

MEMO

TO: Board of Directors

FROM: Environmental Programs Manager

SUBJECT: Supplemental Information re: Bracken Brae & Forest Springs
- Environmental Services Award of Contract - Agenda Item
12.c

DATE: September 15, 2022

Amended Recommendation

It is recommended that the Board of Directors review this memo and authorize the District Manager to enter into a contract HELIX Environmental Planning, Inc. with a not to exceed amount of \$58,750 for the Bracken Brae & Forest Springs Consolidation - Environmental Services.

Additional Background

After further review of the two proposals received in response to the District's Request for Proposal (RFP) (see Exhibit), it was noticed that HELIX Environmental Planning did not include development of the CEQA analysis as part of its scope and fee sheet, resulting in a lower bid cost of \$43,500. The language of the RFP is ambiguous as to whether proposals must include development of the CEQA analysis. The ambiguity resulted from a legal recommendation to avoid directing potential environmental consultants as to what type of CEQA documentation is required.

In a further effort to obtain comparable proposals from the two consultants, staff and legal counsel allowed HELIX to amend its proposal and fee sheet (see Exhibit). In an effort to provide for fairness and transparency as between the two consultants that submitted proposals, staff informed Panorama Environmental (higher bidding consultant) of these issues and provided copies of both proposals.

Staff believes both consultants have met the requirements stated in the RFP and are capable of completing the environmental services for the project. Thus, staff continues to recommend the lower bid submitted by Helix at \$58.750.

Fiscal Impact:

\$58,750 (reimbursable by grant funding)

Supplemental Exhibits:

District RFP

HELIX Proposal Addendum



REQUEST FOR PROPOSAL

TO PROVIDE:

**ENVIRONMENTAL CONSULTING SERVICES TO THE
SAN LORENZO VALLEY WATER DISTRICT**

PROJECT TITLE:

Consolidation of the Bracken Brae and Forest Springs Mutual Water Companies

RESPONSE DUE BEFORE 3:00 P.M.

ON

August 17, 2022

**San Lorenzo Valley Water District
13060 Highway 9
Boulder Creek, CA 95006
(831) 338-2153**

I. INTRODUCTION

The Consolidation includes consolidation of two small mutual water companies, Bracken Brae Mutual (Bracken Brae) and Forest Springs Improvement and Maintenance Association, Inc. (Forest Springs). The San Lorenzo Valley Water District (District) system will be extended to meet the existing mutual water company systems and those systems will require both CZU fire repairs and other upgrades to bring them up to current Standards and into compliance with current Codes.

The work required will include the design of approximately 1.7-miles of new or replacement water main, two (2) bridge crossings, booster stations, and potable water storage tanks.

The District's intent is to award a contract to a firm qualified to coordinate with resource agencies, complete environmental review and permitting, and conduct environmental oversight during construction.

Partial funding will be provided by the Department of Water Resources' (DWR) Small Community Drought Relief Program. Selected consultant will be required to agree to grant terms.

II. GENERAL INFORMATION

San Lorenzo Valley Water District is a water supplier established in 1941 and serves several communities within the 136 square-mile San Lorenzo River watershed. The District owns, operates, and maintains two permitted water systems. Each service area provides supplies from separate water sources. The North/South Service Area includes the unincorporated communities of Boulder Creek, Brookdale, Ben Lomond, Manana Woods, Scotts Valley and Lompico. The Felton Service Area was acquired by the District from California American Water in September 2008 and includes the town of Felton and adjacent unincorporated areas.

The District's legal boundaries encompass approximately 62 square miles. Land uses include timber, State and regional parks, water supply watersheds, rural residential, low-density urban residential, commercial, quarries, agriculture, and other open space. Within these boundaries, the District's two service areas have a combined area of approximately 29 square miles, made up of the North Service Area (26.7 square miles) and the Felton Service Area (2.2 square miles).

The District relies on both surface water and groundwater resources, including nine currently active stream diversions, one groundwater spring, and eight active groundwater wells. These sources are derived solely from rainfall within the San Lorenzo River watershed.

The scale and complexity of SLVWD's water distribution system reflect the San Lorenzo Valley's rugged topography, dispersed pattern of development, and widely distributed raw water sources. The District's three systems have limited above-ground storage capacity equal to a few days' average use and rely on groundwater for seasonal and year-to-year storage. The District produces and treats water based on relatively immediate water demand.

Bracken Brae serves 24 connections located on Burnside Bend, Wooded Way, Hazel Brake, and Hillside Drive. This area suffered heavily in the CZU fires.

Forest Springs, also known as “The Acorns”, includes 128 connections on Acorn Drive, Knob Hill Drive, Leafwood Drive, Bobcat Lane, Clover Drive, Aspen Lane Roble Road, Ebony Way, Reservoir Road, and Mahogany Way. The proposed tank site is a steeply sloped parcel at the top of Reservoir Road. The existing concrete tanks which are undersized and require replacement are located on this parcel. Elevations on the lot range from ~950 to ~995, per the Santa Cruz County GIS contours. The parcel will require survey to determine optimal tank placement and actual elevation at that site.

III. PROJECT SCOPE OF SERVICES

Project Description

The District proposes to upgrade/install a total of 8,960 +/- lineal feet of water main and to install a new duplex booster pump station in order to consolidate two small mutual water companies, Forest Springs and Bracken Brae, into the District’s system. The scope of work is as follows:

- Replacement of 3,870 lineal feet of existing undersized water main in the San Lorenzo Valley Water District, increased in size for additional domestic and fire flow to the two mutual; this including two bridge crossings.
- Construction of 2,090 lineal feet of water main to provide an interconnection to Bracken Brae, providing domestic and fire flow water supply.
- Construction of 3,000 lineal feet of water line to provide an interconnection to Forest Springs, providing domestic and fire flow water supply.
- Installation of a new duplex booster pump station will be required to pump water to the two mutuals. Both mutuals’ service elevation is higher than SLVWD supplying pressure zone elevation. The District would prefer to create a single pressure zone encompassing both mutuals, allowing for a pump station to be located at or near the low point of the pressure zone, along CA-236. This booster station could be located at an elevation of ~640’, per the Santa Cruz County GIS contours.

A. Preliminary Feasibility, Coordination with Resource Agencies, & Environmental Review/Permitting

1. Review final design and determine permitting needs and level of CEQA analysis.
2. The consultant shall review the available documents and studies that cover the project area (including design and/or other documents). The Consultant shall identify additional studies, consultations and field work necessary to prepare the Initial Study.
3. Conduct biological resource surveys as needed
4. Identify jurisdiction of the US Army Corps of Engineers, California Department of Fish and Wildlife, and the Regional Water Quality Control Board, and other relevant agencies.
5. Coordinate and consult with the appropriate regulatory agencies.

6. Conduct cultural resources surveys as needed.

IV. PROJECT MANAGEMENT AND INFORMATION COLLECTION

1. Consultant shall provide internal project management. Consultant shall assume at least one meeting with District Staff each month during the design portion of the project and additional meetings to review project status at key milestones. Meetings will be held at the District's main office, or virtually.
2. The District intends to publish an RFP for construction of the work identified in this RFP not later than November 1, 2022. Consultant shall propose a project schedule that accommodates this schedule.

V. PROPOSAL REQUIREMENTS

The Proposal shall not exceed 20, 8.5" x 11" single-sided pages excluding resumes, cover letter, dividers, front and back covers. 11" x 17" pages are allowed and will count as two pages. The Proposal must use a font size of 11 or larger and be bound into a single document with the exception of the separately bound fee table. The Responses to this RFP shall be in the following order and shall include:

1. Cover Letter (2 page maximum):

Include a dated cover letter indicating the firms understanding of and interest in the project and summarizing the key components addressed within the Proposal. This document shall be legally binding by a person authorized to represent the firm. Please include name, address, telephone number, email and title for each of these persons.

2. Project Description and Approach (8 page maximum)

- i. Explain the objective of the project, as you understand them, and how you propose to accomplish the recognized goals.
- ii. Describe, in the important aspects of the approach that your firm will take for the services and deliverables to be provided.

3. Identification of Prime Consultant (1 page maximum)

- i. Legal name and address of the company.
- ii. Legal form of company (partnership, corporation).
- iii. If company is wholly owned subsidiary of a "parent company," identify the "parent company."
- iv. Name, title, address and telephone number of person to contact concerning the Response Submittal.
- v. Project team and the discipline/job title of each team member.
- vi. Provide a general description of your firm's background and project qualifications, including years of business, any past bankruptcy filings, and identify any contract or

subcontract by the firm which has been terminated, in default, or had claims made against it that resulted in litigation or arbitration in the last five years.

4. Identification of Sub Consultants, if any (1 page per sub-consultant maximum)
 - i. Legal name and address of the company.
 - ii. Name, title, address and telephone number of prime contact.
 - iii. Number of staff and the discipline/job title of each.
 - iv. Provide a general description of subcontractor's background and project qualifications, including years of business, any past bankruptcy filings, and identify any contract or subcontract by the firm which has been terminated, in default, or had claims made against it that resulted in litigation or arbitration in the last five years.
5. Project Organization and Experience of the Project Team (3 page maximum, not including resumes)
 - i. Describe proposed project organization, including identification and responsibilities of key personnel, including sub-consultants. Include only one-page resumes.
 - ii. Describe the experience of the Project Manager and the experience that the proposed personnel have working on past projects as a team.
 - iii. Describe project management approach to the work effort, locations where work will be done, responsibilities for coordination with the District, lines of communication necessary to maintain design on schedule.
 - iv. Describe the firm's capacity to perform the work within the time limitations, considering the firm's current and planned workload and the firm's current and planned work force.
 - v. Include a statement on what makes your firm uniquely qualified.
6. Experience and Past Performance, Including Cost and Schedule Control (4 page max / 3 projects max)
 - i. Include a summary of the past experience and performance on similar projects. Include the following information:
 1. Owner, contact name and phone number
 2. Project size and description
 3. Project budget and total dollar value of completed project
 4. Budgeted project schedule and total time to completion
 5. Estimated construction costs and actual construction costs
 - ii. Describe the firm's past experience and performance on similar projects. Include the information listed above.

Exceptions to this RFP

The Consultant shall certify that it has fully read the RFP and if the Consultant does take exception(s) to any portion of the RFP, the specific portion of the RFP to which exception is taken shall be identified and explained.

7. Contractual Scope of Services

- i. The Consultant shall provide a detailed scope of services to be provided. This should be responsive to the requested scope of services with additional detail as necessary.
- ii. Prepare a detailed schedule showing all facets of work that will meet the District's objectives and goals in a timely manner.
- iii. Both the Scope and Schedule are anticipated to become attachments to the Contract between the Consultant and the District.

8. Insurance

- i. Without limiting Contractor's indemnification of District, and prior to commencing any Services required under this Agreement, Consultant shall purchase and maintain in full force and effect, at its sole cost and expense, the following insurance policies with at least the indicated coverages, provisions and endorsements:
- ii. Commercial General Liability Policy (bodily injury and property damage): Policy limits are subject to review, but shall in no event be less than, the following:

1. \$1,000,000 Each Occurrence
2. \$1,000,000 General Aggregate
3. \$1,000,000 Products/Completed Operations Aggregate
4. \$1,000,000 Personal Injury
5. Workers' Compensation Insurance Policy as required by statute and employer's liability with limits of at least one million dollars (\$1,000,000) policy limit Bodily Injury by disease, one million dollars (\$1,000,000) each accident/Bodily Injury and one million dollars (\$1,000,000) each employee Bodily Injury by disease.
6. Comprehensive Business Automobile Liability Insurance Policy with policy limits at minimum limit of not less than one million dollars (\$1,000,000) each accident using. Liability coverage shall apply to all owned, non-owned and hired autos.
7. Professional Liability or Errors and Omissions Insurance as appropriate shall be written on a policy form coverage specifically designed to protect against acts, errors or omissions of Consultant. Coverage shall be in an amount of not less than one million dollars (\$1,000,000) per claim/aggregate.

- iii. Prior to commencement of any services under this Agreement, Consultant, shall, at its

sole cost and expense, purchase and maintain not less than the minimum insurance coverage with endorsements and deductibles indicated in this Agreement.

- iv. The Consultant and its subconsultants are required to name the State, its officers, agents and employees as additional insured on their liability insurance for activities undertaken pursuant to this Agreement.
- v. Consultant shall file with District all certificates for required insurance policies for District's approval as to adequacy of insurance protection. The District will require a professional liability insurance verification for coverage of not less than \$1,000,000.00.

9. Total Professional Fee and Fee Schedules

- i. Proposed fee shall be organized with appropriate breakdown into subtasks.
- ii. Proposed fee shall include an estimated timeline (Gantt Chart Format) for completion of each task and subtask.
- iii. Proposed fee shall include the hourly rates of all staff that will charge directly to the project for project duration.

VI. CONSULTANT SELECTION

The District will review and evaluate each submittal to determine if it meets the requirements for the service described herein. Failure to meet the requirements of this RFP will be cause for eliminating the applicant from further consideration. Based on the District's evaluation, the firms that meet the requirements of this RFP will be ranked. The following weighted criteria will be used to evaluate the Proposals provided in response to this request:

- a. 30% Understanding and approach to the work to be done
- b. 20% Experience of firm with similar types of work
- c. 30% Proposed Schedule
- d. 10% Overall clarity and presentation of Proposal
- e. 10% Firm's Local Experience

VII. SELECTION PROCESS

It is anticipated that a contract/contracts will be awarded with the highest-ranking firm being selected. However, the District reserves the right to consider other factors such as overall cost and may award contracts to any qualified applicant, regardless of the assigned rank. The District will enter into negotiations with the selected firm. If the District is not able to negotiate an agreement that is fair and reasonable in the District's sole discretion, it reserves the right to select an alternate firm. At this time, the District contemplates the use of a Time and Materials with a Not-to-Exceed Total type contract for the services requested. Negotiations will cover: scope of work, contract terms and conditions, office arrangements, attendance requirements and the proposed fee schedule.

VIII. SELECTION SCHEDULE

The District anticipates that the process for selection of firms and awarding of contracts will be according to the following tentative schedule:

Proposal Due Date	August 17, 2022
Board of Directors Approval	August 25, 2022

IX. SPECIAL CONDITIONS / ATTACHMENTS

The following documents are intended to provide additional background and are available on the District website:

1. Attachment A: Exhibit 1, Consolidation of Forest Springs and Bracken Brae Mutuals into the San Lorenzo Valley Water District

X. DISTRICT CONTACT

Questions regarding this RFP should be submitted to the District's Environmental Programs Manager, Carly Blanchard, via email at cblanchard@slvwd.com by **5pm on August 15, 2022**.

XI. SUBMITTAL REQUIREMENTS

1. One (1) electronic copy (.pdf) of the executed original shall be submitted. Emailed proposals are preferred; CD, DVD, and/or USB Drive ("thumb drive") submittals are also acceptable. The proposal shall be signed by an individual, partner, officer or officers authorized to execute legal documents on behalf of the Firm.
2. Proposals must be received no later than **3:00 p.m. local time, on or before August 17, 2022 via email to cblanchard@SLVWD.com** or at the office of:

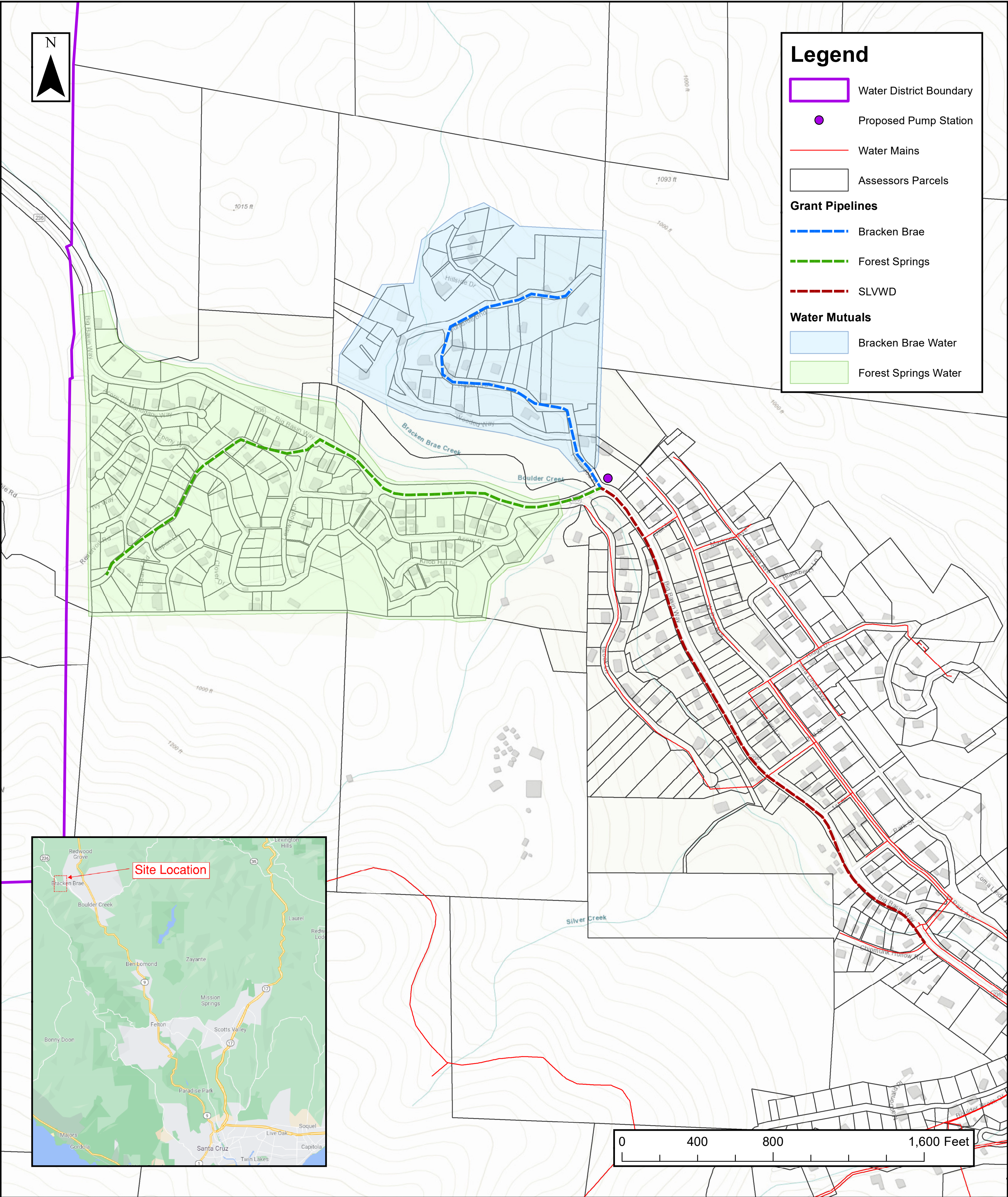
**San Lorenzo Valley Water District
13060 Highway 9
Boulder Creek, CA 95006**

Attn: Environmental; Programs Manager (Bracken Brae and Forest Springs Consolidation)

Failure to comply with the requirements of this RFP may result in disqualification.

Attachment A

Exhibit 1, Consolidation of Forest Springs and Bracken Brae Mutuals into the San Lorenzo Valley Water District



September 13, 2022

Ms. Carly Blanchard
Environmental Programs Manager
San Lorenzo Valley Water District
13060 Highway 9
Boulder Creek, CA 95006
cblanchard@slvwd.com

Subject: Addendum to a Proposal for Environmental Services for Consolidation of the Bracken Brae and Forest Springs Mutual Water Companies

Dear Ms. Blanchard:

On behalf of HELIX Environmental Planning, Inc. (HELIX), thank you for the opportunity to provide an addendum to our proposal for environmental services for the consolidation of the Bracken Brae and Forest Springs Mutual Water Companies, submitted to the San Lorenzo Valley Water District (District) on August 17, 2022. We understand that the District has requested a proposal modification that provides for processing an assumed California Environmental Quality Act (CEQA) compliance document in lieu of the CEQA compliance document strategy outlined in our original proposal. This addendum effectively supersedes Task 4 (CEQA Compliance Document Strategy) and Task 5 (Regulatory Compliance/Permitting Strategy Memorandum and Resource Agency Coordination) as outlined in our original proposal and replaces them with a new Task 4 (CEQA Initial Study/Mitigated Negative Declaration) and Task 5 (Meeting Support).

HELIX has assumed that, based upon the preliminary direction of the District as CEQA Lead Agency and as results of the pending technical studies to be undertaken on the project site, an Initial Study/Mitigated Negative Declaration (ISMND) shall be prepared and processed for CEQA compliance. In addition, HELIX will support preparation and processing of the ISMND with virtual and face-to-face meeting support services. The replacement tasks are outlined below.

SCOPE OF SERVICES

Task 4 – Prepare CEQA Initial Study/Mitigated Negative Declaration

Administrative Draft ISMND

HELIX proposes that an ISMND will be prepared for the proposed project to satisfy CEQA Guideline requirements. Although highly unlikely, if it is determined that potential

environmental effects resulting from the project would be significant and unmitigable, or if the District requests a different CEQA document, HELIX would need to modify the Scope of Services (and cost estimate) outlined below.

The Administrative Draft ISMND will include a detailed description of the proposed project, an Initial Study checklist prepared in accordance with Appendix G of the CEQA Guidelines, and supporting figures. The Initial Study checklist will analyze the project's potential environmental effects. Unless outlined above, it is assumed that any project-specific technical reports that may be required by the District will be provided to HELIX as necessary. The ISMND impact assessment will include a qualitative impact evaluation for the remaining environmental topic areas indicated in the Initial Study checklist.

Deliverables: Administrative Draft ISMND submitted electronically (Adobe Acrobat PDF™ format).

District Review of Administrative Draft ISMND / Pre-Print Draft ISMND

Following submittal of the Administrative Draft ISMND, the District will be afforded the time needed to review and compile comments for HELIX's consideration. A single set of written comments on the Administrative Draft ISMND is envisioned; we equally assume that no additional modeling or field investigations will be required to rectify District comments. All comments are assumed to be minor in nature. HELIX suggests that the Administrative Draft ISMND not be shared with outside parties as this may constitute release of a public review draft ISMND prematurely.

Following receipt of the single-round of comments on the Administrative Draft ISMND, HELIX will prepare a comment/response matrix to clearly track edits made to the ISMND. The resulting Pre-Print Draft ISMND will be submitted to the District along with the comment/response matrix. HELIX assumes that the District will approve the Pre-Print Draft ISMND without further revision.

Deliverables: Pre-Print Draft ISMND and comment/response matrix.

Public Review Draft ISMND

HELIX will produce an electronic version of the Public Review Draft ISMND for the proposed project for District distribution. In addition, HELIX will produce up to five hardcopies of the Public Review Draft ISMND for the District's use. A reproducible original of the Public Review Draft ISMND and a digital copy in Microsoft Word® (.doc or .docx) and/or Adobe Acrobat® (.pdf) formats also will be provided to the District.

HELIX will prepare a Notice of Intent to Adopt the ISMND for the project for review and approval by the District. The District shall be responsible for distribution of the Public Review Draft ISMND (including the required copies to the State Clearinghouse), filing the Notice of Intent with the Santa Cruz County Clerk, publishing a public notice in a local newspaper as

needed, and notifying surrounding property owners of the availability of the Public Review Draft ISMND, as warranted.

Deliverables: Public Review Draft ISMND (electronically in Adobe Acrobat PDF™ format and five hardcopies); Notice of Intent to Adopt the ISMND.

Response to Comments / Final ISMND

In consultation with the District, HELIX will respond to comments received on the content of the Public Review Draft ISMND during public review of the document. HELIX has budgeted approximately 8 hours of professional time to respond to comments on the contents and conclusions; it is further assumed that the technical analyses will not require revision. The responses to comments and revisions to the Public Review Draft ISMND (as needed) will be incorporated into an errata document and/or Final ISMND per the District's preference. HELIX will also prepare a draft and final MMRP for the project.

HELIX will prepare the Notice of Determination (NOD) for the project for review and approval by District. HELIX will file the NOD at the Santa Cruz County Clerk within five business days after approval of the project and adoption of the Final ISMND. The District shall be responsible for filing the NOD with the State Clearinghouse as the CEQA Lead Agency. The District shall bear the cost of Santa Cruz County Clerk and California Department of Fish and Wildlife filing fees for the project.

Deliverables: Response to Comments; MMRP; NOD; Final ISMND (or errata document, as preferred).

Task 5 – Meeting/Project Management

HELIX will provide project management services as the project undergoes environmental processing. Management tasks consist of informal coordination with the project team (defined as the District and their engineering contractor). Coordination will take the form of telephone conversations, face-to-face discussions, and email communications as necessary. Other management responsibilities will include interface with District staff on project description information, tracking project budget, and reviewing schedule progress. If preparation and approval of the environmental document takes longer than four months to complete, additional management time at additional cost may be required.

HELIX's Project Manager will attend up to three project team meetings, including a virtual kick-off meeting to discuss the project, a virtual meeting to address District comments on the Administrative Draft ISMND, and face-to-face attendance at a District hearing in support of the draft environmental document. No specific presentation graphics are included for any of the above meetings. If additional meeting time is requested, a budget augment would be required.

Deliverables: Not applicable

ASSUMPTIONS

- This scope of work does not include consultation with potential CEQA responsible/trustee agencies or regulatory resource agencies.
- Data collection and presentation will be qualitative unless otherwise noted; quantifiable data gathering, modeling, and/or presentation is not included.
- The District shall undertake formal government-to-government tribal consultation per Assembly Bill 52 requirements as necessary. HELIX can support the District with consultation, as requested, for following additional authorization.
- Technical studies are not proposed or believed to be necessary to process either project's CEQA documentation beyond those outlined in our original proposal dated August 17, 2022. Additional technical services may be provided, as requested, under separate authorization by the District.
- We assume only one round of minor revisions from the project team for draft reports/documents prepared under this scope. Major or multiple revisions may require additional authorization.

SCHEDULE

HELIX understands that timing is of the essence for successful completion of CEQA documentation for the proposed project. For purposes of a hypothetical project schedule, we have assumed an estimated project start date of September 16, 2022. As outlined below, HELIX believes that the proposed project and ISMND could be included on the agenda for the District's Board of Directors hearing in January 2023. Note: Results of the technical studies (Tasks 1-3) may require additional survey of the project site during the spring/summer months that could impact the preliminary project schedule.

Preliminary Schedule

Task	Duration	Date
HELIX receives Notice to Proceed	--	9/16/2022
HELIX prepares technical studies (Tasks 1-3)	4 weeks	10/17/2022
HELIX prepares Draft CEQA ISMND	2 weeks	10/31/2022
District review of Draft CEQA ISMND	2 weeks	11/14/2022
HELIX prepares public review draft ISMND; District circulates and notices for distribution via State Clearinghouse.	1 week	11/21/2022
Public comment period closes (30 days)	4 weeks	12/19/2022
HELIX assists District with preparation of written responses to comments (as necessary); HELIX prepares Mitigation Monitoring and Reporting Program	1 week	12/26/2022
HELIX supports District staff at Board of Directors Hearing	--	January 2023

COST ESTIMATE

Our revised professional fee and fee schedule has been transmitted to the District under separate cover.

Should you have any questions concerning this Addendum to our August 17, 2022 proposal, please call me at (916) 365-8713. Thank you for providing us with the opportunity to provide refinement to our previous proposal.

Sincerely,



Robert Edgerton, AICP CEP
Principal Planner

		Task 1		Task 2		Task 3		Task 4		Task 5			
						Cultural Resources Assessment							
HELIX LABOR		BRE		ARD				CEQA ISMND		Meetings		TOTAL	
Personnel	Rate	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
Principal	\$250	2	\$500	2	\$500	1	\$250	2	\$500	-	\$0	7	\$1,750
Principal Planner	\$240	2	\$480	2	\$480	2	\$480	20	\$4,800	16	\$3,840	42	\$10,080
Envir. Project Manager I	\$135	-	\$0	-	\$0	-	\$0	80	\$10,800	-	\$0	80	\$10,800
Principal Cultural Resources Specialist	\$170	-	\$0	-	\$0	2	\$340	-	\$0	-	\$0	2	\$340
Senior Archaeologist I	\$125	-	\$0	-	\$0	16	\$2,000	-	\$0	-	\$0	16	\$2,000
Cultural Resources Project Manager	\$140	-	\$0	-	\$0	40	\$5,600	-	\$0	-	\$0	40	\$5,600
Principal Biologist	\$210	4	\$840	4	\$840	-	\$0	-	\$0	-	\$0	8	\$1,680
Biologist V	\$145	56	\$8,120	56	\$8,120	-	\$0	-	\$0	-	\$0	112	\$16,240
Sr. GIS Specialist	\$165	4	\$660	6	\$990	4	\$660	16	\$2,640	-	\$0	30	\$4,950
Word Processor	\$85	3	\$255	3	\$255	2	\$170	8	\$680	-	\$0	16	\$1,360
Subtotal HELIX Labor		71	\$10,855	73	\$11,185	67	\$9,500	126	\$19,420	16	\$3,840	353	\$54,800
EXPENSES		Task 1		Task 2		Task 3		Task 4		Task 5		TOTAL	
		Units	Cost	Units	Cost	Units	Cost	Units	Cost	Units	Cost		
Document Reproduction			\$0		\$0		\$141		\$300		\$0	\$441	
GPS (per day)	\$60	1	\$60	1	\$60		\$0		\$0		\$0	\$120	
Travel (car rentals, meals, hotels,etc)			\$307		\$462		\$750		\$0		\$373	\$1,892	
Mileage	\$0.625	350	\$219	350	\$219		\$0		\$0		\$0	\$438	
Records Search			\$0		\$0		\$700		\$0		\$0	\$700	
Subtotal Expenses			\$586		\$741		\$1,591		\$300		\$373	\$3,591	
HELIX Mark-Up on Expenses		10%	\$59		\$74		\$159		\$30		\$37	\$359	
Total Expenses			\$645		\$815		\$1,750		\$330		\$410	\$3,950	
TOTAL		\$11,500		\$12,000		\$11,250		\$19,750		\$4,250		\$58,750	