the GGS feature.

Subtask 3a Construction Bid Support

WES Staff will support TNBC in the selection of a contractor by being available for pre-bid meeting on site and site orientation. WES staff will also prepare bid clarifications if needed.

Deliverables:

- materials and cost bid sheet
- Written bid clarifications via email

Subtask 3b Construction Oversight

WES staff will be available for construction Kickoff, environmental and best management practices training (initial and occasional tailgate). WES staff will also be available for site visits if unexpected conditions arise or decisions need to be made in the field. WES staff will verify contractor field marking/staking, extents of work, grade check (rough & finish), field review of grading activities, evaluation of plant material, and review / verification of the seeding and erosion control measures. WES staff will provide final construction completion review and approval.

Deliverables:

- Training log sheets
- Site visit logs
- Redlined drawings of changes made in the field.

Task 3 Fee \$3,000

Fees: WES's hourly fee schedule is attached. The proposed scope of work will not exceed \$12,000. Additional meetings will be invoiced on a time and material basis. The costs may be adjusted after additional project task refinement through communications, kickoff meeting or design refinement.



2021 BILLING RATES

(Rates are effective January 1, 2021, and are subject to annual adjustments for cost of living)

PROFESSIONAL STAFF TYPE	HOURLY RATE
Project Principal	\$290.00
Senior Project Manager	\$250.00
Senior Biologist/Ecologist	\$215.00
Senior Conservation Planner	\$215.00
Senior Habitat Restoration Designer	\$215.00
Senior Market/Financial Analyst	\$215.00
Senior GIS Analyst	\$190.00
Associate Habitat Restoration Designer	\$173.00
Associate Biologist/Ecologist	\$152.00
Associate Conservation Planner	\$152.00
Staff Habitat Restoration Designer	\$131.00
Associate GIS Analyst	\$118.00
Staff Biologist/Ecologist	\$108.00
Staff Conservation Planner	\$108.00
Associate Market/Financial Analyst	\$105.00
Staff GIS Analyst	\$85.00
Administrative Assistant	\$82.00
Field Technician	\$77.00



REIMBURSABLE RATES

(Effective January 1, 2021, all actual direct costs are subject to an 8% processing fee.)

<u>REIMBURSABLE TYPE</u>	<u>UNIT</u>	<u>RATE</u>
DOCUMENTS		
Copies:		
Black & White 8 ½ X 11	Each	\$0.15
Black & White 11 X 17	Each	\$1.00
Color 8 ½ X 11	Each	\$0.75
Color 11X 17	Each	\$1.50
Drawings		
Black & White	Sq Ft	\$1.00
Color	Sq Ft	\$3.00
Binding	Each	Actual
TRAVEL		
Mileage – Truck	Mile	\$0.750
Mileage – Car	Mile	\$0.575
Airfare	Each	Actual
Parking – All Types	Each	Actual
Other Travel	Each	Actual
Accommodations	Night	Actual
Per Diem (meals for overnight trips)	Day	\$50.00
EQUIPMENT		
ATV	Day	\$100.00
GPS Geo Explorer Survey	Day	\$300.00
GPS RTK Rover	Day	\$450.00
GW Logger	Month	\$1,000.00
Field Supplies	Each	Actual
SUBCONTRACTOR MARKUP		8%