



Date: September 17, 2024

To: Nicolle Burnham
Director
Town of Los Gatos – Parks and Public Works
41 Miles Avenue
Los Gatos, CA 95030

From: Will Johnson, M.S.
Climate Resiliency & Restoration Program Manager
Sequoia Ecological Consulting, Inc.

RE: **Town of Los Gatos Vegetation Management Plan Project Specific Analysis (PSA)
Additional Scope – September 2024**

Scope of Work

Task 1: Perform Additional Project Coordination

Sequoia will provide additional hours of project management time to successfully submit the Town of Los Gatos (Town) Vegetation Management Plan (VMP) PSA, implement and coordinate necessary survey efforts, and generally guide the process beyond those efforts originally outlined in the base scope of work.

Assumptions:

- Budget assumes 10 additional meetings than what is covered in the base scope. Weekly meetings will be one (1) hour and virtual. Both the Program Manager and Project Manager will attend the meetings.

Task 2: Prepare Notice of Determination & Assist in Submitting Project PSA

Sequoia will review all previously created PSA materials for completeness and compliance, and then assist the Town in packaging and submitting them to the Board of Forestry and CAL FIRE. Sequoia will prepare a Notice of Determination (NOD) in accordance with Section 15094 of the California Environmental Quality Act (CEQA) Guidelines. The Town will need to file the NOD with the County Clerk. Sequoia will attend a site visit of the project sites with California Department of Fish and Wildlife (CDFW), U.S. Fish and Wildlife Service (USFWS), and the Town if requested. Costs have been included for this one (1) field meeting for the Program Manager and Project Manager (if a field meeting is necessary).



Deliverables:

- Assist in delivering the Project Specific Analysis (PSA) for the Town of Los Gatos VMP to the Board of Forestry and CAL FIRE.
- Notice of Determination in PDF format.

Assumptions:

- The Town will provide all relevant materials associated with the PSA, including GIS shapefiles, drafts, forms and other materials that were generated by the previous environmental consulting firm for the PSA effort.
- We assume materials have been proof-checked and that agencies have been previously consulted on the content and elements. We do not assume any level of effort for edits, revisions or changes to the PSA. **Additional efforts to make edits or revisions will be scoped separately.**
- The Town will provide applicable NOD filing fees via a reimbursable expense on Sequoia's invoice.

Task 3: Perform Rare Plant Surveys per California Vegetation Treatment Program (CalVTP) Specific Project Requirement (SPR) BIO-7

Sequoia will review findings from the PSA reconnaissance surveys previously conducted (2023) to effectively eliminate unsuitable habitat for species and plants that will not require further analysis. This could lead to a potentially smaller survey area and effort for rare plant surveys. This could also identify areas that the Town's contractor can effectively begin work in during the fall/winter 2024 season, after pre-treatment surveys have been completed. Otherwise, in suitable habitat areas, per the CalVTP, Sequoia understand bloom-period appropriate rare plant surveys for rare species anticipated to occur must occur prior to treatment efforts.

Per the CalVTP, Sequoia understands that if target special-status species is an herbaceous annual, stump-sprouting, or geophyte species, the treatment may be carried out during the dormant season for that species, or when the species has completed its annual lifecycle without conducting presence/absence surveys provided the treatment will not alter habitat or destroy seeds, stumps, or roots, rhizomes, bulbs and other underground parts in a way that would make it unsuitable for the target species to reestablish following treatment. Therefore, it may be possible to reduce survey efforts pending evaluation of species occurrence, phenology, and PSA treatment methods (excavation/disturbance vs. light-on-land approach).



A Sequoia botanist will perform a protocol-level survey following California Department of Fish and Wildlife (CDFW) Protocols for Surveying and Evaluating Impacts to Special Status Native Plant Populations and Sensitive Natural Communities” (current version dated March 20, 2018) of the treatment area for sensitive natural communities and sensitive habitats. Sensitive natural communities will be identified using the best means possible, including keying them out using the most current edition of A Manual of California Vegetation (including updated natural communities data at <http://vegetation.cnps.org/>), or referring to relevant reports (e.g., reports found on the VegCAMP website). Surveys will be conducted in a manner which maximizes the likelihood of locating special status plants and sensitive natural communities. They will be floristic in nature meaning that every plant taxon that occurs is identified to the taxonomic level necessary to determine rarity and listing status. The extent of the survey may include adjacent or adjoining properties where project effects could occur – it is important to not restrict surveys to known locations of special status plants. Surveys will consist of walking through both the survey areas and as much of the treatment areas as possible.

Parallel survey transects may be necessary to ensure thorough survey coverage in some habitats. Sequoia will identify plants in the field. If any special status plants or sensitive natural communities are found during these surveys, Sequoia will flag and map them using a combination of methods including ArcGIS Field Maps, CalFlora Weed Observer, and/or another GPS mapping software (e.g., Avenza). Sequoia will take detailed notes and record all information as required by CDFW protocols (e.g., location description, site-specific characteristics, number of individuals, percentage of each special status plant and associated life stage characteristics, density of special status plants and digital images of special status plants and sensitive natural communities).

The botanist will map and digitally record, using a Global Positioning System (GPS), the limits of any potential sensitive habitat and sensitive natural community identified in the treatment area.

Deliverables:

- Sequoia will summarize results from the completed surveys. A separate report will not be generated. The team will follow CDFW protocols and will submit all required documentation to the CDFW as required.

Assumptions:

- The Town will provide Sequoia with geodata of Project and survey areas as GIS Shapefile or Google Earth .kmz file, including the following layers: treatment area boundaries with roads and trails, treatment area habitat types, and any other relevant GIS products associated with the development of the PSA in general.



Task 4: Perform Pre-field Research and Archaeological Surveys per SPR CUL-1 through SPR CUL-5 & SPR CUL-8

Sequoia's cultural resource sub-consultant Montrose will perform CalVTP Programmatic EIR Standard Project Requirements (SPRs) CUL-1 through CUL-5 and SPR CUL-8 including: records search, pre-field research, an archaeological survey, coordination with Native American groups (already included under base scope; this cost omitted from this additional work proposal), worker training to recognize sensitive cultural resources (if necessary, already included in base scope), and avoiding or protecting known resources.

Montrose will conduct pre-field research and conduct a site-specific survey of the treatment area. The purpose of pre-field research is to inform survey design, based on the types of resources likely to be encountered within the treatment area, and to be prepared to interpret, record and evaluate these findings within the context of local history and prehistory. Pre-field research includes reviewing records, studying maps, reading pertinent ethnographic, archaeological and historical literature specific to the area. The survey methodology (e.g., pedestrian survey, subsurface investigation) depends on whether the area has a low, moderate, or high sensitivity for resources, which is based on whether the records search, pre-field research, and/or Native American consultation identifies archaeological or historical resources near or within the treatment area. A survey report will be completed for every cultural resource survey completed.

A record search at the Northwest Information Center, Sonoma State University, will be requested that includes the treatment areas and a quarter-mile buffer. Montrose will submit a Sacred Lands Request to the Native American Heritage Commission (NAHC) for a list of local tribes and, upon receipt, draft a contact letter for Sequoia and the Town for review. The final letter will be sent to each contact requesting information on Tribal Cultural Resources, if any, that may be impacted by project actions. Montrose will send the letters via the U.S. mail with a certified return receipt, and also email the letter to each tribal contact. Follow-up emails will be sent approximately two weeks later.

In accordance with SPR CUL-4 (Archaeological Surveys) of the CalVTP EIR, Montrose archaeological staff will conduct archaeological surveys of proposed treatment areas. The current fuel reduction treatments cover approximately 194 acres. The record search and Native American consultation process will help to determine which areas have a low, moderate, or high sensitivity for resources and dictate the appropriate survey methodology (e.g., more intensive survey or more cursory inspection). Slope percentage and distance to water sources will be used to adjust field efforts, depending on a modeled probability of encountering archaeological deposits. Field staff will use GPS devices and ESRI Field Maps to accurately record any cultural resources encountered. Location maps and sketch maps associated with the forms will utilize ArcGIS Pro software and Adobe Illustrator, as needed. A Cultural Resources Assessment Report will be prepared to report the methods and findings of the study.



Deliverables:

- Report(s) summarizing results from archaeological survey.
- Draft and final tribal contact letters (electronic only).

Assumptions:

- The Town will provide all relevant materials associated with the PSA, including GIS shapefiles, drafts, forms and other materials that were generated by the previous environmental consulting firm for the PSA effort.
- Montrose will respond to one round of comments on the draft letter from the Town.
- Up to one virtual meeting with any Tribe requesting consultation on Tribal Cultural Resources.
- No more than 4 pre-contact or post-contact archaeological sites will be identified and recorded using California Department of Parks and Recreation (DPR) Primary Record standards.
- Two days in the field is expected for two archaeologists.
- Montrose will respond to one round of comments on the draft Cultural Resources Assessment Report from Sequoia and one from the Town.
- No isolated object will be recorded. Refuse scatters will be recorded if they contain more than 6 cans or bottles within a 100-meter square area.
- No built environment element will be recorded; all such resources are assumed to be avoided by project actions.
- No cultural resources will be evaluated for significance under the California Register of Historical Resources (CRHR)1 criteria as part of this scope of work. It is assumed all identified archaeological resources and built environment features or structures will be avoided by project actions. Any potentially eligible historical resource that cannot be avoided will require additional scope and costs to evaluate under CRHR criteria.

Cost

Sequoia anticipates providing services as not-to-exceed total amounts, on a **time-and-materials basis using established rates**. The estimated costs for the scope of work outlined above are as follows:



Task	Cost
Task 1. Additional Project Coordination	\$ 4,195
Task 2. Prepare Notice of Determination & Assist in Submitting PSA	\$ 4,846
Task 3. Rare Plant Surveys per SPR BIO-7	\$ 9,087
Task 4. Perform Pre-field Research and Archaeological Surveys per SPR CUL-1 through SPR CUL-5 & SPR CUL-8	\$ 31,062
TOTAL	\$ 49,190

Sincerely,

Will Johnson | Climate Resiliency & Restoration Program Manager

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Environmental Services	2024	2025	2026	2027	2028	Env. Project Mgm't.	2024	2025	2026	2027	2028
Field Technician 1	\$90	\$95	\$99	\$104	\$109	Assistant Project Manager 1	\$165	\$173	\$182	\$191	\$201
Field Technician 2	\$105	\$110	\$116	\$122	\$128	Assistant Project Manager 2	\$170	\$179	\$187	\$197	\$207
Field Technician 3	\$115	\$121	\$127	\$133	\$140	Assistant Project Manager 3	\$175	\$184	\$193	\$203	\$213
Staff Biologist 1	\$120	\$126	\$132	\$139	\$146	Project Manager 1	\$180	\$189	\$198	\$208	\$219
Staff Biologist 2	\$125	\$131	\$138	\$145	\$152	Project Manager 2	\$185	\$194	\$204	\$214	\$225
Staff Biologist 3	\$130	\$137	\$143	\$150	\$158	Project Manager 3	\$190	\$200	\$209	\$220	\$231
Associate Biologist 1	\$135	\$142	\$149	\$156	\$164	Project Manager 4	\$200	\$210	\$221	\$232	\$243
Associate Biologist 2	\$140	\$147	\$154	\$162	\$170	Project Manager 5	\$210	\$221	\$232	\$243	\$255
Associate Biologist 3	\$145	\$152	\$160	\$168	\$176	Project Manager 6	\$220	\$231	\$243	\$255	\$267
Project Biologist 1	\$150	\$158	\$165	\$174	\$182	Senior Project Manager 1	\$230	\$242	\$254	\$266	\$280
Project Biologist 2	\$155	\$163	\$171	\$179	\$188	Senior Project Manager 2	\$240	\$252	\$265	\$278	\$292
Project Biologist 3	\$160	\$168	\$176	\$185	\$194	Senior Project Manager 3	\$250	\$263	\$276	\$289	\$304
Resource Specialist 1	\$165	\$173	\$182	\$191	\$201	Program Manager 1	\$260	\$273	\$287	\$301	\$316
Resource Specialist 2	\$170	\$179	\$187	\$197	\$207	Program Manager 2	\$270	\$284	\$298	\$313	\$328
Resource Specialist 3	\$175	\$184	\$193	\$203	\$213	Program Manager 3	\$280	\$294	\$309	\$324	\$340
Senior (Sr.) Biologist 1	\$180	\$189	\$198	\$208	\$219	Principal 1	\$290	\$305	\$320	\$336	\$352
Sr. Biologist 2	\$185	\$194	\$204	\$214	\$225	Principal 2	\$300	\$315	\$331	\$347	\$365
Sr. Biologist 3	\$190	\$200	\$209	\$220	\$231	Principal 3	\$310	\$326	\$342	\$359	\$377
Sr. Scientist 1	\$200	\$210	\$221	\$232	\$243	Senior Principal 1	\$320	\$336	\$353	\$370	\$389
Sr. Scientist 2	\$210	\$221	\$232	\$243	\$255	Senior Principal 2	\$330	\$347	\$364	\$382	\$401
Sr. Scientist 3	\$220	\$231	\$243	\$255	\$267	Senior Principal 3	\$340	\$357	\$375	\$394	\$413
Sr. Technical Specialist 1	\$230	\$242	\$254	\$266	\$280	Geographic Information Services (GIS)					
Sr. Technical Specialist 2	\$240	\$252	\$265	\$278	\$292	GIS Technician 1	\$135	\$142	\$149	\$156	\$164
Sr. Technical Specialist 3	\$250	\$263	\$276	\$289	\$304	GIS Technician 2	\$145	\$152	\$160	\$168	\$176
Sr. Regulatory Specialist 1	\$260	\$273	\$287	\$301	\$316	GIS Technician 3	\$155	\$163	\$171	\$179	\$188
Sr. Regulatory Specialist 2	\$270	\$284	\$298	\$313	\$328	GIS Analyst 1	\$165	\$173	\$182	\$191	\$201
Sr. Regulatory Specialist 3	\$280	\$294	\$309	\$324	\$340	GIS Analyst 2	\$175	\$184	\$193	\$203	\$213
Botanist/Arborist Services						GIS Analyst 3	\$185	\$194	\$204	\$214	\$225
Botanist/Arborist 1	\$135	\$135	\$142	\$149	\$156	GIS Project Manager 1	\$200	\$210	\$221	\$232	\$243
Botanist/Arborist 2	\$150	\$150	\$158	\$165	\$174	GIS Project Manager 2	\$210	\$221	\$232	\$243	\$255
Botanist/Arborist 3	\$165	\$165	\$173	\$182	\$191	GIS Project Manager 3	\$220	\$231	\$243	\$255	\$267
Sr. Botanist/Arborist 1	\$185	\$185	\$194	\$204	\$214	GIS Specialist 1	\$230	\$242	\$254	\$266	\$280
Sr. Botanist/Arborist 2	\$200	\$200	\$210	\$221	\$232	GIS Specialist 2	\$240	\$252	\$265	\$278	\$292
Sr. Botanist/Arborist 3	\$215	\$215	\$226	\$237	\$249	GIS Specialist 3	\$250	\$263	\$276	\$289	\$304
Administrative Support Services						GIS Program Manager 1	\$260	\$273	\$287	\$301	\$316
Clerical	\$110	\$116	\$121	\$127	\$134	GIS Program Manager 2	\$270	\$284	\$298	\$313	\$328
Project Administrator	\$135	\$142	\$149	\$156	\$164	GIS Program Manager 3	\$280	\$294	\$309	\$324	\$340
Technical Editor I	\$150	\$158	\$165	\$174	\$182						
Technical Editor II	\$160	\$168	\$176	\$185	\$194						
Technical Editor III	\$170	\$179	\$187	\$197	\$207						
Senior Technical Editor	\$195	\$205	\$215	\$226	\$237						



Other Direct Costs

Regular Vehicle (GSA Rate)	\$0.67/mile
Submeter GPS	\$100/day
UTV and Trailer	\$95/day
Fleet Vehicle	\$95/day
iPad	\$10/day
Wildlife Remote Camera	\$20/ day
Acoustic Bat Monitor	\$35/day
Kayak Kit	\$75/day
Survey Flashlight (Streamlight)	\$12.50/day
Aquatic Survey Sampling Kit	\$25/person/day
Drone/sUAS	\$250/day
Wetsuit	\$70/week
Drysuit	\$195/week
YSI ProDSS Water Quality Meter	\$125/day

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 15% administrative handling charge (excluding mileage).
3. Subconsultants will be billed at their indicated rate plus a 15% administrative handling charge; or the Sequoia labor category commensurate with their role.
4. Depending upon location, Per Diem may be charged where overnight stays are required.
5. Weekly or monthly equipment rates at a reduced amount may be available on a contract-specific basis.
6. Expert Witness Testimony, including Depositions, is billed at the time and half.
7. Non-standard invoice processing will be billed at standard hourly rates for support personnel.
8. Sequoia will review our hourly rates annually and may choose to escalate our rate sheet depending on changes to the cost- of living- index and other factors.
9. Hours beyond 8 hours per day are charged at an overtime rate of 1.5 times our standard hourly rates for qualifying personnel. To comply with California Labor Code 512 and California Code of Regulations 11040, if on-site conditions prohibit personnel from taking required breaks, one additional hour of time will be billed per day for qualifying staff covered under the regulations.