MEETING DATE: April 8, 2014

TO: City Council

FROM: Petr Skala, Engineer II

PRESENTERS: Andrew Poster, Interim Public Works Director

SUBJECT: OLIVE AVENUE IMPROVEMENTS, PHASE III; CIP PROJECT NO. 97-001
ENVIRONMENTAL CONSULTANT SERVICES

REQUEST

Consider authorizing the City Manager to execute a Consultant Services Agreement (CSA) with GHD, Inc. for preparation of studies and documents required for environmental certification for the Olive Avenue Improvements, Phase III, CIP No. 97-001.

RECOMMENDATION

Authorize the City Manager to execute the CSA.

DISCUSSION

The City of Novato is currently working on the plans to rehabilitate Olive Avenue from Redwood Boulevard to Railroad Avenue. For the Olive Avenue Improvements, Phase III, CIP No. 97-001, Gas Tax and Restricted Revenue will fund the roadway improvements, Clean Storm Water and Development Impact Fees-Drainage will fund the drainage improvements. The project scope includes improvements to sight distance across the railroad tracks, replacement of failing drainage facilities, rehabilitation of the pavement along Olive Avenue between Redwood Boulevard and Railroad Avenue and privately funded frontage improvements.

Environmental consultant services are needed for the preparation of studies and documents pursuant to the California Environmental Quality Act (CEQA).

On February 7, 2014, City staff issued a request for proposals for providing the environmental consultant services for the subject project. A total of two proposals were received by the March 3, 2014 deadline.
After reviewing the proposals, the evaluation committee determined the proposal submitted by GHD, Inc. to be the most responsive. Per City policy, a Consultant Services Agreement is required between GHD, Inc. and the City of Novato in order for the work to commence.

**FISCAL IMPACT**

The Olive Avenue Improvements, Phase III project is funded in the City of Novato Adopted Capital Improvement Program Budget for Fiscal Year 2013/2014. Although the subject environmental work was not envisioned at the time the project budget was established, there are sufficient funds in the project budget to accommodate the same. After completion of the environmental work and once the project scope is finalized, including the extent of drainage work and private improvements, a budget amendment will be brought forward for consideration as warranted.

The GHD’s estimated cost of the environmental work is $41,782. With the uncertainty of regulatory agency (Army Corps of Engineers, Regional Water Quality Control Board, etc.) requirements, staff recommends the authorization include for expenditure up to 25% of GHD’s estimate, or $52,228.

**ALTERNATIVES**

1. Take no action at this time; direct staff as to action requested.

**ATTACHMENTS**

1. Proposal from GHD
2. Location Map
3. CIP Budget Excerpt
Proposal to City of Novato for Environmental Consultant Services for Olive Avenue Improvements from Redwood Boulevard to Railroad Avenue
February 28, 2014

Mr. Petr Skala
City of Novato
Department of Public Works, Engineering Division
922 Machin Avenue
Novato, CA 94945

RE: Proposal to Provide Environmental Consultant Services for the Olive Avenue Improvements Project

Mr. Skala,

GHD is excited to provide this proposal to execute environmental consultant services for the City’s proposed improvements project along Olive Avenue from Redwood Boulevard to Railroad Avenue. The proposal includes preparation of all requested services, including an Initial Study, Mitigated Negative Declaration, and resource permitting.

In my role as Principal-in-Charge, I will ensure that the GHD team will provide the City with professionals that are efficient and highly-skilled, that have worked together to perform California Environmental Quality Act (CEQA) reviews for similar projects throughout the San Francisco Bay area, and have direct experience within the City of Novato and its sister regional agencies. The City can be confident of our team’s ability and intent to perform high quality work for this project that meets the intent of the CEQA and its Guidelines while applying all available efficiencies. I am particularly excited for this opportunity to introduce the City to Chelsea Phlegar and Carrie Lukacic, our proposed Project Manager and QA/Regulatory Oversight specialist, respectively. Both of these individuals have extensive experience in compliance with CEQA and the various challenges of the resource permitting process – particularly with the San Francisco Bay Regional Water Quality Control Board.

Our team is available to begin work immediately and has the ongoing availability to successfully execute the project. Thank you for your consideration of GHD for this important City project. Should you have any questions on our proposal, please feel free to me at dave.davis@ghd.com or at (707) 523-1010.

Sincerely

David D. Davis, AICP
Principal-in-Charge
# Table of Contents

<table>
<thead>
<tr>
<th>Page</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Recent Projects</td>
</tr>
<tr>
<td>4</td>
<td>Qualifications of Proposer</td>
</tr>
<tr>
<td>8</td>
<td>Insurance Certificate</td>
</tr>
<tr>
<td>10</td>
<td>Work Methods</td>
</tr>
<tr>
<td>A</td>
<td>Curriculum Vitae of Key Personnel</td>
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<td>B</td>
<td>Detailed Cost Proposal</td>
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<tr>
<td>C</td>
<td>Valerius Scope</td>
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Seven separate projects have been identified by the Town of Yountville to alleviate flooding due to insufficient capacity in Hopper Creek to convey large storm event flows. Currently, these flows travel down roadways through the Town. Of the seven, five projects have been developed and are in the design and environmental compliance process. These projects include installation of flood diversion and outfall structures in Hopper Creek and Beard Ditch. Two restoration projects are also included – one in Hopper Creek and one in Villagio Channel.

The GHD environmental team conducted multiple agency meetings to review and discuss each of these proposals as part of the project’s resource permitting strategy. We are completing:

- an Initial Study/Mitigated Negative Declaration pursuant to CEQA;
- permit packages for the U.S. Army Corps of Engineers (USACE), San Francisco Bay Regional Water Quality Control Board (SFB RWQCB), and California Department of Fish and Wildlife;
- a 404(b)(1) alternatives analysis for the USACE and SFB RWQCB; and,
- a mitigation and restoration plan to offset impacts of the overall project.

Issues include construction through heavily-traveled public roadways, confirmation of modeling and project sizing, and selection of the right mix of proposals to realize the greatest benefit for the limited construction funding.

**Stony Point Road Reconstruction and Widening Phase II, City of Santa Rosa**

The City of Santa Rosa’s Stony Point Road Reconstruction and Widening Phase 2 Project involves widening and reconstructing a paved two-lane arterial roadway in Santa Rosa between Sebastopol Road and Barndance Lane. It also involves installing an additional box culvert in Roseland Creek to reduce the chance of flooding that can occur during the rainy season along Stony Point Road.

The project includes the following components: the installation of an additional box culvert in Roseland Creek; installation of pipes and infrastructure for the storm drain, sanitary sewer and reclaimed water; widening and reconstruction of Stony Point Road; and the installation of electrical and communication lines. Due to the nature of this project, it involves three regulatory agencies including the North Coast Regional Water Quality Control Board, the U.S. Army Corps of Engineers, and the California Department of Fish and Wildlife.

GHD is completing and providing support for the project design and the environmental compliance process. Currently, GHD is working on the finalizing the permit applications with the agencies mentioned above and is beginning additional environmental compliance tasks to adhere to permits conditions before and after construction begins. GHD is also finalizing the project’s 100% design. Construction is expected to begin in June 2014.
For over 15 years, GHD’s environmental and design services teams have been supporting the San Mateo County Harbor District on a number of ongoing and much needed maintenance and repair projects at its Pillar Point Harbor facility on the Pacific Coast. Given the Harbor’s location, any project undertaken by the Harbor District must be brought to the attention of the various resource permitting agencies having jurisdiction in the area. These agencies include the San Francisco Bay Regional Water Quality Control Board, U.S. Army Corps of Engineers, National Marine Fisheries Service, California Department of Fish and Wildlife, the California Coastal Commission, and the California State Lands Commission. GHD’s environmental team has worked – and continues to work – shoulder-to-shoulder with Harbor District officials in compiling complete permit application packages and vetting each project through the appropriate form of compliance under the California Environmental Quality Act (CEQA). The Harbor District has entrusted our team to be its authorized representative in agency discussions and negotiations.

Recent and current maintenance and repair projects (since 2011), all of which are to ensure continued public coastal and water access, include:

- Public Boat Launch Ramp Maintenance Dredging
- West Trail Repair and Improvements
- Johnson Pier Repair and Resurfacing
- Dock Finger Replacements

The North Marin Water District (NMWD) is actively engaged with Caltrans and resource permitting agencies, including the San Francisco Bay Regional Water Quality Control Board (SFB RWQCB) for implementation of the Aqueduct Energy Efficiency Project (AEEP) in conjunction with the Caltrans Novato Narrows widening project.

NMWD relies on GHD environmental staff to engage with the Caltrans and engineering teams to track progress in meeting the environmental mitigations identified in the AEEP Environmental Impact Report (EIR) and in the agency permits from California Department of Fish and Wildlife, U.S. Army Corps of Engineers, and SFB RWQCB. Additionally, mitigations may come from the U.S. Fish and Wildlife Biological Opinion.

Environmental compliance issues may include review of the Caltrans Novato Narrows EIR, AEEP EIR, Caltrans and NMWD permits and permit conditions, and Caltrans Environmental Commitment documents. Tasks may include assistance for development of environmental specifications for the contract or review of specifications for adequacy and compliance with the AEEP EIR and resource agency permits.

### Project Details

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<th>Reference name</th>
<th>Drew McIntyre, PE</th>
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<tr>
<td>Address</td>
<td>999 Rush Creek Place, Novato, CA 94945</td>
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<td>Carrie Lukacic (Task Manager)</td>
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Project Team

About GHD

GHD is a multidisciplinary planning and engineering firm providing highly integrated environmental review and engineering services. We will service this project from our Santa Rosa and San Francisco offices, which are collectively home to environmental planners and engineers who have extensive experience working in and around Novato. This team has worked together in various configurations on such diverse projects as the City Administrative Offices in Novato, Town of Yountville’s Recycled Water and Hopper Creek projects, the City of Santa Rosa’s Stony Point Road project, and Pillar Point Harbor maintenance and improvement projects near Half Moon Bay.

The GHD team clearly understands the environmental planning process, including preparation of CEQA documentation, the development and implementation of adequate and appropriate mitigation monitoring and reporting programs, and the intricacies and challenges of the resource permitting process. We work with a diverse group of clients, stakeholders, and regulatory agencies, and our established relationships enable us to work with both the resource agencies and stakeholders throughout the environmental documentation process and to tailor mitigation and resource permitting requirements to each individual project.

Project Team

As requested, you will find our proposal thorough, albeit concise and relevant to applicable environmental regulatory requirements. Our streamlined team includes experienced and qualified environmental practitioners and a specialty subconsultant team to address the particular biological issues surrounding the project. In addition to the chart below showing our team’s organization, we have included brief professional biographical sketches for our Project Manager, Chelsea Phlegar, our QA/Regulatory Oversight specialist, Carrie Lukacic, and our Principal-in-Charge, Dave Davis, AICP, plus summary sketches of our key team members and biological subconsultants, Jane Valerius Environmental Consulting and Trish Tatarian of Wildlife Research Associates, are also included below.
Chelsea Phlegar – Project Manager

Chelsea Phlegar will serve as the Project Manager. Her environmental planning experience includes CEQA and NEPA compliance, resource agency permitting, and GIS-based graphic materials. Ms. Phlegar has contributed substantially to, and coordinated preparation of, environmental analysis on a wide variety of projects, including roadways and bridges, pedestrian facilities, water and wastewater infrastructure, and marine facilities. She consistently demonstrates the ability to obtain and synthesize technical information, ask the right questions, and report the results in a concise, efficient, and understandable manner.

Ms. Phlegar has extensive experience in securing environmental permits and approvals from various federal, State, and local Bay Area regulatory agencies including, but not limited to, the San Francisco Regional Water Quality Control Board (SFB RWQCB), U.S. Army Corps of Engineers, National Marine Fisheries Service, and California Department of Fish and Wildlife. A number of her permitting projects have required the involvement of the SFB RWQCB, including various improvement projects at Pillar Point Harbor, San Francisco’s Marina Yacht Harbor, and the Town of Yountville’s Recycled Water Expansion and Hopper Creek Improvement projects. Ms. Phlegar is also familiar with the City of Novato’s procedures being an important contributor to the CEQA documentation for the City’s new Administrative Office Building. As Project Manager, she will be responsible for the day-to-day management of the project, overseeing technical analyses, primary client contact, and project maintenance and invoicing activities.

Carrie Lukacic – QA/Regulatory Oversight

Carrie Lukacic will be responsible for the technical review of the CEQA documentation and assist in the development and review of the permit applications prepared for this project. She has extensive experience in resource agency permitting. Ms. Lukacic has over 25 years of professional experience with public agencies and private consulting firms, and she worked for the North Coast Regional Water Quality Control Board before joining GHD. She specializes in environmental planning and documentation, environmental permitting, and project management for a wide array of infrastructure projects involving potential impacts very similar to those for the Olive Avenue Improvement project.

Ms. Lukacic’s recent project experience includes the North Marin Water District’s Aqueduct Energy Efficiency Project, City of Petaluma’s Shollenberger Park Management, Maintenance, and Monitoring Plan (3M Plan) project, the Town of Yountville’s Recycled Water Expansion and Hopper Creek Improvement projects, the City of Santa Rosa’s Stony Point Widening project, as well as numerous environmental documents for both large- and small-scale infrastructure and restoration projects. Many of her recent project experience listed here included an extensive permitting component, including acquisition of permits for our clients from the US Army Corps in San Francisco and the San Francisco Bay Regional Water Quality Control Board. In her role of QA and Regulatory Oversight specialist, Ms. Lukacic will be responsible for the technical and legal adequacy of the project’s CEQA documentation and will support our Project Manager in working with the resource regulatory agencies to achieve an efficient, effective, and positive win-win result for the City.
Dave Davis, AICP – Principal-in-Charge

Dave Davis will serve as GHD’s Principal-in-Charge for this important City project. He is eminently qualified in the preparation of CEQA environmental impact studies and execution of resource permitting efforts, having 25 years of experience in the field. In recent years, Mr. Davis has executed a number of environmental compliance projects which have included any combination of CEQA, NEPA, and resource permitting tasks. He is currently managing, or has successfully completed, projects with similar CEQA/permitting requirements to the Olive Avenue Improvements project.

As Principal-in-Charge, Mr. Davis will see that this streamlined project team will have ample resources and time to successfully execute this project. He is working with – or has worked with – a number of local jurisdictions and excels at building strong and productive working relationships his with clients. These clients include, City of Novato Departments of Community Development and Public Works, the Novato Sanitary District, the North Marin Water District, the City of Santa Rosa Department of Community Development, and the San Mateo County Harbor District (Pillar Point Harbor).

Key Supporting Team and Subconsultants

Katherine Ross - Permitting Specialist

Katherine Ross’ environmental planning experience includes CEQA and NEPA compliance and specialization in obtaining environmental permits from various federal, State and local regulatory agencies, including, but not limited to, the North Coast and SFB Bay Regional Water Quality Board (SFB RWQCB), U.S. Army Corps of Engineers, (USACE) California Department of Fish and Wildlife, State Lands Commission, and the San Francisco Bay Conservation and Development Commission. Ms. Ross is GHD’s primary permitting specialist for a number of recent SFB RWQCB and USACE permitting efforts, including the Town of Yountville’s Hopper Creek Improvements and Recycled Water Expansion projects, the Satterlee Road project at Fort Baker in Marin County, Vallejo Ferry Maintenance Facility Project at Mare Island, and various dock improvement projects at the C&H Sugar Refinery at Crockett.

Although in the North Coast RWQCB’s jurisdiction, she is also our primarily permitting specialist on the Stony Point Road Reconstruction and Widening project – which is of similar size and scope to the Olive Avenue project.

Brian Bacciarini - CEQA Specialist

Brian Bacciarini has served as an Environmental Scientist and Project Manager for numerous CEQA projects in the North Bay. Most recently, he managed two CEQA Mitigated Negative Declarations for the City of Petaluma and the City of Santa Rosa. The project in Petaluma included authorization of a railroad grade crossing on Caulfield Lane for initiation of the Sonoma Marin Area Rail Transit (SMART Train). The Project in Santa Rosa included temporary non-operation of a Santa Rosa wastewater treatment plant and water conservation improvements at a local golf club that utilized recycled water from the treatment plant. Mr. Bacciarini was also a major contributor to the CEQA document for the City of Novato’s new Administrative Office Building and the Town of Yountville’s Hopper Creek Improvements projects. His technical expertise on CEQA projects generally relates to Hydrology, Geology, Hazardous Materials, Transportation, and Utilities.

Botanical Resources/Wetlands, Jane Valerius Environmental Consulting

Jane Valerius is a plant ecologist and wetlands specialist with more than 30 years of highly professional experience in conducting field studies, ecological project management, and resource permitting in the San Francisco Bay area. She is proficient in conducting vegetation and biotic surveys, rare plant surveys, and wetland delineations. Ms. Valerius has developed habitat restoration plans for endangered species, designed mitigation monitoring plans for wetlands, and prepared environmental impact assessments to support development of public works projects, residential communities, landfill and mining expansion, and energy and water resource facilities. She also has considerable experience in providing complete scientific and technical support for litigation and arbitration and is an effective liaison between the client and the regulatory community to successfully pave the way for regulatory approvals.

Wildlife Resources, Trish Tatarian, Wildlife Research Associates

A seasoned biologist, Trish Tatarian has over 20 years of experience working as a project manager and technical biologist for consulting firms in the environmental consulting field. Co-founder of Wildlife Research Associates, she has been an independent wildlife consultant since 2001. Ms. Tatarian has built consensus with agency personnel and a variety of clients ranging from federal agencies to independent developers. She is a widely-experienced general ecologist, who focuses on conducting surveys for special-status amphibians, birds, and mammals, conducting vegetation community and wildlife habitat characterization, and aerial photograph interpretation. As a holder of both a USFWS permit (#802089), since 1998, and a CDFG Scientific Collecting permit (#2691), since 1992, Ms. Tatarian is conducting research on the federal-listed Threatened California red-legged frog (*Rana draytonii*) and the Endangered Sonoma County population of the California tiger salamander (*Ambystoma californiense*).
On the following pages, please find the completed insurance forms from the RFP. Should the City prefer us to provide additional forms, we can complete the request within 24 hours.
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

BPIA Business Professional Insurance Associates
1519 South B Street
San Mateo, CA 94402
Virginia Fontana
INSURED
GHD Inc.
2235 Mercury Way, #150
Santa Rosa, CA 95407

INSURER(S) AFFORDING COVERAGE
Insurer A: Travelers Property Casualty Co
25674
Insurer B: St. Paul Fire & Marine Ins Co
24767
Insurer C:
Insurer D:
Insurer E:
Insurer F:

COVERAGES

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- EACH OCCURRENCE $1,000,000
- DAMAGE TO RENTED PREMISES (EA occurrence) $300,000
- MED EXP (Any one person) $10,000
- PERSONAL & ADV INJURY $1,000,000
- GENERAL AGGREGATE $2,000,000
- PRODUCTS - COMP/OP AGG $2,000,000

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- COMBINED SINGLE LIMIT (EA accident) $1,000,000
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- BODILY INJURY (Per accident) $0
- PROPERTY DAMAGE (Per accident) $0

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- EACH OCCURRENCE $5,000,000
- AGGREGATE $5,000,000

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- E.L. EACH ACCIDENT $1,000,000
- E.L. DISEASE - EA EMPLOYEE $1,000,000
- E.L. DISEASE - POLICY LIMIT $1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The City of Novato, its officers, officials, employees, and volunteers are named and Additional Insured with respects to project: Environmental Consultant Services - Olive Avenue Improvements.

CERTIFICATE HOLDER

City of Novato
75 Rowland Way #200
Novato, CA 94945-5054

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

[Signature]

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Page 15
Named Insureds:
GHD Inc.; GHD, Inc.
GHD Consulting Engineers, LLC
DBA: Stearns & Hiepler
GHD Consulting Engineers, PLLC
GHD Consulting Inc.
GHD Environmental Services Inc.
Winzler & Kelly
RobsonWoese Inc.; GHD Consulting Services Inc.
Ourston Roundabout Engineering, Inc.
CET Engineering Services; CET Architectural Services
Coverage is Primary and non-contributory.
Severability of interest applies.
Blanket Waiver of Subrogation applies to Workers' Compensation, General Liability and Business Auto policies as required by written contract.
Blanket Additional Insured applies to General Liability and Auto Liability as required by written contract.
Professional and Pollution Liability Coverage Excluded.
Notice of Cancellation Delivered per the policy provisions.
**UNDERWRITER/BROKER/AGENT’S CERTIFICATION**

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<td>Environmental Services, Olive Avenue Improvements</td>
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<td>Entity Providing Contractual Services:</td>
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<td>Travelers Insurance Company</td>
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<tr>
<td>Best Rating(s):</td>
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<tr>
<td>Name and Title of Underwriter, Broker or Agent completing Certification:</td>
<td>Virgina Fontana, Broker</td>
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I, the undersigned insurance underwriter, broker or insurance agent, do hereby certify that I have examined the insurance specifications prepared by the City for the above-referenced project and have attached herewith company certificates of insurance and all endorsements specified in the insurance specifications, with exceptions as noted on the next page, addendum to Exhibit G.

I further certify that the coverages provided to the Contractor and described in the certificates of insurance and endorsements conform in all respects to the requirements set forth in the insurance specifications, including, but not limited to, the following considerations:

1. The scope of insurance is at least as broad as the minimum requirements identified in the insurance specifications;
2. The minimum occurrence limits and aggregate limits of insurance are consistent with those set forth in the insurance specifications;
3. All deductibles and/or self-insured retentions have been declared;
4. All required endorsements identified in the insurance specifications have been provided and copies have been attached to the appropriate certificate of insurance.
5. All policies of insurance have been placed with insurers with a current rating from the A.M. Best Company of not less than A:VII;
6. All endorsements have been signed by a person authorized by the insurer to bind coverage on its behalf.

I understand that the City will not authorize the Contractor to initiated work on behalf of the City until this certification has been fully executed and returned to the City.

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<td>(650) 341-4484</td>
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<td>Business Phone</td>
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AGREEMENTCON (clean) 2012.doc
1/16/13
To: City of Novato Public Works, Engineering Division

Re: Environmental Services, Olive Avenue Improvements

Our Insured: GHD Inc.
City of Novato Contract Exceptions

**Underwriter/Broker/Agent’s certification Exhibit “G” Exceptions**

Section 13(A)(3) We do not provide professional liability coverage for GHD Inc.

Section 13(A)(5) We do not cover secondary consultants for GHD Inc.

Section 13(C) We can no longer provide 30 days notice of cancellation. Notice of Cancellation will be delivered as per the policy provisions.

Virginia Fontana
Broker

February 26, 2014
THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

SCHEDULED ADDITIONAL INSURED – WRITTEN CONTRACT (ARCHITECTS, ENGINEERS AND SURVEYORS)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

NAME OF PERSON(S) OR ORGANIZATION(S):
ANY PERSON OR ORGANIZATION FOR WHICH
THE NAMED INSURED HAS AGREED BY WRITTEN
CONTRACT EXECUTED PRIOR TO LOSS.

PROJECT/LOCATION OF COVERED OPERATIONS:

PROVISIONS

1. The following is added to SECTION II – WHO IS AN INSURED:

The person or organization shown in the Schedule above is an additional insured on this Coverage Part, but:

a. Only with respect to liability for "bodily injury", "property damage" or "personal injury"; and

b. If, and only to the extent that, the injury or damage is caused by acts or omissions of you or your subcontractor in the performance of "your work" to which the "written contract requiring insurance" applies. The person or organization does not qualify as an additional insured with respect to the independent acts or omissions of such person or organization.

The insurance provided to such additional insured is limited as follows:

c. In the event that the Limits of Insurance of this Coverage Part shown in the Declarations exceed the limits of liability required by the "written contract requiring insurance", the insurance provided to the additional insured shall be limited to the limits of liability required by that "written contract requiring insurance". This endorsement shall not increase the limits of insurance described in Section III – Limits Of Insurance.

d. This insurance does not apply to the rendering of or failure to render any "professional services" or construction management errors or omissions.

e. This insurance does not apply to "bodily injury" or "property damage" caused by "your work" and included in the "products-completed operations hazard" unless the "written contract requiring insurance" specifically requires you to provide such coverage for that additional insured, and then the insurance provided to that additional insured applies only to such "bodily injury" or "property damage" that occurs before the end of the period of time for which the "written contract requiring insurance" requires you to provide such coverage or the end of the policy period, whichever is earlier.
2. The following is added to Paragraph 4.a. of SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS:

The insurance provided to the additional insured shown in the Schedule above is excess over any valid and collectible "other insurance", whether primary, excess, contingent or on any other basis, that is available to the additional insured for a loss we cover. However, if you specifically agree in the "written contract requiring insurance" that this insurance provided to the additional insured under this Coverage Part must apply on a primary basis or a primary and non-contributory basis, this insurance is primary to "other insurance" available to the additional insured which covers that person or organization as a named insured for such loss, and we will not share with that "other insurance". But this insurance provided to the additional insured still is excess over any valid and collectible "other insurance", whether primary, excess, contingent or on any other basis, that is available to the additional insured when that person or organization is an additional insured under any "other insurance".

3. The following is added to SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS:

Duties Of An Additional Insured

As a condition of coverage provided to the additional insured:

a. The additional insured must give us written notice as soon as practicable of an "occurrence" or an offense which may result in a claim. To the extent possible, such notice should include:
   i. How, when and where the "occurrence" or offense took place;
   ii. The names and addresses of any injured persons and witnesses; and
   iii. The nature and location of any injury or damage arising out of the "occurrence" or offense.

b. If a claim is made or "suit" is brought against the additional insured, the additional insured must:
   i. Immediately record the specifics of the claim or "suit" and the date received; and
   ii. Notify us as soon as practicable.

The additional insured must see to it that we receive written notice of the claim or "suit" as soon as practicable.

c. The additional insured must immediately send us copies of all legal papers received in connection with the claim or "suit", cooperate with us in the investigation or settlement of the claim or defense against the "suit", and otherwise comply with all policy conditions.

d. The additional insured must tender the defense and indemnity of any claim or "suit" to any provider of other insurance which would cover the additional insured for a loss we cover. However, this condition does not affect whether this insurance provided to the additional insured is primary to that other insurance available to the additional insured which covers that person or organization as a named insured.

4. The following is added to the DEFINITIONS Section:

"Written contract requiring insurance" means that part of any written contract or agreement with the person or organization shown in the Schedule above, under which you are required to include that person or organization as an additional insured on this Coverage Part, provided that the "bodily injury" and "property damage" occurs and the "personal injury" is caused by an offense committed:

a. After the signing and execution of the contract or agreement by you;

b. While that part of the contract or agreement is in effect; and

c. Before the end of the policy period.
THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ARCHITECTS, ENGINEERS AND SURVEYORS
INDUSTRYEDGE® ENDORSEMENT

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

GENERAL DESCRIPTION OF COVERAGE – This endorsement broadens coverage. However, coverage for any injury, damage or medical expenses described in any of the provisions of this endorsement may be excluded or limited by another endorsement to this Coverage Part, and these coverage broadening provisions do not apply to the extent that coverage is excluded or limited by such an endorsement. The following listing is a general coverage description only. Limitations and exclusions may apply to these coverages. Read all the provisions of this endorsement and the rest of your policy carefully to determine rights, duties, and what is and is not covered.

A. Broadened Named Insured
B. Incidental Medical Malpractice
C. Reasonable Force – Bodily Injury Or Property Damage
D. Non-Owned Watercraft – Increased To Up To 75 feet
E. Aircraft Chartered With Pilot
F. Extension Of Coverage – Damage To Premises Rented To You
G. Personal Injury – Assumed by Contract
H. Increased Supplementary Payments
I. Additional Insured – Owner, Manager Or lessor Of Premises
J. Additional Insured – Lessor Of Leased Equipment
K. Additional Insured – State Or Political Subdivisions – Permits Relating To Premises
L. Additional Insured – State Or Political Subdivisions – Permits Relating To Operations
M. Who Is An Insured – Newly Acquired Or Formed Organizations
N. Injury To Co-Employees And Co-Volunteer Workers
O. Medical Payments Limit
P. Knowledge And Notice Of Occurrence Or Offense
Q. Other Insurance Condition
R. Unintentional Omission
S. Waiver Of Transfer Of Rights Of Recovery Against Others To Us When Required By Contract
T. Amended Bodily Injury Definition
U. Amended Insured Contract Definition – Railroad Easement
V. Additional Definition – Written Contract Requiring Insurance

PROVISIONS

A. BROADENED NAMED INSURED – UNNAMED SUBSIDIARIES

The Named Insured in Item 1 of the Declarations is amended as follows:

The person or organization named in Item 1. of the Declarations and any organization, other than a partnership, joint venture, limited liability company or trust, of which you are the sole owner or in which you maintain the majority ownership interest on the effective date of the policy. However, coverage for any such additional organization will cease as of the date, if any, during the policy period, that you no longer are the sole owner of, or maintain the majority ownership interest in, such organization.

B. INCIDENTAL MEDICAL MALPRACTICE

1. The following is added to the definition of "occurrence" in the DEFINITIONS Section:

Unless you are in the business or occupation of providing professional health care services, "occurrence" also means an act or omission
(2) The total of all deductible and self-insured amounts under that "other insurance".

We will share the remaining loss, if any, with any "other insurance" that is not described in this Excess Insurance provision.

c. Method Of Sharing

If all of the "other insurance" permits contribution by equal shares, we will follow this method also. Under this approach each provider of insurance contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any of the "other insurance" does not permit contribution by equal shares, we will contribute by limits. Under this method, the share of each provider of insurance is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all providers of insurance.

2. The following definition is added to SECTION V – DEFINITIONS:

"Other insurance":

a. Means insurance, or the funding of losses, that is provided by, through or on behalf of:

(1) Another insurance company;

(2) Us or any of our affiliated insurance companies, except when the Non Cumulation of Each Occurrence Limit section of Paragraph 5. of LIMITS OF INSURANCE (Section III) or the Non Cumulation of Personal and Advertising Injury Limit sections of Paragraph 4. of LIMITS OF INSURANCE (Section III) applies;

(3) Any risk retention group;

(4) Any self-insurance method or program, other than any funded by you and over which this Coverage Part applies; or

(5) Any similar risk transfer or risk management method.

b. Does not include umbrella insurance, or excess insurance, that you bought specifically to apply in excess of the Limits of Insurance shown on the Declarations of this Coverage Part.

R. UNINTENTIONAL OMISSION

1. The following is added to Paragraph 6. Representations of SECTION IV – COMMERCIAL GENERAL LIABILTY CONDITIONS:

The unintentional omission of, or unintentional error in, any information provided by you which we relied upon in issuing this policy shall not prejudice your rights under this insurance.

2. This Provision R. does not affect our right to collect additional premium or to exercise our right of cancellation or nonrenewal in accordance with applicable insurance laws or regulations.

S. WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US WHEN REQUIRED BY CONTRACT

The following is added to Paragraph 8. Transfer of Rights of Recovery Against Others to Us of SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS:

We waive any rights of recovery we may have against any person or organization because of payments we make for "bodily injury", "property damage", "personal injury" or "advertising injury" arising out of:

1. Premises owned by you, temporarily occupied by you with permission of the owner, or leased or rented to you;

2. Ongoing operations performed by you, or on your behalf, under a contract or agreement with that person or organization;

3. "Your work"; or

4. "Your products".

We waive these rights only where you have agreed to do so as part of a "written contract requiring insurance" entered into by you before, and in effect when, the "bodily injury" or "property damage" occurs, or the "personal injury" offense or "advertising injury" offense is committed.

T. AMENDED BODILY INJURY DEFINITION

The following replaces the definition of "bodily injury" in the DEFINITIONS Section:

"Bodily injury" means bodily injury, mental anguish, mental injury, shock, fright, disability, humiliation, sickness or disease sustained by a per-
THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BUSINESS AUTO EXTENSION ENDORSEMENT

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

GENERAL DESCRIPTION OF COVERAGE – This endorsement broadens coverage. However, coverage for any injury, damage or medical expenses described in any of the provisions of this endorsement may be excluded or limited by another endorsement to the Coverage Part, and these coverage broadening provisions do not apply to the extent that coverage is excluded or limited by such an endorsement. The following listing is a general coverage description only. Limitations and exclusions may apply to these coverages. Read all the provisions of this endorsement and the rest of your policy carefully to determine rights, duties, and what is and is not covered.

A. BROAD FORM NAMED INSURED

B. BLANKET ADDITIONAL INSURED

C. EMPLOYEE HIRED AUTO

D. EMPLOYEES AS INSURED

E. SUPPLEMENTARY PAYMENTS – INCREASED LIMITS

F. HIRED AUTO – LIMITED WORLDWIDE COVERAGE – INDEMNITY BASIS

G. WAIVER OF DEDUCTIBLE – GLASS

PROVISIONS

A. BROAD FORM NAMED INSURED

The following is added to Paragraph A.1., Who Is An Insured, of SECTION II – LIABILITY COVERAGE:

Any organization you newly acquire or form during the policy period over which you maintain 50% or more ownership interest and that is not separately insured for Business Auto Coverage. Coverage under this provision is afforded only until the 180th day after you acquire or form the organization or the end of the policy period, whichever is earlier.

B. BLANKET ADDITIONAL INSURED

The following is added to Paragraph c. in A.1., Who Is An Insured, of SECTION II – LIABILITY COVERAGE:

Any person or organization who is required under a written contract or agreement between you and that person or organization, that is signed and executed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period, to be named as an additional insured is an "insured" for Liability Coverage, but only for damages to which this insurance applies and only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Section II.

C. EMPLOYEE HIRED AUTO

1. The following is added to Paragraph A.1., Who Is An Insured, of SECTION II – LIABILITY COVERAGE:

An "employee" of yours is an "insured" while operating an "auto" hired or rented under a contract or agreement in that "employee's" name, with your permission, while performing duties related to the conduct of your business.
(b) A partner (if you are a partnership);

(c) A member (if you are a limited liability company);

(d) An executive officer, director or insurance manager (if you are a corporation or other organization); or

(e) Any "employee" authorized by you to give notice of the "accident" or "loss".

M. BLANKET WAIVER OF SUBROGATION

The following replaces Paragraph A.5., Transfer Of Rights Of Recovery Against Others To Us, of SECTION IV – BUSINESS AUTO CONDITIONS:

5. Transfer Of Rights Of Recovery Against Others To Us

We waive any right of recovery we may have against any person or organization to the extent required of you by a written contract signed and executed prior to any "accident" or "loss", provided that the "accident" or "loss" arises out of operations contemplated by such contract. The waiver applies only to the person or organization designated in such contract.

N. UNINTENTIONAL ERRORS OR OMISSIONS

The following is added to Paragraph B.2., Concealment, Misrepresentation, Or Fraud, of SECTION IV – BUSINESS AUTO CONDITIONS:

The unintentional omission of, or unintentional error in, any information given by you shall not prejudice your rights under this insurance. However this provision does not affect our right to collect additional premium or exercise our right of cancellation or non-renewal.
THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM
TRUCKERS COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

The following is added to the Section II – Liability Coverage, Paragraph A.1. Who Is An Insured Provision:

Any person or organization that you are required to include as additional insured on the Coverage Form in a written contract or agreement that is signed and executed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period is an "insured" for Liability Coverage, but only for damages to which this insurance applies and only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Section II.
WORKERS COMPENSATION
AND
EMPLOYERS LIABILITY POLICY

ENDORSEMENT WC 99 03 76 (00)
POLICY NUMBER: UB-7B864060

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS
ENDORSEMENT -CALIFORNIA
(BLANKET WAIVER)

WE HAVE THE RIGHT TO RECOVER OUR PAYMENTS FROM ANYONE LIABLE FOR AN INJURY COVERED BY THIS POLICY. WE WILL NOT ENFORCE OUR RIGHT AGAINST THE PERSON OR ORGANIZATION NAMED IN THE SCHEDULE.

YOU MUST MAINTAIN PAYROLL RECORDS ACCURATELY SEGREGATING THE REMUNERATION OF YOUR EMPLOYEES WHILE ENGAGED IN THE WORK DESCRIBED IN THE SCHEDULE.

THE ADDITIONAL PREMIUM FOR THIS ENDORSEMENT SHALL BE 5% OF THE CALIFORNIA WORKERS' COMPENSATION PREMIUM OTHERWISE DUE ON SUCH REMUNERATION.

Schedule
Person or Organization
ANY PERSON OR ORGANIZATION FOR WHICH THE NAMED INSURED HAS AGREED BY WRITTEN CONTRACT EXECUTED PRIOR TO LOSS TO FURNISH THIS WAIVER

Job Description
# Certificate of Liability Insurance

**Certificate Number:** G23638678 005  
**Issuing Insurer:** GHD, Inc.  
**Address:** 2235 Mercury Way, Suite 150  
**City:** Santa Rosa, CA 95407  
**Phone:** (707) 575-4000  
**Fax:** (707) 575-4001  
**NAIC #:** 22667

## Coverages

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<td><strong>Each Occurrence</strong></td>
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<td><strong>Limit</strong></td>
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<tr>
<th>Automobile Liability</th>
<th>Combined Single Limit - Ea accident</th>
<th>Bodily Injury - Per person</th>
<th>Bodily Injury - Per accident</th>
<th>Property Damage - Per accident</th>
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<tr>
<th>Umbrella Liability</th>
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<tr>
<td><strong>Limit</strong></td>
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<tr>
<th>Excess Liability</th>
<th>Each Occurrence</th>
<th>Aggregate</th>
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<tr>
<td><strong>Limit</strong></td>
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<tr>
<th>Workers' Compensation and Employers' Liability</th>
<th>WC Statutory Limits</th>
<th>Other Limits</th>
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<tr>
<td><strong>Limit</strong></td>
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<tr>
<th>Professional Liability</th>
<th>WC Statutory Limits</th>
<th>Other Limits</th>
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<tbody>
<tr>
<td><strong>Limit</strong></td>
<td></td>
<td></td>
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</table>

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<tr>
<th>Description of Operations / Locations / Vehicles</th>
<th>Attach ACORD 101, Additional Remarks Schedule, if more space is required</th>
</tr>
</thead>
</table>

**Certification:** This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by the policies below. This certificate of insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder.

**Important:** If the certificate holder is an additional insured, the policy(ies) must be endorsed. If subrogation is waived, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

**Producer:** Willis Insurance Services of California, Inc.  
**Address:** 26 Century Blvd  
**City:** Nashville, TN 37230-5191

**Insured:** GHD, Inc.  
**Address:** 2235 Mercury Way, Suite 150  
**City:** Santa Rosa, CA 95407

**Contact:**  
**Phone:** (877) 945-7378  
**Fax:** (888) 467-2378

**Authorized Representative:**  
**Signature:**

**Date:** 2/24/2014

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The requirements of RFP Paragraphs 2.2.4.a and b follow this discussion of project approach and scope-of-work.

**Project Understanding and Approach**

The City of Novato Department of Public Works is seeking to execute Phase III of the Olive Avenue Improvements project (Rule 20B Underground Utility District B-6 Olive Avenue from Redwood Boulevard to Railroad Avenue). This phase of the overall project — referred to as Concept Plan CP-1 — would widen this east-west Olive Avenue segment to include two 12-foot travel lanes, a center left-turn lane, two 5-foot Class II bike lanes, two 8-foot parking lanes, a 10-foot sidewalk along the south side of Olive Avenue, and a 5.5-foot sidewalk with 3.5-foot joint trench along the north side. This widening would necessitate the enclosure of a constructed unlined ditch parallel to the north side of Olive Avenue into a 60-inch by 38-inch elliptical culvert along the improvement’s entire length (approximately 650 feet). Finally, the project would underground existing electrical, cable, and telecommunications lines into the joint trench. Although the project extends to Railroad Avenue, it is not anticipated that improvements to the Sonoma-Marin Area Rail Transit (SMART) crossing would be a part of this work.

As noted, this phase of the project extends on Olive Avenue from its intersection with Redwood Boulevard east to its crossing of the SMART tracks just ahead of Railroad Avenue. This stretch of Olive Avenue is lined with commercial and institutional uses, including among them a Trader Joe’s market, a Novato Unified School District facility, gas station, rental outlet, and an insurance agency. A vacant parcel is also located along the north side of Olive Avenue between Trader Joe’s and the SMART tracks.

In the past 10 years, there have been a few development proposals filed with the City along this segment of Olive Avenue. Of these, The Village at Novato project progressed far enough to conduct a wetland delineation and file resource permit applications with the U.S. Army Corps of Engineers (USACE) and the San Francisco Bay Regional Water Quality Control Board (SFB RWQCB). The California Department of Fish and Wildlife was also contacted at the time regarding this project, but it was determined that it did not fall under the Department’s jurisdiction. The project was granted coverage under a Nationwide Permit No. 39 from USACE and a Section 401 Water Quality Certification conditioned on the USACE permit and purchase of mitigation credits to cover impacts to the drainage ditch along the north side of Olive Avenue.

To date, only a portion of The Village project has been completed, with approximately 40 feet of the drainage ditch filled out of the approximately 516 linear feet and 0.09 acre permitted. With completion of the initial portion of the development, the original project owner/developer has sold the site. With that, the City intends to complete the improvements to Olive Avenue that was originally intended in The Village project. Hence, this project is proposed.

Enough time has passed since the completion of the initial stage of The Village project that the prior approvals have lapsed. Recently, City representatives reached out to the resource permitting agencies to confirm next steps for environmental compliance for the Olive Avenue project. As a result of these inquiries, the City received some advice that initially does not appear to consistent with previous permitting practice. Therefore, the City is reaching out to seek environmental service professionals to conduct the appropriate level of analysis pursuant to the California Environmental Quality Act (CEQA) and obtain the necessary permits from USACE and SFB RWQCB to successfully complete the improvements to Olive Avenue and take advantage of the mitigation credits already purchased for the project.

We are excited to present our following scope of services. Our approach to this project is to assess the environmental work already completed for the project, build upon that which remains useful and pertinent, conduct the analysis needed to complete the task, and develop concise and effective CEQA documentation and permitting application packages appropriate to the project.
Project Schedule

The following schedule has been developed, allowing the City to carry out construction of the Olive Avenue Improvements Project during the 2015 construction season. The following table presents a list of tasks discussed in this scope-of-work and the duration of each task. This schedule includes the expected time of completion for each task/subtask outline in our scope-of-work. Attendance at the City Council meetings is considered and will be confirmed as the Initial Study/Proposed Mitigated Negative Declaration is undergoing public and agency review.

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
<th>Duration</th>
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<tbody>
<tr>
<td>NTP Received</td>
<td>April 1, 2014</td>
<td>(Estimated)</td>
</tr>
<tr>
<td>Task 1.1 Project Kick Off Meeting</td>
<td>April 8</td>
<td>1 day (within 1 week of NTP)</td>
</tr>
<tr>
<td>Task 1.2 Prepare Draft Project Description</td>
<td>April 22</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Task 1.3 Complete Environmental Documentation</td>
<td>September 16</td>
<td>19 weeks</td>
</tr>
<tr>
<td>Administrative Draft IS/MND</td>
<td>June 3</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Client Review</td>
<td>June 17</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Prepare IS/Proposed MND</td>
<td>July 1</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Noticing &amp; Distribution</td>
<td>August 4</td>
<td>30 + 3 days</td>
</tr>
<tr>
<td>Address Comments</td>
<td>August 18</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Mitigation Monitoring Program</td>
<td>August 29</td>
<td>2 weeks</td>
</tr>
<tr>
<td>City Council Meeting/NOD</td>
<td>September 16</td>
<td>(Estimated)</td>
</tr>
<tr>
<td>Task 2 Environmental Resource Permitting</td>
<td>December 12</td>
<td>16 weeks</td>
</tr>
<tr>
<td>Prepare Permit Applications</td>
<td>September 16</td>
<td>4 weeks (starting August 26)</td>
</tr>
<tr>
<td>Agency Site Visit</td>
<td>TBD, prior to submittal</td>
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<tr>
<td>Client Signature/Application Fees</td>
<td>September 23</td>
<td>1 week</td>
</tr>
<tr>
<td>Submit Application Packages</td>
<td>September 30</td>
<td>1 week</td>
</tr>
<tr>
<td>Agency Completeness Review</td>
<td>October 30</td>
<td>~30 days (typically including holidays)</td>
</tr>
<tr>
<td>Address Additional Questions</td>
<td>November 13</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Receive Approvals</td>
<td>December 12</td>
<td>~30 days</td>
</tr>
</tbody>
</table>

1. Based on conclusion of task.
2. Duration is presented in calendar days/weeks.
3. Submittal of the resource permit applications will occur upon the City Council’s approval of the project and adoption of the MND (assumed to be September 16).
4. The agency site visit, if necessary, could occur anytime after commencement of Task 2.
5. Upon submittal of application packages to the regulatory agencies, it is not possible to accurately gauge the amount of time each agency will consume in its review process. The dates and durations quoted are best estimates based on GHD’s long experience with permitting activities.
**Scope of Work**

**Task 1: CEQA Documentation**

**Task 1.1: Kick-Off Meeting/Project Management**

Key members of the GHD environmental team will attend an initial project kickoff meeting with the City. The kick-off meeting can serve as the initial site visit, at which the study area and project details would be discussed. Participants will discuss the following: initial identification of issues; scope of technical studies; approach to CEQA and resource permitting compliance; and schedule for submittals. Key participants from the involved agencies will be identified and project communication protocols defined.

Throughout the project, our environmental team will maintain regular communication with subconsultants and City staff, as well as prepare periodic progress reports to document project status and identify any concerns and resolutions. We will be available to participate in periodic conference calls and up to two (2) project meetings at the City’ offices.

**Task 1.2: Prepare Project Description**

Based on information provided by the City and the site visit discussed above, the GHD team will prepare a detailed project description identifying, at minimum:

- Project objectives/purpose and need
- Construction equipment potentially required
- Construction schedule
- Limits of construction

We will submit a draft project description to the City for review, comment, and subsequent approval. This project description will be used as the basis for each project technical document.

**Task 1.3: Complete CEQA Environmental Documentation**

**Administrative Draft IS/Proposed MND**

The GHD team will prepare an administrative draft Initial Study (IS)/Proposed Mitigated Negative Declaration (MND) for review by the City. The document will address CEQA requirements to the degree necessary for an adequate evaluation of environmental impacts. This analysis will also conform to the City’s Environmental Review procedures. To the extent feasible, the GHD team will utilize work that has already been completed for The Villages at Novato project, which include:

- U.S. Army Corps of Engineers (USACE) Nationwide Permit 39 (including jurisdiction determination and application)
- San Francisco Bay Regional Water Quality Control Board (SFB RWQCB) Section 401 Certification
- Burdell Ranch Wetland Conservation Bank Mitigation Credit Purchase information
- Phase 1 Environmental Site Assessment (ESA) Report, 7506-7518 Redwood Boulevard and 7530 Redwood Boulevard
- Redwood Boulevard/Olive Avenue Signal layout Assistance memorandum
- Olive Avenue Widening Encroachment Permit (drainage calculations)

Given the age of this information, and the recent feedback from the SFB RWQCB, GHD’s longtime teaming partners – Jane Valerius Environmental Consulting and Wildlife Research Associates – will prepare a habitat assessment and wetlands/waters delineation for the project site. This scope of services, consolidated under Valerius’ scope, is included in Appendix C. They will conduct a reconnaissance-level survey, document the plant and wildlife habitats on site, and identify the potential for any special-status species to be impacted by the project, with special attention paid to special-status amphibians, roosting bats, and nesting bird species, among others. The site visit will include data collection for a delineation of waters of the U.S., including wetlands. This assessment will support both the IS/Proposed MND and the resource permit applications.

The MND will be prepared, noticed, and circulated in accordance with CEQA guidelines and requirements. It will consist of the requisite summary section and be accompanied by an Initial Study that would include an appropriate environmental checklist, graphics, and essential, feasible mitigation measures. The analyses, findings, and mitigations/recommendations from the biological technical study conducted for the project will be incorporated into this document, as appropriate.

It should be noted that, through the course of research and analysis, if any potential environmental impacts are found to be significant and unavoidable, even with the application of all feasible mitigation measures, GHD will recommend the preparation of an environmental impact report (EIR) pursuant to CEQA. Should this prove to be the case, we will provide a revised scope discussing EIR services.

**Preparation of the IS/Proposed MND**

Following City review of the administrative draft Initial Study/proposed MND, the document will be revised as necessary for public review and submitted to the City for a final screen check.

**Noticing and Distribution**

The GHD team will provide the City with a draft Notice of Intent to Adopt under CEQA and Notice of Completion. (The team will also draft newspaper notices announcing the availability of the document for review. The cost of the newspaper announcement(s) will be the responsibility of the City.) We will make copies and distribute the public review Initial Study/Proposed MND to the State Clearinghouse and mailing list recipient, as required for the 30-day review period. The number of copies will be determined prior to distribution and will be charged on a time-and-materials basis.
Address Public and Agency Comments

The GHD team will address comments received on the Initial Study/Proposed MND and advise the City as to the recommended course of action in light of the comments and produce a Response to Comment document in the form of a memorandum to file. As the number of comments cannot be estimated at this time, this scope will assume 10 comments. Any comments over this amount will be addressed on a time-and-materials basis. It is assumed that a “final” Initial Study/MND will not be required by the City.

Mitigation Monitoring Program

Pursuant to CEQA, we will draft a Mitigation Monitoring Program (MMP) for the City’s use in the implementation and tracking of the required mitigation measures proposed in the Draft Initial Study/MND.

City Council Meeting, Notice of Determination and Notice of Completion

GHD will help prepare a presentation and attend one City Council meeting at which the adoption of the MND is considered. GHD’s Project Manager and Project Director will attend these meetings.

GHD will prepare a Notice of Determination (NOD) for filing after adoption of the MND and submit the NOD to the State Clearinghouse. We will also file the NOD at the Marin County Clerk’s Office and rely on the City to provide payment for the County Clerk ($50) and California Department of Fish and Wildlife filing fees (currently $2,181.25).

Other Meetings

In addition to the kick-off meeting, site visit, and City Council meeting mentioned above, the GHD Project Manager and Project Director will attend two meetings with the City during the course of the project to discuss topics such as project status, technical issues, agency coordination, etc.

Deliverables:

- Project Description (one copy to City)
- Administrative Draft IS/Proposed MND (5 printed copies, 1 electronic copy)
- Screen-check Draft IS/Proposed MND for City review (2 printed copies, 1 electronic copy)
- Draft newspaper notice
- Draft IS/Proposed MND for Public Circulation (20 printed copies, 1 electronic copy)
- Response to Comments (1 printed copy, 1 electronic copy)
- CEQA Notice of Determination (2 printed copies, 1 electronic copy)
- Notice of Intent to Adopt and Notice of Completion
- CEQA Mitigation Monitoring Plan (5 printed copies, 1 electronic copy)
- Attendance at 5 meetings, 2 attendees each (noted above: kick-off, site visit, City Council, two additional meetings)

Task 2: Environmental Resource Permitting

GHD will provide coordination with permitting agencies and prepare all necessary permit application packages on behalf of the City. Based on the information provided in the Request for Proposals (RFP), it is assumed that the following permits will be required from the applicable resource agencies:

- U.S. Army Corps of Engineers, Section 404 permit
- San Francisco Bay (Region 2) Regional Water Quality Control Board, Section 401 Water Quality Certification

Based on the information provided by the City and utilized in Task 1, this scope assumes that neither a Section 1600 Streambed Alteration Agreement from the California Department of Fish and Wildlife, nor consultation with the U.S. Fish and Wildlife Service or National Marine Fisheries Service, would be required for this project.

The City will sign and submit permit applications and provide fees associated with the permits. After the permit applications are submitted, GHD will respond to agency questions, comments, and additional information requests. This follow-up effort is anticipated to require one site visit with each agency and 8 to 24 hours of additional coordination, as appropriate per agency based on the City’s experience to date.

Additional Services

Any services not included above shall be considered Additional Services and shall be compensated by the City in addition to compensation for the scope of work presented herein. Additional Services shall only be provided if authorized in writing by the City. Additional Services shall include, but not be limited to:

- Revising the Project Description after the GHD team has performed evaluations based on the previous Project Description.
- Providing services required due to significant changes in the Project, including, but not limited to, size, quality, complexity, or schedule.
- It is assumed that the period of actual construction activity would be no more than six months. Therefore, a Health Risk Assessment would not be conducted pursuant to Bay Area Air Quality Management District requirements. If the City determines that the construction period would extend beyond six months, an additional scope and fee estimate would be provided to conduct a Health Risk Assessment.
- Providing services in connection with an Environmental Impact Report (EIR).
- Response to more than 10 comments.

These Additional Services will be performed on a time and materials basis per the rates shown in GHD’s fee estimate accompanying this scope of work or for a mutually agreed upon lump sum, as negotiated by the City and GHD prior to commencing such services.
General Assumptions / Excluded Services

This proposal is based on the following assumptions:

- The Project will be found consistent with the City of Novato’s General Plan.
- Additional budget may be required for services beyond the estimated level of effort in this proposal.
- The City will be responsible for submitting any newspaper advertisements and additional postings beyond those with the Marin County Clerk and State Clearinghouse, as stated herein.
- The City will be responsible for providing a mailing list of recipients for the documents’ 30-day review period.
- No off-site improvements (e.g., for traffic, water, or sewer), other those that present in the RFP, will be required.
- This proposal does not include SHPO notification and consultation if historic resources are discovered.
- New Phase 1 or 2 environmental site assessments are not part of this scope of work.
- Task 2 does not include filing of a Notice of Intent (NOI) for coverage under the NPDES General Permit for Storm Water Discharge Associated with Construction Activities.
- The scope of work and fee estimate is valid for a period of 90 days after the date of this proposal.
- To the best of GHD’s knowledge, a construction staging area has yet to be determined. The City will provide information for the selected staging area alternative prior to finalization of the Project Description.

Cost Proposal

Amount to be paid and the method of payment

GHD proposes to execute the scope of work presented herein for a time-and-materials fee not to exceed $41,782.00. GHD has prepared a detailed cost proposal for the tasks included in our scope-of-work above; it is included with this proposal as Appendix B. Per Section 2.2.4 of the City’s RFP, our cost proposal provides a total proposed cost and staff hourly rates. Itemized by task and subtask (i.e., component), it also includes staff time, subconsultant fees, and direct expenses. Modifications of the scope-of-work or schedule may result in a corresponding modification to this budget.

GHD is amenable to either method of payment presented in the City of Novato’s CONSULTANT SERVICES AGREEMENT, Section 3.B, Method of Payment. As requested in RFP Section 2.2.4, following is GHD’s proposed payment schedule, tied to completion of major components and product delivery (i.e., “milestones”). The payment schedule is based on the proposed project schedule presented herein and the tasks identified on our cost proposal. The reviewer will note that the milestones presented below are primarily based on activities in Tasks 1.3 and 2. However, these milestones were selected to also capture other substantial events or tasks not listed below, such as actual analysis activities, site visits, and submittal of the project’s MMP.

On the following page is GHD’s standard rate schedule. Our cost proposal contains the actual rates that will be charged to the City for this project and follows our standard rate schedule.

Clauses in the City’s Proposed Agreement Language

GHD appreciates the opportunity to review the City’s contract. We have successfully contracted with the City on past projects and are confident that we will be able to continue to do so. Our General Counsel has advised us of the following, pertaining primarily to Section 5, Ownership of Documents: any reuse of Consultant’s work without written verification or adaptation by Consultant for the specific purpose intended will be at the City’s sole risk and without Liability or legal exposure to Consultant, and City shall indemnify and hold harmless Consultant from all claims, damages, losses and expenses including attorneys’ fees arising out of or resulting therefrom.

Statement of Conflicts of Interest

GHD Inc. does not have any past, ongoing, or potential conflicts of interest which may result from the performance of work for this project.

<table>
<thead>
<tr>
<th>Milestone Event</th>
<th>Delivery Date</th>
<th>Invoice Date*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery and approval of the Project Description</td>
<td>April 22, 2014</td>
<td>April 28, 2014</td>
</tr>
<tr>
<td>Completion of the Habitat Assessment</td>
<td>May 26, 2014</td>
<td>May 27, 2014</td>
</tr>
<tr>
<td>Delivery of the administrative draft IS/proposed MND for City review</td>
<td>June 3, 2014</td>
<td>June 23, 2014</td>
</tr>
<tr>
<td>Issuance of the IS/Proposed MND for public review</td>
<td>July 1, 2014</td>
<td>July 28, 2014</td>
</tr>
<tr>
<td>Submittal of responses to comments on the IS/MND to the City</td>
<td>August 18, 2014</td>
<td>August 25, 2014</td>
</tr>
<tr>
<td>City Council Meeting, Issue NOD, Complete Permit Applications</td>
<td>September 16, 2014</td>
<td>September 29, 2014</td>
</tr>
<tr>
<td>Agency review and coordination</td>
<td>(October 30, 2014)</td>
<td>October 27, 2014</td>
</tr>
<tr>
<td>Address agency information requests, further coordination</td>
<td>November 13, 2014</td>
<td>November 24, 2014</td>
</tr>
<tr>
<td>Secure permits. Capture final project charges, subconsultant invoices &amp; project close-out</td>
<td>December 12, 2014</td>
<td>December 29, 2014</td>
</tr>
</tbody>
</table>

* Invoice dates are estimated.
FEE SCHEDULE - Santa Rosa Office
(Effective July 2013)

Hourly Rates

Manager $210-260
Principal Professional 195-210
Senior Professional 145-195
Professional 90-145
Principal Technical Officer 125-160
Senior Technical Officer 105-130
Drafter 75-100
Principal Administrative Officer 250-260
Senior Administrative Officer 110-175
Administrative Officer 60-110
Senior Service Group Support 120-180
Service Group Support 80-105
Construction Manager 200-215
Senior Site Engineer 135-170
Site Engineer 120-165
Senior Inspector 105-110
Inspector 85-105
Survey 60-100

Employee time will be billed in accordance with the fees listed above. These rates are subject to change on a semi-annual basis. For other than professional employees, time spent over 8 hours per day, times spent on swing shifts, and time spent on Saturdays will be charged at 1.5 times the hourly billing rate. Work on Sundays will be charged at 2.0 times the hourly billing rate and holiday work will be charged at 2.5 times the hourly billing rate. All field personnel charges are portal to portal. Professional employees will not be charged out a premium charge rates for overtime work.

Expenses and other similar project related costs are billed out at cost plus 15%. The cost of using equipment and specialized supplies is billed on the basis of employee hours dedicated to projects. Our rates are:

A. Office consumables $6.00/hr
B. Environmental Dept/Construction Inspector consumables $11.00/hr
C. Survey Field consumables $15.00/hr
D. Various Environmental, Construction and Land Surveying equipment At market

Payment for work and expenses is due and payable upon receipt of our invoice. Amounts unpaid thirty (30) days after the issue date of our invoice shall be assessed a service charge of one and one half (1.5) percent per month.

(*) These rates do not apply to forensic-related services, or to work for which Prevailing Wage obligations exist. It is the responsibility of the client to notify GHD Inc in writing if Prevailing Wage obligations are applicable, in which case the fees will be adjusted proportionate to the increase in labor cost.
Chelsea Phlegar
Project Manager

Graduate Certificates/2009/Conflict Resolution and Disaster Management & Humanitarian Assistance/University of Hawaii at Manoa
B.A./2007/Double major in English and Political Science/University of Hawaii at Manoa

Connected. National and California American Planning Associations (APA), San Francisco Planning + Urban Research Association (SPUR)

Relevance to project. Chelsea Phlegar will serve as the Project Manager. Her environmental planning experience includes CEQA and NEPA compliance, resource agency permitting, and GIS-based graphic materials. Ms. Phlegar has contributed substantially to, and coordinated preparation of, environmental analysis on a wide variety of projects, including roadways and bridges, pedestrian facilities, water and wastewater infrastructure, and marine facilities. She consistently demonstrates the ability to obtain and synthesize technical information, ask the right questions, and report the results in a concise, efficient, and understandable manner.

Ms. Phlegar has extensive experience in securing environmental permits and approvals from various federal, State, and local Bay Area regulatory agencies including, but not limited to, the San Francisco Regional Water Quality Control Board (SFB RWQCB), U.S. Army Corps of Engineers, National Marine Fisheries Service, and California Department of Fish and Wildlife. A number of her permitting projects have required the involvement of the SFB RWQCB, including various improvement projects at Pillar Point Harbor, San Francisco’s Marina Yacht Harbor, and the Town of Yountville’s Recycled Water Expansion and Hopper Creek Improvement projects. Ms. Phlegar is also familiar with the City of Novato’s procedures being an important contributor to the CEQA documentation for the City’s new Administrative Office Building. As Project Manager, she will be responsible for the day-to-day management of the project, overseeing technical analyses, primary client contact, and project maintenance and invoicing activities.

Deputy Project Manager
Hopper Creek Improvements Project
IS/MND and Permitting | Yountville, CA

Ms. Phlegar serves as a planner for this project, which includes construction of five flood and sediment control projects along Hopper Creek within the Town of Yountville, designed to reduce flooding of Town streets and future maintenance needs. Ms. Phlegar is coordinating preparation of the IS/MND, including preparation of the project description, managing section authors, and authoring several sections. Key environmental issues include cultural resources, biological resources and hydrology and water quality. This project also includes permitting with the Army Corps (and preparation of an alternatives analysis), CDFW, and the San Francisco Bay RWQCB.

Planner
Recycled Water Expansion Project | Yountville, CA

Ms. Phlegar served as a planner for this project, which consisted of the expansion of an existing recycled water distribution system for the purposes of reducing the discharge of treated wastewater to the Napa River. This project was partially funded by the Bureau of Reclamation and therefore required both CEQA and NEPA compliance. Ms. Phlegar contributed substantially to the preparation of the project’s CEQA Initial Study / Proposed Mitigated Negative Declaration and NEPA Environmental Assessment joint document to evaluate the environmental issues associated with conveyance, delivery and use of recycled water on existing vineyards, as well as subsequent addendums required to cover project changes. Key environmental issues included cultural, historic, and biological resources.
Planner
City of Novato Administrative Offices
MND | Novato, CA
Ms. Phlegar served as Planner for this Project, which included an MND addressing the construction and operation of a new office building to accommodate future day-to-day City departmental operations. She addressed a number of comments resulting from the public and agency review process. Ms. Phlegar also developed the Project’s mitigation monitoring plan to be implemented during and following construction.

Environmental Permitting Task Manager
49ers Stadium Permitting and Mitigation Planning Project | Santa Clara, CA
Ms. Phlegar led the environmental permitting effort for the construction of three pedestrian span bridges over San Tomas Aquino Creek, which will provide access to the new stadium. Ms. Phlegar worked with the GHD design team to develop construction methods that avoid impacts to the creek channel and secured a CDFW 1602 Streambed Alteration Agreement (SAA), a San Francisco Bay RWQCB-issued Notice of Applicability to the Statewide General Waste Discharge Requirements (WDR), and FAA Determinations of No Hazard to Air Navigation. Ms. Phlegar also worked with a local non-profit to develop an off-site riparian restoration project to mitigate project impacts.

Permitting Coordinator
San Francisco Marina West Harbor Renovation Permitting Project | San Francisco, CA
Ms. Phlegar served as the primary coordinator for major resource permits and approvals for this highly public design-build renovation project with many public access components. Approving agencies included the Army Corps, San Francisco Bay RWQCB, BCDC, and the SFPUC. Ms. Phlegar managed agency information requests, coordinated design changes, participated in stakeholder meetings, and prepared public information materials for numerous public meetings, such as BCDC Design Review Board meetings. She also coordinated GHD’s responses to submittals from the Designer of Record.

Permitting Coordinator
Hunters Point Power Plant Tunnel Closure and Site Maintenance Resource Permitting Project | San Francisco, CA
Ms. Phlegar served as a resource permitting coordinator for a variety of decommissioning activities at PG&E’s (former) Hunters Point Power Plant site. A number of inlet and outlet tunnels which provided process water to/from India Basin (San Francisco Bay) for plant operation remained open. Pipe saddles and various pieces of concrete rubble, fencing, rebar, etc., also remained in the water. Ms. Phlegar assisted with the environmental compliance effort, which included interaction with, and permits from, such agencies as the Army Corps, San Francisco Bay RWQCB, BCDC, CDFW, USFWS, and NMFS.

Permitting Coordinator
Pillar Point Harbor, Maintenance Dredging Resource Permitting | Half Moon Bay, CA
Ms. Phlegar was the resource permitting coordinator for this maintenance dredging project at the Pillar Point Harbor public boat launch ramps on the Pacific Coast in San Mateo County. This project unfolded during a transition period which many resource agencies have exhibited greater interest in the project as its design and execution progressed. Ms. Phlegar served as the primary agency contact for the Army Corps, San Francisco Bay RWQCB permitting process and also assisted with CCC, CDFW, and SLC permitting. This permitting effort included sediment sampling analysis, eelgrass presence/absence survey, and augmented design to ensure that the dredge spoil would not return to the harbor.

Planner
Mill Creek Bridge Replacement Project
IS/MND & Caltrans CE | Covelo, CA
Ms. Phlegar served as a Planner for the CEQA aspect of this larger bridge replacement project on Hill Road in rural Covelo, Mendocino County. This bridge spans Mill Creek, a tributary to the Eel River. Constructed in 1925, the County is using HBPP and local monies to fund this project. The project required a Mitigated Negative Declaration, NEPA Categorical Exclusion through Caltrans, and the full suite of resource permitting.
Carrie Lukacic
QA/Regulatory Oversight

**Qualified.** BS/1987/Natural Resources Planning Watershed Management Emphasis/ Humboldt State University Arcata, CA

**Connected.** American Planning Association
Association of Environmental Professionals

**Relevance to project.** Carrie Lukacic will be responsible for the technical review of the CEQA documentation and assist in the development and review of the permit applications prepared for this project. She has extensive experience in resource agency permitting. Ms. Lukacic has over 25 years of professional experience with public agencies and private consulting firms, and she worked for the North Coast Regional Water Quality Control Board before joining GHD. She specializes in environmental planning and documentation, environmental permitting, and project management for a wide array of infrastructure projects involving potential impacts very similar to those for the Olive Avenue Improvement project. Many of her recent project experience listed here included an extensive permitting component, including acquisition of permits for our clients from the US Army Corps in San Francisco and the San Francisco Bay Regional Water Quality Control Board. In her role of QA and Regulatory Oversight specialist, Ms. Lukacic will be responsible for the technical and legal adequacy of the project’s CEQA documentation and will support our Project Manager in working with the resource regulatory agencies to achieve an efficient, effective, and positive win-win result for the City.

**Project Manager**
**Hopper Creek Flood Improvements | Town of Yountville, CA**
Ms. Lukacic is serving as Project Manager overseeing the environmental analysis of five projects developed to alleviate flooding related to insufficient capacity in Hopper Creek to convey large storm flows. These projects include installation of flood diversion and outfall structures in Hopper Creek and Beard Ditch. These projects include installation of flood diversion and outfall structures in Hopper Creek and Beard Ditch. Two restoration projects were also included – one in Hopper Creek and one in Villagio Channel. The GHD environmental team conducted multiple agency meetings to review and discuss each of these proposals as part of the project’s resource permitting strategy. Ms. Lukacic’s team is completing an IS/MND; permit package to USACE, SFB RWQCB and CA FWS; a 404(b)(1) alternative analysis and a mitigation and restoration plan to offset impacts of the overall project. Issues included construction through heavily-travelled public roadways, confirmation of modelling and project sizing, and selection of the right mix of proposals to realize the greatest benefit for the limited construction funding.

**Task Manager**
**Stony Point Road Reconstruction and Widening Phase II | Santa Rosa, CA**
Ms. Lukacic is the environmental task manager for this project which involves widening and reconstructing a paved two-lane arterial roadway in Santa Rosa between Sebastopol Road and Barndance Lane and installation of an additional box culvert in Roseland Creek to reduce the chance of flooding during storm events. Due to the nature of this project, it involves three regulatory agencies including the North Coast RWQCB, the USACE, and CDFW.

**Project Manager**
**North Marin Water District Aqueduct Energy Efficiency Project EIR | North Marin Water District, CA**
Ms. Lukacic served as Project Manager responsible for development of an Environmental Impact Statement to evaluate the impacts of the NMWD relocation project. Potential impacts included wetlands, cultural resources, construction noise, and special-status species habitat. Ms. Lukacic also coordinated impacts evaluations with Caltrans staff environmental planners on development of mitigation measures because the project will be completed in conjunction with a Caltrans Highway Widening Project.
Task Manager
Zinfandel Lane Fish Passage Improvement Project | Napa County, CA
Ms. Lukacic was responsible for development of the CEQA Initial Study/Mitigated Negative Declaration and project permitting. GHD completed a series of environmental background studies to determine the environmental issues associated with potential fish passage designs. Our engineering and environmental specialists worked together to design a project that met fish passage criteria and protected the character of the historic Zinfandel Lane Bridge and aquatic resources near the project. Ms. Lukacic developed the regulatory permit packages for submittal to the California Department of Fish and Game, the Army Corps of Engineers, the San Francisco Regional Water Quality Control Board, and the State Historic Preservation Officer. The project was constructed in fall 2010.

Task Manager
Yountville Recycled Water Project Joint CEQA/NEPA Environmental Document and Resource Permitting | Town of Yountville, CA
Ms. Lukacic served as the environmental leader for development of a joint CEQA and NEPA Initial Study/Mitigated Negative Declaration and EA for the Yountville Recycled Water Project to evaluate the environmental issues associated with conveyance, delivery and use of recycled water on existing vineyards. Funding for the project came from the State of California and the Bureau of Reclamation, and therefore required completion of the joint environmental document for adoption by the Town and by the Bureau of Reclamation. Key environmental issues included cultural resources, historic resources, and biological resources, and Ms. Lukacic has guided development of the information gathering and reporting needed for Section 106 consultation with the State Historic Preservation Office and for Section 7 consultation with the US Fish and Wildlife Service. Ms. Lukacic has also complete resource agency permit packages for the California Department of Fish and Game, the Army Corps of Engineers, and the San Francisco Regional Water Quality Control Board.

Assistant Project Manager
Palmer Drive Tank Project Mitigated Negative Declaration and Resource Permitting, North Marin Water District | Novato, CA
Ms. Lukacic served as Assistant Project Manager for this project. The District proposed construction of a 3-million gallon potable water tank in the City of Novato. The District requested an Initial Study be prepared. Extensive review of the visual impacts indicated that mitigation measures were necessary to reduce the visual impacts from the residential area surrounding the tank site. The Initial Study and Mitigated Negative Declaration were approved without legal challenge, and the tank was constructed in 2008-2009.

Task Manager
TRACEN Wastewater Treatment Plan CEQA/NEPA EIR/EIS Addendum and Resource Permitting | U S. Coast Guard Station, Petaluma CA
The U.S. Coast Guard upgraded their existing wastewater facility at its TRACEN training facility to expand treatment and storage capacity. GHD provided planning, permitting and design of the new wastewater treatment system that included a new headworks structure, equalization basin, secondary Biological Nutrient Removal (BNR) treatment plant, a chlorination process, sludge drying beds, replacement and expansion of new HDPE lined storage ponds, disposal of secondary-treated effluent by spray fields, and tertiary treatment for effluent used for on-base landscape irrigation. Ms. Lukacic served as project lead for data collection and completion of a CEQA/NEPA Addendum to address potential wetland and special-status species habitat impacts. She also prepared resource agency permit packages which included a large wetland creation component and an extensive biological assessment. She successfully secured permits from the Regional Water Quality Control Board and USACE. She also coordinated with the USFWS for issuance of a Biological Opinion for the project which began construction in 2012.
David Davis, AICP
Principal-in-Charge

**Qualifications.**
- M.S./1988/Geography/ Indiana University of Pennsylvania
- B.S./1986/Geography/ Northwest Missouri State University

**Connected.**
- National & California Associations of Environmental Professionals
- American Planning Association/American Institute of Certified Planners

**Relevance to project.** Dave Davis will serve as GHD’s Principal-in-Charge for this important City project. He is eminently qualified in the preparation of CEQA environmental impact studies and execution of resource permitting efforts, having 25 years of experience in the field. In recent years, Mr. Davis has executed a number of environmental compliance projects which have included any combination of CEQA, NEPA, and resource permitting tasks. He is currently managing, or has successfully completed, projects with similar CEQA/permitting requirements to the Olive Avenue Improvements project. As Principal-in-Charge, Mr. Davis will see that this streamlined project team will have ample resources and time to successfully execute this project. He is working with – or has worked with – a number of local jurisdictions and excels at building strong and productive working relationships with clients. These clients include, City of Novato Departments of Community Development and Public Works, the Novato Sanitary District, the North Marin Water District, the City of Santa Rosa Department of Community Development, and the San Mateo County Harbor District (Pillar Point Harbor).

**Project Manager**

**City of Novato Administrative Offices**

**IS/MND | Novato, CA**

Mr. Davis was the Project Manager for the MND addressing the construction and operation of a new office building to accommodate future day-to-day City departmental operations. Currently, most of the City’s administrative and service departments are housed in leased space. The City seeks to consolidate these activities in a single, City-owned structure proposed to be built on City-owned property in downtown Novato – near existing City facilities, including its newly-refurbished City Hall. Given its size and bulk, potentially significant issues to be addressed in the project’s MND include the structure’s “fit” with the existing downtown visual context and the City’s historic overlay zone – which has proven to be of concern to a number of townsfolk. Mr. Davis is lending his planning expertise to ensure a CEQA analysis to adequate enough to withstand challenge.

**Planner**

**Hopper Creek Flood Improvements |**

**Town of Yountville, CA**

Mr. Davis is serving as Planner assisting with the analysis of five projects developed to alleviate flooding related to insufficient capacity in Hopper Creek to convey large storm flows. These projects include installation of flood diversion and outfall structures in Hopper Creek and Beard Ditch. Two restoration projects were also included – one in Hopper Creek and one in Villagio Channel. The GHD environmental team conducted multiple agency meetings to review and discuss each of these proposals as part of the project’s resource permitting strategy. Mr. Davis is also assisting with mitigation and restoration to offset impacts of the overall project. Project-specific issues include construction through heavily-traveled public roadways, confirmation of modeling and project sizing, and selection of the right mix of proposals to realize the greatest benefit for the limited construction funding.
Task Manager
Pillar Point Harbor Various Maintenance and Repair Projects | San Mateo County Harbor District, CA
Mr. Davis serves as GHD’s environmental task manager for this service. For over 15 years, GHD’s environmental and design services teams have been supporting the San Mateo County Harbor District on a number of ongoing and much needed maintenance and repair projects at its Pillar Point Harbor facility of the Pacific Coast. Given the Harbor’s location, any project undertaken by the Harbor District must be brought to the attention of the various resource permitting agencies having jurisdiction in the area. These agencies include the SFB RWQCB, USACE, NMFS, CDFW, the California Coastal Commission, and the California State Lands Commission. GHD’s environmental team has worked – and continues to work – shoulder-to-shoulder with Harbor District officials in compiling complete permit application packages and vetting each project through the appropriate form of compliance under CEQA. The Harbor District has entrusted our team to be its authorized representative in agency discussions and negotiations.

Permitting/CEQA Lead
Novato Sanitary District Forcemain Construction | Novato, CA
Mr. Davis was the team lead for this project’s environmental permitting process and EIR Addendum. Given the complex nature of development in the eastern portions of the City of Novato, a variety of permits are required for the construction of the sanitary sewer forcemain. Among them are: U.S. Army Corps of Engineers Section 404 Permit, San Francisco Bay Regional Water Quality Control Board Section 401 Water Quality Certification, California Department of Fish & Game Section 1602 Lake and Streambed Alteration Agreement, California State Lands Commission lease application, and encroachment permits from Caltrans, SMART encroachment permits, and PG&E – as well as a number of local permit approvals. In response to easement procurement challenges, an alternate forcemain alignment was proposed by the District. The alternate alignment traversed an area not examined in previous project CEQA documents, prompting the need for the project’s second Addendum to its original EIR.

Deputy Project Manager
The Commons at Mt. Burdell EIR | City of Novato, CA
Mr. Davis was the Deputy Project Manager for this project's EIR which was to evaluate the redevelopment of the Fireman’s Fund office campus located adjacent to a proposed train station for Sonoma Marin Area Rail Transit (SMART). This project generated great interest in neighboring residential areas concerned particularly with the potential visual and traffic effects of such a large-scale development. The project’s sustainable goal proposed to create no new demands for water, sewer, solid waste, or energy. However, these goals provided particular challenges as there has been very little prior analysis statewide which evaluate the potential impacts of the proposed sustainable systems in the context of CEQA. After substantial effort was completed on the Draft EIR, the applicant withdrew the project from the City records.
Katherine Ross
Permitting Specialist

**Qualified.** Bachelor of Arts, Major in Environmental Studies with a Concentration in Planning and a minor in Sociology, Sonoma State University.

**Connected.** National and California American Planning Associations (APA)

**Relevance to project.** Katherine Ross’ environmental planning experience includes CEQA and NEPA compliance and specialization in obtaining environmental permits from various federal, State and local regulatory agencies, including, but not limited to, the North Coast and SFB Bay Regional Water Quality Board (SFB RWQCB), U.S. Army Corps of Engineers, (USACE) California Department of Fish and Wildlife, State Lands Commission, and the San Francisco Bay Conservation and Development Commission. Ms. Ross is GHD’s primary permitting specialist for a number of recent SFB RWQCB and USACE permitting efforts, including the Town of Yountville’s Hopper Creek Improvements and Recycled Water Expansion projects, the Satterlee Road project at Fort Baker in Marin County, Vallejo Ferry Maintenance Facility Project at Mare Island, and various dock improvement projects at the C&H Sugar Refinery at Crockett. Although in the North Coast RWQCB’s jurisdiction, she is also our primarily permitting specialist on the Stony Point Road Reconstruction and Widening project – which is of similar size and scope to the Olive Avenue project.

**Permitting Coordinator**
**Stony Point Road Reconstruction and Widening Phase 2 Project | Santa Rosa, CA**

Ms. Ross serves as a permitting coordinator for the Stony Point Road Reconstruction and Widening Phase 2 Project. This Project consists of installing an additional box culvert in Roseland Creek and widening and reconstructing Stony Point Road in Santa Rosa, CA. Because of the nature of the project, the following regulatory agencies are involved: the U.S. Army Corps of Engineers, the Regional Water Quality Control Board, and the California Department of Fish and Wildlife. Ms. Ross is assisting with the regulatory permitting requirements and the development of documents such as the project description.

**Permitting Coordinator**
**Town of Yountville Hopper Creek Improvements Project | Yountville, CA**

Ms. Ross serves as a permitting coordinator for the Town of Yountville Hopper Creek Improvements Project. The Project was initiated in response to consistent flooding from Hopper Creek that occurs within the Town. This Project would reduce the risk of flooding and restore some areas within Hopper Creek. Ms. Ross is preparing the applicable environmental permit application packages and supporting GIS-based graphics.

**Permitting Coordinator**
**PG&E Hunters Point Site, Tunnel Closures and Shoreline Maintenance Project | San Francisco, CA**

Ms. Ross serves as a permitting coordinator for the PG&E Hunters Point Site, Tunnel Closures and Shoreline Maintenance Project. The PG&E’s Hunters Point site previously contained a power plant but it was removed in 2006. The site is continuing to be decommissioned through activities such as tunnel closures and shoreline maintenance. Ms. Ross prepared the applicable environmental permit application packages and supporting GIS-based graphics. She is also monitoring and recording project actions and accomplishments. With the help of Ms. Ross, the project is in the final stages before construction.

**Permitting Coordinator**
**C&H Sugar Refinery Dock Evaluation Project | Crockett, CA**

Ms. Ross serves as a permitting coordinator for the C&H Sugar Refinery Dock Evaluation Project that includes three different projects. The first project consisted of a pile load capacity study that involved the drilling of subsurface borings on the
upland side of the C&H Sugar Refinery dock. This was completed on July 16, 2013. The next project involves replacing the existing dock timber fendering system with a more effective “cone” fender system. Then, the following project involves concrete maintenance repairs along the face of the dock and on the underside of the deck slab. Ms. Ross is preparing the regulatory permitting requirements for each project and the development of documents such as the project descriptions.

**Permitting Coordinator**  
**Pillar Point Harbor, Maintenance Dredging Resource Permitting | Half Moon Bay, CA**

Ms. Ross is a permitting coordinator for this maintenance dredging project proposed at the Pillar Point Harbor public boat launch ramps on the Pacific Coast in San Mateo County. Ms. Ross is assisting with the permitting requirements.

**Permitting Coordinator**  
**Satterlee Road Project | Fort Baker, CA**

Ms. Ross was the permitting coordinator for the Satterlee Road Project that includes the replacement of rip rap near the San Francisco Bay. She helped complete the permitting requirements by gathering the appropriate information and filling out the applicable certifications and permits.

**Permitting Coordinator**  
**Recycled Water Expansion Project | Yountville, CA**

Ms. Ross served as a permitting coordinator for this project, which consisted of the expansion of an existing recycled water distribution system for the purposes of reducing the discharge of treated wastewater to the Napa River. Ms. Ross is assisting with the permitting requirements and the development of documents such as the project description.

**Project Planner**  
**Vallejo Ferry Maintenance Facility Project | Mare Island, Vallejo, CA**

Ms. Ross serves as a project planner for the Vallejo Ferry Maintenance Facility Project. This Project entails the development of a new ferry maintenance facility for the Vallejo-Baylink Ferry system. Ms. Ross assisted with the development of the mitigation plan for the project.

**Permitting Coordinator**  
**Soquel Creek Transmission Main Project | Capitola, CA**

Ms. Ross serves as a permitting coordinator for the Santa Cruz Sanitation District’s Soquel Creek Transmission Main Project. This Project consists of installing a new transmission main underneath Soquel Creek using the Horizontal Directional Drilling (HDD) process. Because of the nature of the project, the following regulatory agencies are involved: the U.S. Army Corps of Engineers and the California Department of Fish and Wildlife. Ms. Ross is preparing these environmental permit application packages as well as the City of Capitola’s Coastal Permit application.
Brian Bacciarini
CEQA Specialist

Qualified. B.S./2001/Environmental Studies, Sonoma State University; Construction Document Technician (CSI); Qualified SWPPP Practitioner / Developer (QSP/QSD); OSHA 40-Hour HAZWOPER Certification; OSHA 8-Hour Annual Hazwoper; Certificate of Completion Construction Site Planning and Management

Relevance to project. Brian Bacciarini has served as an Environmental Scientist and Project Manager for numerous CEQA projects in the North Bay. Most recently, he managed two CEQA Mitigated Negative Declarations for the City of Petaluma and the City of Santa Rosa. The project in Petaluma included authorization of a railroad grade crossing on Caulfield Lane for initiation of the Sonoma Marin Area Rail Transit (SMART Train). The Project in Santa Rosa included temporary non-operation of a Santa Rosa wastewater treatment plant and water conservation improvements at a local golf club that utilized recycled water from the treatment plant. Mr. Bacciarini was also a major contributor to the CEQA document for the City of Novato’s new Administrative Office Building and the Town of Yountville’s Hopper Creek Improvements projects. His technical expertise on CEQA projects generally relates to Hydrology, Geology, Hazardous Materials, Transportation, and Utilities.

Environmental Scientist
Hopper Creek Flood Improvements | Town of Yountville, CA
Brian is serving as Environmental Scientist assisting with the CEQA analysis of five projects developed to alleviate flooding related to insufficient capacity in Hopper Creek to convey large storm flows. These projects include installation of flood diversion and outfall structures in Hopper Creek and Beard Ditch. Two restoration projects were also included – one in Hopper Creek and one in Villagio Channel. The GHD environmental team conducted multiple agency meetings to review and discuss each of these proposals as part of the project’s resource permitting strategy. Brian is also assisting with 404(b)(1) alternative analysis to offset impacts of the overall project. Project-specific issues include construction through heavily-traveled public roadways, confirmation of modeling and project sizing, and selection of the right mix of proposals to realize the greatest benefit for the limited construction funding.

Environmental Scientist
City of Novato Administrative Offices MND | Novato, CA
Brian served as an Environmental Scientist for this Project, which included an MND addressing the construction and operation of a new office building to accommodate future day-to-day City departmental operations. Brian authored several sections of the MND, including Hydrology and Water Quality, Hazards and Hazardous Materials, and Geology and Soils. Brian helped to develop protection measures that were incorporated into the project to reduce and avoid adverse impacts, including measures related to erosion control, storm water pollution prevention, and management of groundwater from during construction dewatering.

Environmental Scientist
The Commons at Mt. Burdell EIR | Novato, CA
Brian served as an Environmental Scientist for this Project, which proposed to redevelop the Fireman’s Fund office campus in Novato. As part of the environmental analysis, Brian performed technical reviews of the preliminary storm water master plan for conformance with the low impact development design standards of the City’s municipal storm water permit. Brian also conducted the analysis of the Project’s impacts related to geologic and soil resources, hazards
and hazardous materials, and hydrology and water quality. These analysis assignments take full advantage of the skills he has built in conducting Phase 1 environmental assessments and developing stormwater permitting analyses and documentation.

**Environmental Planner**

**Mill Creek Bridge Replacement Project**
**IS/MND & Caltrans CE | Mendocino County Department of Transportation, Covelo, CA**

Environmental Planner for the CEQA, NEPA, and resource permitting aspects of this larger bridge replacement project on Hill Road in rural Covelo, Mendocino County. This bridge spans Mill Creek, a tributary to the Eel River. Constructed in 1925, the County is using HBPP and local monies to fund this project. The project requires a Mitigated Negative Declaration, NEPA Categorical Exclusion through Caltrans, and the full suite of resource permitting. Mr. Bacciarini conducted the analyses of cultural resources, hydrology, and hazards, among others.

**Environmental Planner**

**Zinfandel Lane Fish Passage Improvement Project | Napa County, CA**

Mr. Bacciarini served on the team as an environmental planner. GHD completed a series of environmental background studies to determine the environmental issues associated with potential fish passage designs. Our engineering and environmental specialists worked together to design a project that met fish passage criteria and protected the character of the historic Zinfandel Lane Bridge and aquatic resources near the project. Assisted in the CEQA Initial Study/Mitigated Negative Declaration, and she developed the regulatory permit packages for submittal to the California Department of Fish and Game, the Army Corps of Engineers, the San Francisco Regional Water Quality Control Board, and the State Historic Preservation Officer.

**Planner**

**Recycled Water System Project | City of Healdsburg, CA**

Environmental Planner for this recycled water pipeline project requiring compliance under CEQA and NEPA. This team completed an EIR Addendum within four weeks, resulting in unanimous adoption by the City Council. The USDA NEPA document, referred to as “Exhibit A”, was also completed within four weeks and included expedited informal USFWS consultation for California red-legged frog. Even with the challenging schedule, the project’s Exhibit A submittal was commended by USDA’s State Environmental Coordinator and incorporated into its agency staff training program.

**Project Manager**

**Santa Rosa IRWP, Ordinance and Policies and Santa Rosa Urban Reuse Phase 1 CEQA Checklists | Santa Rosa, CA**

Mr. Bacciarini served as Project Manager and performed traffic analysis during development of a CEQA Checklist for two urban reuse projects within the City of Santa Rosa. The projects would allow use of recycled water within Santa Rosa and facilitate construction and operation of the necessary components for delivery of recycled water to users. The Checklists were prepared to determine whether the impacts from adopting Ordinance and Policies and constructing and operating Phase 1 of the reuse project were within the scope of an existing Program EIR and Addenda. The Checklist evaluations took into consideration recent changes in the environmental setting, cumulative projects list, and regulations since the IRWP Certified EIR was last updated. Both CEQA documents and projects were approved by the City Council in 2007.
Jane Valerius has a Master of Science degree in Ecology and is a botanist/plant ecologist and wetlands specialist with more than 30 years of highly professional experience both in conducting field studies and in managing projects. Ms. Valerius is proficient in conducting vegetation and biotic surveys, rare plant surveys, and wetland delineations. Ms. Valerius has designed mitigation monitoring plans for wetlands and prepared environmental impact assessments to support development of transmission line, public works projects, residential communities, landfill and mining expansion, and energy and water resource facilities.

ACADEMIC BACKGROUND
Master of Science, Range Ecology, Colorado State University, Fort Collins, CO. 1982
Bachelor of Arts, Environmental Biology, University of Colorado, Boulder, CO. 1977

QUALIFICATIONS
✦ Over 30 years of experience conducting ecological, botanical and wetland studies in California, Oregon, Idaho, Colorado, Wyoming, Utah, Arizona, and North Dakota.
✦ Specialize in flora of the western United States; conducted special status plant surveys according to California Department of Fish and Game protocol for Marin, Sonoma, Mendocino, Napa, Solano, Contra Costa, Alameda, San Joaquin, Merced, Fresno, Butte, Eldorado, Placer, Amador, Sacramento, Yolo, San Bernardino, San Mateo, Siskiyou and other counties.
✦ Extensive experience with wetland delineations, permitting, mitigation plans, creation and construction of wetlands, including vernal pools.
✦ Work with the San Francisco, Sacramento and Los Angeles U. S. Army Corps of Engineers districts. Experience with NEPA/CEQA.
✦ Monitor environmental compliance of mining operations, transmission line, and residential development projects.
✦ Active in professional organizations including past Director-at-Large for the Society for Ecological Restoration (1994-1997), member of the California Native Plant Society, California Exotic Pest Plant Council, California Botanical Society and Society for Wetland Scientists.

EMPLOYMENT HISTORY
Principal 1/10/98-present  Jane Valerius, Environmental Consulting
Sebastopol, CA
San Rafael, CA
Botanist/Project Manager 1991-1995  Western Ecological Services Company, Inc.
Novato, California
Environmental Specialist 11/1989-1991  U. S. Army Corps of Engineers,
Environmental Branch, San Francisco, CA
Technician 9/89-11/89  LSA & Associates, Pt. Richmond, CA
Senior Env. Specialist 1986-1989  Wyoming Dept. of Environmental Quality
Lander and Cheyenne, Wyoming
Boulder, Colorado
REPRESENTATIVE PROJECTS

North Marin Water District, Palmer Drive Tank Site, Novato. Conducted a delineation of waters of the U.S., including wetlands, for the Palmer Drive Tank Site located near 22 Rowe Ranch Way in Novato, Marin County. This work was conducted in 2006 with a final report in 2008.

Las Gallinas Valley Sanitary District (LGVSD), Marin County, CA. Conducted a delineation of waters of the U.S., including wetlands, on an 80+-acre parcel proposed for use by the LGVSD. This information was used in a trial between the District and the landowner. I was deposed as an expert witness and gave testimony during the trial.

Hamilton Trail System, Novato, Marin County, CA. Conducted surveys for special status plants and a wetland delineation for a proposed trail system around the former Hamilton Air Force Base located in Novato, CA. The proposed trail system looped around a large wetland area associated with the Bel Marin Keys wetlands and San Pablo Bay.

Home Depot Weed Control Plan, San Rafael, Marin County, CA. Prepared a weed control and management plan for the Home Depot site located in San Rafael off of Francisco Blvd. parallel to I-580 as part of their conditions of approval. The site is adjacent to a marsh associated with San Rafael Bay and the Shoreline Park Trail.

Marin County Open Space District, 680 Trail Project, Marin County, CA. Conducted a biological resources evaluation for plants and wetlands for the proposed 680 Trail and Alternatives linear project, located on the Lands of San Domenico School, east of the Loma Alta Open Space Preserve and west of the Terra Linda Sleepy Hollow Open Space Preserve. The property is owned and operated by the Marin County Open Space District (MCOSD) Marin County, California.

Town of Corte Madera, FEMA Audit letter. Conducted a biological resources evaluation as part of a site review for the Town of Corte Madera’s Open Space Preservation Areas located in Flood Zone AE and VE which included the Shoreline Marsh, Muzzi Marsh and Triangle Marsh (owned by the Marin Audubon Society). This work was done in 2012.

Residential Development at 144 Oak Avenue, Novato. Conducted a wetland assessment for a private landowner for his property located in the Black Oaks area of Novato, Marin County. This work was done in 2004.

Airway Drive Senior Housing Project, City of Santa Rosa. Conducted special status plant surveys, tree survey for tree permit for and habitat assessment for this proposed senior housing project on approximately 4 acres of currently undeveloped property west of Highway 101 near the Kohl’s shopping center north of Hopper Road. This work was conducted in 2013.

Geysers Recharge Project, Sonoma County, California. One of a team of botanists that conducted full season botanical surveys as part of the City of Santa Rosa’s environmental review for their proposed project to convey reclaimed water for injection into the Geysers steam fields. The pipeline is part of the Santa Rosa Geysers Recharge project which extends from the Laguna Subregional Water Reclamation Facility (southwest of downtown Santa Rosa) to the Geysers steam fields (northeast of Healdsburg).

Sonoma Airport Wetland Mitigation Bank, Santa Rosa, California: Assisted in botanical surveys for special status plants for this proposed wetland mitigation bank adjacent to the Sonoma County Airport off of Airport Road north of Santa Rosa. After two seasons of surveys (1996 and 1997), no special status species were found.
**Bodega Bay Harbor Trail Project, Sonoma County, CA.** Conducted full season protocol special status plant surveys and prepared a vegetation communities map for this 1.91 miles of proposed trail in Bodega Bay. This work was conducted in 2011 for Sonoma County Regional Parks.

**Highway 101 High Occupancy Vehicle (HOV) Lanes, Sonoma County.** Surveyed for rare plants and updated the wetland delineation for two proposed highway widening projects for Highway 101. One survey segment went from the Penngrove/North Petaluma exit to Rohnert Park Expressway and the other segment went from Steele Lane in Santa Rosa to Windsor River Road in Windsor. Surveys were conducted in 2006 and 2007.

**The Arbors Project, 3500 Lake Park Drive, City of Santa Rosa.** Conducted special status plants surveys and a delineation of waters of the U.S., including wetlands, and assisted in the environmental permitting for this project located on the south side of Lake Park Drive. The 5.69-acre Arbors project was part of the larger 70-acre Nielsen Ranch which included existing development west and northwest of the site and proposed development on the western portion of the site.

**Highway 116, Caltrans Road Widening Project, Sebastopol, Sonoma County, CA.** Conducted protocol surveys for special status plants focusing specifically on the four federally listed vernal pool plants (Sonoma sunshine, Sebastopol meadowfoam, Burke’s goldfields and many-flowered navarettia) known to occur on the Santa Rosa Plain. Prepared a report with findings for submittal along with the Natural Environmental Study (NES) for this proposed highway widening and improvement project.

**Burbank Housing Development Corporation, Hollyhock, Sequoia Village, Meadowlark, Windsor Redwoods, Los Amigos and Manzanita Projects, Sonoma County, CA:** Conducted wetland delineations and surveys for special status plants for projects within Sonoma County for Burbank Housing. These projects range from Santa Rosa to Forestville to Windsor in Sonoma County. Prepared the permit applications for U.S. Army Corps of Engineers nationwide permit applications and 401 water quality certification from the Regional Water Quality Control Board. Provided reports and background information for CEQA review for these projects. Assist BHDC with issues related to wetlands and special status plants.

**Riverfront Park, Sonoma County Regional Parks.** Conducted surveys for special status plant species and a delineation of wetlands and waters of the U.S. for this park facility located adjacent to the east bank of the Russian River, west of the Town of Windsor in Sonoma County. This work was done for the Sonoma County Regional Parks Department as part of their CEQA review and U.S. Army Corps of Engineers permit process for developing the park. In 2013 conducted additional plant surveys and wetland delineation for a proposed new river access trail around Lake McLaughlin. Jane Valerius works for the Sonoma County Regional Parks via an on-call services contract.

**Coastal Prairie Trail and Harbor Trail, Bodega Bay, CA.** Conducted special status plant surveys for two proposed trail projects that will function as a multi-use trail allowing access for all modes of trail use including bicycle, pedestrian and equestrian. Work included identifying locations and mitigation for special status plants, location and control of invasive non-native plants, and mitigation for coastal wetlands. Work was conducted from 2010 to 2012.

**Cheney Creek Bridge Project, Sonoma County Regional Parks, Bodega Bay.** This project included trail improvements and a bridge for the Bird Walk Coastal Access trail near Doran Beach Regional Park. Conducted a delineation of wetlands and waters of the U.S., surveyed for rare plants and mapped native plant populations and rare plant populations in 2006 and 2007. Assisted in development of a revegetation and restoration plan as compensation for impacts from the bridge construction and trail improvements. Flagged rare plant populations for avoidance in 2008.
STATEMENT OF QUALIFICATIONS

A seasoned biologist, Trish has 22 years of experience working as project manager and technical biologist for consulting firms in the environmental consulting field. Co-founder of Wildlife Research Associates, Trish has been an independent wildlife consultant since 2001. She has built consensus with agency personnel and a variety of clients ranging from federal agencies to independent developers. Trish is a widely-experienced general ecologist, who focuses on conducting surveys for special-status amphibians, birds, and mammals, conducting vegetation community and wildlife habitat characterization, and aerial photograph interpretation. As a holder of both a USFWS permit (#802089), since 1998, and a CDFW Scientific Collecting permit (#2691), since 1992, Trish is conducting research on the federally-listed Threatened California red-legged frog (*Rana draytonii*) and the Endangered Sonoma County population of the California tiger salamander (*Ambystoma californiense*).

EDUCATION

M.Sc., Biology, Sonoma State University
B.S., Ecology, San Francisco State University

PROFESSIONAL EXPERIENCE

Partner - Wildlife Research Associates 2001 - Present
Manager/Biologist - Sycamore Associates 1998 – 2001

CEQA/NEPA DOCUMENTS

Twenty-two years of experience conducting due diligence reports, constraints analyses, habitat assessments, Site Assessments, Environmental Impact Reports, Environmental Impact Statements and Biological Assessments, as well as Natural Environmental Studies. Prepared over 40 EIR Biological Sections and over 25 Biological Assessments for a wide range of clients. Prepared formal consultations with state and federal agency personnel. Identified mitigation areas and prepared mitigation and monitoring plans to agency specifications. Created a strong working relationship with various divisions of the USFS, USFWS, as well as state agencies.

Specific Projects
GHD – Prepared a Habitat Assessment with a Site Assessment for the Stony Point Road widening project, from Hearn Avenue north to Sebastopol Road. (2013)
ICF International – Conducting Habitat Assessments for PG&E pole replacements throughout Sonoma, Lake and Mendocino counties. (2013)
Kadello-Larsen Engineering – Prepared a Habitat Assessment for a private homeowner which addressed the potential impacts to Sonoma Creek. In coordination with the engineer, proposed a redesign of the project footprint that was accepted by the agencies for reducing and avoiding impacts to Sonoma Creek. (2013)
Nancy Dakin Woltering – Preparing a Biological Assessment to address CEQA and NEPA concerns for a Caltrans trail occurring along HWY 29 and crossing the Napa River in Calistoga. (2013)

Coastland Engineering – Prepared a Biological Assessment as part of a Section 7 consultation for the White Sulphur Springs Road Improvement in Napa County. Avoidance and Minimization Measures for federally listed aquatic species were accepted by the agencies. (2012)

GHD – Prepared a Natural Environmental Study (NES) for the Talmage Road/US 101 Interchange in Mendocino County. Provided conservation measures to prevent take of individuals that were adopted as part of the project. (2012)

US Coast Guard – Subcontractor to ISIS. Conducted a Biological Assessment for the Communications Area Master Station Pacific (CAMSPAC) Receiver Antenna Revitalization Project located near the Town of Inverness, Marin County. Analyzed impacts to *Rana draytonii* and migratory birds and provided measures to prevent take of individuals. (2012)

Lawrence Berkeley National Laboratory – Conducted a grasslands analysis of the last remaining remnant coastal terrace prairie grassland within the East Bay for the University of California Berkeley. The analysis provided the basis for an in-depth CEQA and NEPA analysis of the least environmentally constrained location. (2012)

City of Healdsburg – Prepared a NES for the Foss Creek Pathway, Segment 6. Provided conservation measures to prevent take of individuals that were adopted as part of the project. (2012)

ICF International - Assisted in aerial mapping of potential bat roosting habitat along two proposed transmission lines in Southern California. Conducted field habitat assessment for roosting bats along portions of the TRTP. A Habitat Assessment, Mitigation Measure Summary Table and Constraints analysis were prepared to identify preferred alignments. (2010-2011)

Burbank Housing Development Corporation – Conducted Site Assessments and habitat assessments for a range of projects (Logan Place, Hollyhock, Windsor Redwoods, Los Amigos and Colgan Meadows) from Petaluma to Forestville to Windsor in Sonoma County. Also conducted construction monitoring for Colgan Meadows road widening project to ensure no take of *Ambystoma californiense*. (2012-2008)

GHD - Conducted a Biological Resource Assessment (BRA) for the City of Healdsburg Seasonal Irrigation Reuse System/Recycled Water System pipeline project along 5-miles of proposed pipeline (2011), and a BRA for the U.S. Coast Guard Training Center in Petaluma for its Water Treatment Facility Improvement project. Mitigation measures proposed for both projects were accepted by the USFWS and permits were obtained. (2011)

Lawrence Berkeley National Laboratory – Conducted a constraints analysis of seven properties within the East Bay for location of a second campus for the University of California Berkeley. The analysis provided the basis for an in-depth CEQA analysis of the least environmentally constrained location. (2011)

Sonoma Land Trust - Conducted a habitat assessment for a Bat Management Plan of a 5,630-acre parcel that will be incorporated into an Integrated Resource Management Plan. (2010)

Kimley-Horn and Associates - Prepared the Caltrans Biological Assessment for a Section 7 consultation for the I-80 Integrated Corridor Mobility project. Species addressed include California red-legged frog, Alameda whipsnake (*Masticophis lateralis euryxanthus*), California clapper rail (*Rallus longirostris obsoletus*) and salt marsh harvest mouse (*Reithrodontomys raviventris*). (2010)

Horizon Water and Environment - Prepared the Literature Review, Initial Study, and Biological Section of the EIR for the California Department of Fish and Game Suction Dredging revisions to the regulations. Statewide analysis was conducted for impacts to aquatic and terrestrial wildlife and a non-renewal of the regulations was imposed in 2012. (2009)

City of Santa Rosa -Prepared a Biological Assessment for a Section 7 consultation for the City of Santa Rosa. Mitigation for the Airfield Park was approved by using tunnels suitable for CTS to move through along a movement corridor. These tunnels will prevent take of individuals once the Fresno Avenue Movement Corridor Preserve is established. (2009)
Navigant - Prepared the Draft Work Plan for the Alpha Line, Zeta Line north and south, and the Delta Line issues to be addressed for the Transmission Agency for Northern California. Identified requirements for, a) the Habitat Assessment, including consultation with the agencies, and level of effort for focused surveys, b) the Biological Assessment, and, c) the Mitigation and Avoidance Plan. Identified the major wildlife habitats that may occur along the proposed lines and associated special-status wildlife species. (2008)

Private developers – Habitat Conservation Plans for two separate single family parcel subdivision in Petaluma and Fulton, Sonoma County. (2009)

Lawrence Berkeley National Laboratory – Peer review, bat habitat assessment and bird surveys for expansion project, Contra Costa County. (2006 – present)

Michael Brandman Associates - Prepared numerous FCC and NEPA compliance documents, conducted surveys and prepared company environmental training documents for Cingular Cellular at several locations in California. (2005 – 2007)

Hall Vineyards - Conducted a wildlife constraints analysis and mapping for a 700-acre site in the Town of Angwin, Napa County. Sensitive wildlife species included northern spotted owl (Strix occidentalis caurina), and special status bat species. (2005)

Richard T. Loewke - Prepared Biological Assessments for both State Route 4 Bypass, Segments 1 and 3 in which habitat mapping provided the basis for analyzing potential impacts to San Joaquin kit fox, special status bat species, burrowing owl, CRF and Valley elderberry longhorn beetle. Direct, indirect and cumulative effects were evaluated based on the acreages of habitats present for each segment. The analysis for both Segments 1 and 3 was approved by the agencies. (2001 – 2005)

Sonoma County Regional Parks Department – Prepared several Biological Assessments for projects potentially affecting federally listed species, including nesting bird surveys for the Sonoma Schellville Trail and the Sunset Beach River Access Trail, Habitat Assessments for Cheney Creek Bridge and Guerneville River Park, nesting western pond turtle surveys, roosting bats and raptor surveys for Cloverdale Regional Park and California tiger salamander Site Assessments for Hunter Creek Trail, Schopflin Fields and West County Regional Trials, Phase 9. (2003 – 2008)

Private Developers - Prepared EIR sections and supplemental EIRs for private developers in Alameda, Contra Costa, Monterey, Napa, and San Benito counties, analyzing the cumulative, indirect and direct impacts of the proposed development on special-status species and communities. Identified mitigation for potential impacts and provided plans for monitoring of mitigation areas to reduce these impacts to less than significant. (2001 – Present)

**PAPERS PRESENTED and PUBLISHED:**


# Fee Estimate for CEQA IS/MND & Resource Permitting

City of Novato - Olive Avenue Improvements

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**Notes:** This fee estimate is subject to the Additional Services and General Assumptions/Excluded Services presented in our scope-of-work.
February 24, 2014

Chelsea Phlegar  
GHD  
2235 Mercury Way, Suite 150  
Santa Rosa, CA 95407  

RE: Olive Avenue Widening, City of Novato RFP  

Dear Chelsea:

Thank you for thinking of us for this project. The following is our scope of work for the Olive Avenue Widening Project with the City of Novato.

SCOPE OF WORK

Task 1: Habitat Assessment. Jane Valerius Environmental Consulting and Wildlife Research Associates will review the California Department of Fish and Wildlife (CDFW) California Natural Diversity Database (CNDDB) for special status species occurrences within 5 miles of the proposed project and contact the U.S. Fish and Wildlife Service (USFWS) for a list of federally protected species within the same radius. We will conduct a reconnaissance-level survey of the Olive Drive project site, document the plant and wildlife habitats on site, and identify the potential for any special-status species to be impacted by the project, with special attention paid to special-status amphibians, roosting bats, and nesting bird species, among others. The site visit will include data collection for a delineation of waters of the U.S., including wetlands, as described in Task 2.

We will also assess whether the project has the potential to substantially degrade the quality of the environment, substantially reduce the habitat of plant, fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, or reduce the number or restrict the range of an endangered, rare or threatened species. Project impacts will be evaluated for their direct, indirect and/or cumulative impacts and specific recommendations for mitigation measures for impacts to biological resources reflecting current regulatory standards will be provided.

This scope of work includes incorporation of a single round of comments by the Client and their representatives. Additional revisions and client coordination can be provided as the budget allows and thereafter will be billed on a time and materials basis as required. Our billing rate is $115/hr and mileage is billed at $0.565/mile.

**TASK 1 LABOR AND EXPENSES: $4,640.00**
Task 2: **Delineation of Waters of the U.S., Including Wetlands.** Conduct a delineation of potential wetlands and waters of the United States in accordance with the U. S. Army Corps of Engineer’s (Corps) 1987 manual and the Arid West Supplement for the proposed project. Field work for the delineation is included in Task 1 Habitat Assessment.

A separate delineation report will be prepared that describes the findings of the delineation and can be submitted to the Corps for their jurisdictional determination. The report will include a delineation map, data sheets, and supplemental information to support the delineation analysis. A site visit with the Corps is included in the scope as they usually conduct a site visit to confirm the delineation. The delineation will include all the information required by the Corps to make a formal jurisdictional determination. As part of the report the following information is required:

- A locality map.
- USGS quad sheet or copy with the project boundary outlined.
- Delineation map on an aerial or topographic base.

As we have done on past projects I understand that GHD will provide all of the graphics for the report. I will work with your engineers to produce the delineation map. The following cost estimate includes a site visit with the Corps to verify the delineation plus revisions after the Corps site visit in the event there are any changes.

**TASK 2 LABOR AND EXPENSES: $1,650.00**

Task 3: **Environmental Permitting Assistance:** I can provide assistance with preparing the Section 404 permit from the Corps and a 401 water quality certification from the RWQCB. A Section 1600 Streambed Alteration Agreement from CDFW will not be required as stated in the letter from CDFW dated November 18, 2004 which was submitted for The Village Project, which covers the same area as this project. Also based on the previous authorization letters from the Corps and RWQCB mitigation will be provided in the form of mitigation credits from an approved wetland mitigation bank. This task includes 10 hours of my time to provide agency coordination and permit assistance to GHD for the project.

**TASK 3 LABOR AND EXPENSES: $1,150.00**

**ASSUMPTIONS:**

1. Jane Valerius Environmental Consulting requires access to all project reports, aerial photographs, and maps relating to the site’s environmental resources in order to provide the described scope of services in an efficient manner. It is assumed that Client will provide all necessary site plans, base maps, and grading plans.

2. Client or other project team members shall provide services not included in this scope of work, including: detailed description of the proposed activity, including secondary project features such as access roads, etc., preparation of CAD or other digital drawings, CEQA or NEPA documents, planning, engineering, geotechnical, hazardous waste, cultural resources and hydrologic services. The Client or others shall provide necessary hydrologic studies, including studies of drainage, water table profiles and water quality, necessary for wetlands mitigation planning.
3. This scope of work is provided as complete. Related services not included in this scope may include, but are not limited to, focused wildlife or plant surveys other than those described above, analysis of impacts, extensive or protracted agency negotiations, beyond what is described, development of conceptual or detailed mitigation plans, attendance at any meetings other than those described, additional team coordination, completion or review of any CEQA or NEPA documentation, response to comments, additional client or agency coordination, presentations, or attendance at public hearings.

4. No guarantees, expressed or implied, are made by Jane Valerius Environmental Consulting regarding final approval or acceptance by agencies of survey results, project plans, or mitigation measures.

COMPENSATION AND TERMS

Jane Valerius Environmental Consulting can perform the services described in the above tasks described in this proposal on a time-and-materials basis. All expenses, such as mileage, postage, fax, etc. will be billed at direct cost to the client. The proposed fee is for the herein-described services only. Any additional services requested by Client, such as attendance at additional meetings, will be considered “extra services” and will be billed at rates currently in effect at the time services are performed. Extra services will not be performed without verbal and/or written authorization from Client. Invoices will be submitted on a monthly progress basis.

I am prepared to proceed with the services described upon receipt of a signed copy of a contract of your choosing. I look forward to working with you on this project.

Sincerely,

Jane Valerius
Botanist/Wetland Ecologist
PROJECTS NAME: Olive Avenue Improvements, Phase III, CIP No. 97-001
PROJECTS LOCATIONS: Olive Avenue from Redwood Boulevard to Railroad Avenue.

LOCATION MAP
**Olive Avenue Improvements, Phase III**

**Project No.:** 97-001  
**Base Code:** 431

**Funded**

**Project Objective:** To improve the sight distance across the railroad tracks, replace failing drainage facilities, provide a storm water treatment outfall structure and rehabilitate the pavement along Olive Avenue between Redwood Boulevard and Railroad Avenue.

**Project Description and Background:** Improvements to the northerly side of Olive Avenue, between Redwood Boulevard and the railroad tracks, will be constructed by the City. Drainage enhancements will include a new storm drain from Redwood Blvd. to the railroad tracks. The rebuilding of the railroad tracks will be accomplished by Sonoma Marin Area Rail Transit (SMART). Widening the railroad crossing will require negotiations with SMART, owner of the tracks.

**Basis for Cost Estimate:** Project development costs are based on actual amounts and an estimate to complete the design. Construction costs are based on a preliminary estimate of contract quantities and recent bid prices. Construction management costs are estimates for inspection and material testing.

**Basis for Schedule:** Project development is far enough along to allow the City to coordinate the design of the railroad crossing with the development's frontage improvements, and the railroad tracks reconstruction. The project will be on hold until SMART moves forward with their improvements. The project is tentatively scheduled to begin construction in the spring of 2014.

**Revenue Considerations:** Measure B was replaced with Measure A as Measure B funds needed to be expended by March 2012. Development Impact Fees Drainage will fund the drainage improvements.

### Project Expenditure

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City of Novato Adopted Budget 2013/14 – Page 361