

January 29, 2026  
(P26-016.04)

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**Subject:      *New Task Order to Provide Cultural Resources Support Services for the Airport Commercial Center Project, City of Clearlake County, California***

Greetings:

ECORP Consulting, Inc. is pleased to provide this proposal for cultural resources support services for the Airport Commercial Center Project in the City of Clearlake in Lake County, California. The Scope of Work and Cost Estimate below provide the technical approach and costs proposed by ECORP for this effort. Important costing assumptions follow.

## **SCOPE OF WORK**

The City of Clearlake proposes to construct a commercial center between Old Highway 53 and realigned Highway 53 within the Former Pearce Airport property. The Project area is approximately 51 acres. The City has established consultation procedures that provide the Koi Nation, Elem Indian Colony of Pomo Indians of the Sulphur Bank Rancheria, and Middletown Rancheria of Pomo Indians an opportunity to comment on the project and be involved in the cultural studies associated with the Project. ECORP recommends reaching out to the tribes early in the planning process and continue interacting in good faith with the tribes throughout the Project.

### ***Task 1 – Project Meetings/Tribal Coordination***

Prior to beginning the project, ECORP will coordinate meetings between each of the three tribes and the City to discuss project details. ECORP will coordinate one meeting per tribe. This task includes ECORP's attendance at three 1-hour meetings between each of the respective tribes and the City.

ECORP will coordinate with the City and each of the tribes to be present during all fieldwork activities. Upon the results of the fieldwork, ECORP will coordinate meetings between the tribes and City to discuss the results. ECORP assumes all three tribes will request a meeting, therefore, this task includes three 1-hour meetings. This Task includes two one-hour meetings between each of the three tribes and the City, for a total of six meetings. The results of these meetings will be documented and provided to the City. An estimate for the cost of tribal participation is provided.

ECORP will also coordinate up to three project meetings with the City. These meetings will provide updates about the project and during these meetings ECORP will provide recommendations for next steps throughout the project.

### **Task 2 – Cultural Resources Inventory Letter Report**

ECORP will conduct a cultural resources inventory of the Project Area. The cultural resources inventory will be conducted under the direct supervision of a Registered Professional Archaeologist who meets the Secretary of the Interior's Professional Qualifications Standards for prehistoric and historic archaeology. This study will be conducted pursuant to compliance with the California Environmental Quality Act (CEQA) and Section 106 of the National Historic Preservation Act.

The scope of work for the cultural resources inventory includes a records search of the California Historical Resources Information System (CHRIS) and literature review for the Project Area. ECORP will request a records search of the CHRIS from the Northwest Information Center (NWIC) located at California State University-Sonoma. The CHRIS records search will identify the locations and extent of previous surveys conducted within 0.5 mile of the Project Area and will determine if there are any known cultural resources (i.e., pre-contact [prehistoric] or historic archaeological sites or historic-period features) located within or near the Project Area. In addition, the records search will identify resources listed on or determined eligible for listing on the National Register of Historic Places (NRHP) and/or the California Register of Historical Resources (CRHR) located within or near the Project Area. This scope and cost includes 2 days for ECORP to review agency records, county registers, and pertinent museum and library archives to ensure that all applicable information is obtained.

ECORP will also request a search of the Sacred Lands File from the NAHC. The Sacred Lands File search will identify any known sensitive or sacred Native American resources located within or near the Project Area. It should be noted that the Sacred Lands File search and tribal participation in this study will not constitute consultation in compliance with Senate Bill (SB) 18, Assembly Bill (AB) 52, or Section 106 of the National Historic Preservation Act (NHPA). SB 18, AB 52, and Section 106 consultation are separate processes from cultural resources technical studies and are not included in this scope of work.

ECORP will complete an intensive field survey of the Project Area using pedestrian transect intervals spaced 10 to 15 meters apart, where possible. An ECORP archaeologist will closely examine the Project Area for surface evidence of cultural materials, including pre-contact and historic-period (i.e., over 50 years of age) cultural deposits and features. ECORP assumes up to three resources will be recorded within the Project Area as a result of the field survey and will be documented and mapped in detail in accordance with the standards of the California Office of Historic Preservation (OHP). Tribal representatives will be afforded the opportunity to be present in the field survey, and an estimated cost associated with their participation has been included in the budget.

ECORP will prepare a cultural resources inventory letter report that documents the methods and results of the CHRIS records search, Sacred Lands File search, and field survey. The report will describe any cultural resources within the Project Area in detail. The report will also present recommendations for further work, if needed. All correspondence with the NAHC will be provided as an attachment to the report. If cultural resources are identified inside the Project Area as part of the inventory, the report will provide brief descriptions only and ECORP will provide a contract amendment proposal to record, map, and evaluate their significance under state and federal law. ECORP will afford participating tribal representatives an opportunity to review the draft report and provide comments.

**Task 2 Deliverables:**

- ◆ *Cultural resources inventory letter report*

**Task 2 Schedule:**

- ◆ *ECORP will submit the deliverable to the Client within 90 calendar days of the receipt of a notice to proceed and all required data needs. This schedule may be affected and/or delayed by third parties, including the California Historical Resources Information System, or if the data needs specified below are not provided at the time of contract execution. ECORP will strive to provide the deliverable sooner than anticipated, but reserves the right to use the entire timeframe specified herein, subject to the stated assumptions.*

**Task 2 Data Needs:**

*In order to submit a deliverable under the schedule provided above, ECORP will require receipt of the following information:*

- ◆ *Boundary files: the client (or its Agent) will provide an AutoCAD file(s) or ESRI shapefile(s) of the project footprint/impact areas as closed polyline or polygon features. ECORP requests that the AutoCAD or ESRI GIS file(s) be provided in a defined and clearly stated coordinate system, with project footprint/impact areas clearly designated on either single layer, or on multiple layers, with clear direction given to what layers constitute the project footprint and or impact areas.*
- ◆ *Project description: the client (or its Agent) will provide a written description of the project, including a description of the depths of disturbance and type of activity being proposed, to the level of detail known at the time of contract execution.*

**Task 3 – Historic-era Structure Evaluation (Optional Task)**

Based on preliminary research, ECORP has identified two historic-era structures associated with the Piercer Airport and Old Highway 53, which meet the age threshold to be a cultural resource (50 years). Pursuant to compliance with CEQA, and Section 106, if authorized, ECORP will document and evaluate these resources for eligibility for the National Register of Historic Places (NRHP) and California Register of Historical Resources (CRHR). Any other archaeological resources encountered during the survey may require a change order to properly record and evaluate the resources.

### **Task 4 – Sub-surface Testing**

ECORP will complete approximately 20 shovel test units (STP) throughout the Project Area to determine if sub-surface archaeological components are present, as well as their depth and spatial extent. The testing will be Before initiating testing, in accordance with CDC 4216.2, ECORP will contact USA North to mark the locations of any buried utility lines or to provide clearance for buried utilities. ECORP will mark the proposed testing locations with white pin flags and/or white spray paint before calling in the ticket.

Once utility clearance has been received, ECORP will carry out subsurface testing. The methods to be employed will be shovel tests. The final number, location, and depth of each will be determined by the principal investigator in real time, based on observed subsurface deposits, with the goal of only excavating to the extent necessary to inform project design. Each excavation location will be mapped with a submeter GPS receiver. The STPs will be 30 cm by 30 cm and extend until sterile soil is reached or 80 cm in depth. Recovered artifacts will be recorded and returned to the corresponding STP. The results of testing will be added to inventory letter report. If additional testing is required, ECORP will submit a scope and cost to cover the additional work. ECORP will invite a representative from each of the three tribes to observe the testing and the estimated cost for their participation is included.

### **Task 5 – AB 52 Tribal Consultation Assistance**

The tribal coordination tasks listed above are part of an agreement with the City and the Tribes and do not constitute AB52 consultation. ECORP will assist the CEQA lead agency in consulting with California Native American tribes under Assembly Bill 52 (AB 52). At the direction and discretion of the lead agency, ECORP may use this budget to assist in drafting consultation letters, coordinate tribal meetings, maintain the AB 52 administrative record, author CEQA sections, and provide technical support to the agency in determining whether or not Tribal Cultural Resources will be significantly impacted by the project. It is assumed that these meetings will be reduced considering the above tasks.

This cost estimate is provided on a time and materials, "best efforts" basis as requested by the lead agency for any number of individual projects. If the consultation requests from the tribes or services requested from the lead agency will require more effort that will exceed the budget provided herein, then a contract change order would be required to complete the scope and AB 52 consultation.

### **Task 999 – Technical Assistance/Client Requests**

During the course of the project, as needed, ECORP will attend project meetings or conference calls with the client and project planning team and/or lead agencies, provide general technical support, prepare project status reports and updated schedules, and maintain appropriate communication with the client, team members, and subconsultants. This is an as-needed task, billed as time and materials. If the number or type of requests for out-of-scope assistance exceeds what can be accommodated by

this budget, based on a best-efforts basis, then a contract amendment would be needed in order to respond.

## COST ESTIMATE

The cost will be billed on a TIME AND MATERIALS basis. The cost estimates to complete the work are presented in the following table. ECORP reserves the right to flex the budget between and among line items and comparable staff to reflect the actual distribution of effort required.

**Table 1 – Cost Estimate**

Activity/Task(s)	Cost (\$)
Task 001 – Project Meetings/Tribal Coordination	\$8,500
Tribal Participation	\$2,000
Task 002 – Cultural Resources Inventory Letter Report	\$18,600
Tribal Participation	\$4,700
Task 003 – <i>Historic-era Structure Evaluation (Optional Task)</i>	\$9,200
Task 004 – Sub-surface Testing	\$30,600
Tribal Participation	\$14,000
Task 005 – AB 52 Tribal Coordination Assistance	\$2,500
Task 999 – Technical Assistance/Client Requests	\$2,000
<b>TOTAL COST ESTIMATE (INCLUDING TRIBAL PARTICIPATION &amp; OPTIONAL TASK)</b>	<b>\$92,100</b>

### Costing Assumptions

- ◆ The cost proposal is presented on a Time-and-Materials basis.
- ◆ Cost and schedule estimates are based on our best judgment of the requirements known at the time of the proposal and can be influenced favorably or adversely by Client needs and other circumstances, including agency or other delays. ECORP will perform the services and accomplish the objectives within the presented costs and schedule. However, if the scope of work or schedule changes, ECORP will offer separate proposals for any out-of-scope work.
- ◆ ECORP Consulting, Inc. assumes that, by receipt of notice to proceed, full access to the property will be provided by the Client, including keys to locked gates and advance notice to existing property tenants of our right of entry.
- ◆ ECORP Consulting, Inc. shall not be held responsible for work delays or cancellations caused by strikes, accidents, acts of God, delays imposed by the Client, or other delays beyond the control of ECORP Consulting, Inc.
- ◆ If the client elects to combine Tasks 2 and 4, ECORP estimates a cost savings of approximately \$2,000.

- ◆ A rate sheet from each of the three tribes (Koi Nation, Elem Indian Colony and Middletown) has not been provided, therefore, the costs associated with tribal participation have been estimated to the best of ECORP's ability. If tribal participation is more than what is budgeted, a cost amendment may be needed.
- ◆ The letter report specified in this scope and cost meets the requirements of CEQA, if the involvement of a federal agency is required, this letter report may need to be expanded to fulfill federal requirements.
- ◆ The fee for records search information at the California Historical Resources Information Center has been estimated herein; however, the actual cost of the information will not be known until after the Information Center provides the information. Client agrees to pay the full fee from the Information Center in accordance with the Rate Schedule.
- ◆ In compliance with the terms of agreement between ECORP and the California Office of Historic Preservation, one unbound copy of the final report will be submitted to the appropriate confidential OHP Information Center within 60 days of completion, where it will be archived and remain confidential (accessible only by qualified archaeologists; note that this is required, regardless of project status, and does not affect project approval).
- ◆ It is assumed that ECORP Consulting, Inc. can use and rely on the data and information contained in the project related documents provided by the Client. ECORP Consulting, Inc. will not perform a technical review of these documents, and will not be responsible for the content or accuracy of these studies.
- ◆ Change orders will be issued and signed by the Client and ECORP Consulting, Inc. before starting additional work not provided for in the original proposal. If the Client's authorized representative is not available for a signature, the additional out-of-scope work will not commence until the change order is signed.
- ◆ This cost is valid for a period of 90 days from the date of this proposal. Beyond 90 days, ECORP Consulting, Inc. reserves the right to reevaluate the cost.
- ◆ Color copies, equipment, and other direct expenses are reimbursed with a 14% administrative handling charge (excluding mileage). These charges are included in the cost estimate, above.
- ◆ Subcontractor expenses (if any) are reimbursed with a 12% administrative handling charge. These charges are included in the cost estimate above.
- ◆ Mileage is reimbursed at the current IRS rate. These charges are included in the cost estimate above.

Thank you for the opportunity to submit this proposal. If you have any questions regarding this proposal, please call me at (916) 782-9100.

Sincerely,  
**ECORP Consulting, Inc.**



Christa Westphal, M.A., RPA  
Senior Archaeologist/Northern California Cultural Resources Assistant Group Manager

Attachment: Fee Schedule

## SCHEDULE FOR PROFESSIONAL SERVICES ECORP Consulting, Inc. – 2026 Rates<sup>1</sup>

Principal V .....	\$450
Principal IV .....	\$370
Principal III.....	\$315
Principal II.....	\$270
Principal I.....	\$250
Professional XI.....	\$270
Professional X.....	\$245
Professional IX.....	\$225
Professional VIII .....	\$210
Professional VII .....	\$195
Professional VI .....	\$185
Professional V .....	\$175
Professional IV .....	\$160
Professional III.....	\$145
Professional II.....	\$135
Professional I.....	\$125
Technician IV .....	\$120
Technician III .....	\$115
Technician II .....	\$105
Technician I .....	\$95
Project Admin III.....	\$135
Project Admin II.....	\$115
Project Admin I.....	\$105

<sup>1</sup>Technical and Professional classifications include biologists, regulatory permitting specialists, archaeologists, architectural historians, paleontologists, air quality/greenhouse gas specialists, noise specialists, planners, CEQA/NEPA specialists, GIS Specialists, UAS pilots, and other technical professionals.

### **Expense Reimbursement/Other:**

1. Computer, facsimile, and telephone are included in the billing rates, and there is no additional charge.
2. Reproduction, equipment and other direct expenses are reimbursed at cost plus a 14% administrative handling charge (excluding mileage).
3. The hourly rates for Subconsultants will be billed at the hourly rate indicated, plus a 12% administrative handling charge.
4. Mileage will be billed at the current IRS rate, adjusted annually.
5. Per Diem, depending upon location, may be charged where overnight stays are required.
6. Expert Witness Testimony, including Depositions, is billed at time and a half.
7. Non-standard invoicing will be billed at the hourly rates for support personnel.
8. Hourly rates will escalate at a rate of 3% per annum.