



ENVIRONMENTAL CONSULTANTS  
Sound Science. Creative Solutions.®

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May 9, 2022

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

**Re: Change Order No. 4: Scope and Cost Estimate to Provide a Final Evaluation of Lots 9 through 11 of the Highland Estates Subdivision Project**

Dear Ms. Leung:

In accordance with your request, SWCA Environmental Consultants (SWCA) is pleased to submit a change order scope of work and cost estimate to the County of San Mateo Building and Planning Department (County) to provide a final evaluation of Lots 9 through 11 for the Highland Estates Subdivision (project) in San Mateo County, California. To continue providing support to the County for Lots 9 through 11, SWCA proposes the following scope of work and cost estimate.

## **TASK 1: SITE INSPECTIONS**

SWCA's compliance monitor will conduct up to two 6-hour site inspections, inclusive of travel time, to review compliance with the project's building plans, Mitigation Monitoring and Reporting Program (MMRP), and Conditions of approval (COA). Such items that will be evaluated during the site walks include but are not limited to appropriate landscaping, tree replacement, and lighting. SWCA assumes the County and the permittee will attend one of the two site walks. To the greatest extent possible, SWCA will schedule the two site inspections on the same day of other site visits near the project to reduce travel time and costs.

## **TASK 2: FINAL COMPLIANCE MATRIX**

SWCA will update the project's Environmental Compliance Matrix following the final site inspections to document the compliance status of each requirement outlined in the MMRP and COA. SWCA will submit the Final Compliance Matrix to the County via email. SWCA assumes no revisions will be required to the Environmental Compliance Matrix following final submittal and that no additional reporting will be required beyond the Environmental Compliance Matrix.

## **TASK 3: COMPLIANCE COORDINATION**

SWCA will provide up to 15 hours of staff time to coordinate with the County and/or the permittee prior to and after the site inspections identified in Task 1. Coordination time may include, but is not limited to requesting documents, communicating compliance issues and/or resolution, and other communications regarding the final evaluation.

## **SCHEDULE**

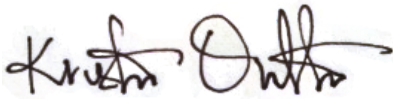
SWCA assumes that the final evaluation will be required in May 2022. SWCA is ready to begin work upon receipt of an executed change order.

## COST ESTIMATE

Based on an understanding of the project and a thorough estimate of the attendant labor and direct costs, SWCA proposes an additional time-and-materials budget not to exceed **\$6,175** (Table 1). Tasks billed against this additional budget will be charged at the hourly rates in Exhibit A of the contract for the time spent, with dates, staff, and time to be outlined in the invoices. The proposed costs are valid for 30 days from the date of this change order request.

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

Sincerely,



Kristen Outten  
Senior Biologist/Project Manager



Laura Moran  
Bay Area Director

**Table 1: Total Estimated Project Cost**

<b>Compliance Monitoring Cost Estimate</b>				
<b>Labor</b>				
<b>Project Role</b>	<b>Name</b>	<b>Rate*</b>	<b>Hours</b>	<b>Charge</b>
Project Manager / Compliance Manager	Kristen Outten	\$193.00	22	\$4,246
Project Coordinator	Jennifer Torre	\$193.00	0.5	\$97
Compliance Monitor	Jessica Henderson-McBean	\$137.00	12	\$1,644
<b>Labor Total</b>			<b>34.5</b>	<b>\$5,987</b>
<b>EXPENSES (includes 15% markup)</b>				
<b>Description</b>	<b>Unit</b>	<b>Rate</b>	<b># of Units</b>	<b>Charge</b>
Mileage	Per Mile	\$.585	280	\$188
<b>Expense Total</b>				<b>\$188</b>
<b>Total Cost</b>			<b>\$6,175</b>	