



## 2010 Measure R Fall Application

### APPLICANT INFORMATION

#### ORGANIZATION

**Name of Organization:** Town of Mammoth Lakes  
**Type of Organization (non-profit, HOA, Govt.):** Local Government  
**Contact Person:** Ellen Clark, Senior Planner  
**Organization's Address:** PO Box 1609  
**State / Zip:** Mammoth Lakes, CA 93546  
**Office Phone Number:** 760-934-8989  
**Email Address:** eclark@ci.mammoth-lakes.ca.us  
**Internet Address:** www.ci.mammoth-lakes.ca.us

#### PROJECT CONTACT PERSON

**Name:** Ellen Clark, Senior Planner  
**Mailing Address:** Town of Mammoth Lakes, PO Box 1609  
**State/Zip:** Mammoth Lakes, CA 93546  
**Home / Business Phone Number:** 760-934-8989 ext 269  
**Cell Phone Number:**  
**Email Address:** eclark@ci.mammoth-lakes.ca.us

### PROJECT SUMMARY

- 1. Name of Project:** Parks and Recreation Master Plan Initial Study/Mitigated Negative Declaration
- 2. Project Category:** Parks
- 3. Project Type** Contractual Services If **Other** please describe:
- 4. Measure R Funds Requested:** \$ 43,320\*  
\*This amount should be the same as requested in the application.

# PROJECT APPLICATION

## SECTION 1 - PRELIMINARY QUALIFICATIONS:

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1. **Does the project live within the DRAFT Parks and Recreation Master Plan and/or the DRAFT Trail System Master Plan?**

YES

If **YES**, please cite (page # & Section #): The Initial Study/Mitigated Negative Declaration (IS/MND) would provide the required California Environmental Quality Act (CEQA) review for the draft Parks and Recreation Master Plan, and would allow for the Parks and Recreation Master Plan to be adopted by the Town.

2. **Does the project/service meet the “Principles” established by the Recreation Commission for the Fall 2010 Measure R Fall Funding cycle?**

YES

If **YES**, please cite: The application meets the priority of the Recreation Commission to finish parks, trails and recreation projects that remain incomplete. The IS/MND would allow for the adoption of the Parks and Recreation Master Plan, and for the Town to begin to implement its planning recommendations. Implementing projects that are consistent with the PRMP is among the priorities established by the Recreation Commission.

3. **Describe your project’s service conceptual plan including the size, scope, type, design specifications, use, and budget, or budget document.** (This should be an attachment to the application titled: “Project Concept Plan.”)

A draft scope of work and budget has been prepared by the consultant who would prepare the IS/MND, and is included as an attachment to this application.

## SECTION 2 - PROJECT DESCRIPTION

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### 1. Project Location

#### A. If your project is Development (Design), Implementation (Construction), or Maintenance (Operational), what is the location (fields, Town or private property, etc...) of your project?

The project is programmatic and would complete CEQA review of the Draft Parks and Recreation Master Plan, which covers parks and recreation facilities throughout the Town's incorporated area.

#### B. If your project is Contractual Services where will your services be provided?

See response 1A, above.

### 2. Do you have approval to use the location (fields, Town or private property, etc...) identified in this application?

YES

If YES, Please provide documentation of approval

If NO, describe how and when you will secure this approval?

YES. The proposed project does not involve the specific use of any particular location or facility. However, park systems improvements addressed in the Parks and Recreation Master Plan would occur within facilities already owned and/or operated by the Town of Mammoth Lakes. (See 1.A. above)

### 3. Provide the costs for each phase of your project or service. (Where applicable)

A. Development (Design):

B. Implementation (Construction):

C. Maintenance (Operation):  
(anticipated annual costs)

D. Contractual Services: \$43,320. (Includes labor and expenses, plus a 10% contingency). The IS/MND is expected to take approximately four months to complete.  
(define length of contract)

### 4. Provide the estimated timeline for each phase of your project or service. (Where applicable)

A. Development (Design):

B. Implementation (Construction):

C. Maintenance (Operation):

D. Contractual Services: The IS/MND is expected to take approximately four months to complete from project initiation. (See attached consultant proposal)  
(define length of contract)

**5. Based upon your project type ("Project Summary" Question 3) who is / will be (organization & person) responsible for maintenance and operation upon completion of the project/service?**

The Town of Mammoth Lakes would be responsible for adoption of the Parks and Recreation Master Plan and associated General Plan Amendment, and subsequent implementation of the facilities and programs identified in the Plan.

**6. Will there be volunteer hours used for any phase of your project?**

NO

If YES, please identify which phase, how many hours and the value of those hours:

**7. Have any public funds (Town Funds – includes Measure R) been previously committed to this project/service or project site?**

YES

If YES, please list: Town General Funds were used to develop the Parks and Recreation Master Plan. . In addition, Measure R funds were awarded in 2009 to complete initial technical studies (cultural and biological resources) for the anticipated PRMP CEQA.

**8. Is Measure R your only funding source for this project/service?**

YES

If NO, provide amount and source of additional funds (You will be required to provide proof of this funding)

At this time, Measure R is the only proposed funding source for this project.

**9. Is your project/service going to have an impact (positive or negative) on existing use in the location you have identified?**

(Please Describe) N/A. However, the project will facilitate adoption of the Parks and Recreation Master Plan. This in turn will positively benefit existing uses at Town parks and recreation facilities by allowing for effective planning and implementation of park system improvements.

**10. Describe your plan for how the Town of Mammoth Lakes will manage/maintain oversight of this project/service?**

The work of the consultants selected to prepare the PRMP Initial Study/Negative Declaration will be directly managed and overseen by Town staff, who will be responsible for ensuring that the consultant's work meets the Town's standards, and is on time and on budget.

## **SECTION 3 - PROJECT BENEFITS**

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- 1. Describe how your project/service provides a measurable community benefit (incremental visits, revenue, etc..) to the residents and visitors of Mammoth Lakes?**

Completion of the CEQA documentation for the PRMP will allow for the adoption of the Plan, and for the effective planning and implementation of parks and recreation facilities for the benefit of residents and visitors to Mammoth Lakes. An expanded and improved network of parks and recreation facilities will improve the recreational experience of all users, and provide additional opportunities for events, and recreational activities that will attract new visitors.

- 2. Describe the targeted users of your project/service? (Include numbers of participants)**

See response 1, above. The targeted users include all local residents and visitors to Mammoth Lakes. As a project that will benefit the entire system of parks and recreation facilities, this is expected to include thousands of annual users and participants.

- 3. Is your project/service available for limited or year-round use? (Please describe the use.)**

The project will benefit all parks and recreation facilities, which together provide year-round services for residents and visitors.

- 4. Describe the economic benefits of your project/service.**

See response 1, above.

**5. Please provide any additional information you would like the Recreation Commission to consider when reviewing your application.**

The completion of CEQA review for the Parks and Recreation Master Plan is an essential step to allow for adoption of the Parks and Recreation Master Plan. Adoption of the PRMP has been identified as a priority, since the Plan guides long-range planning and priorities for parks and recreation facilities, including guidance for allocation of Measure R and other funding.

**Submittal Deadline: Friday, October 8, 2010 – 5:00 p.m.**



September 1, 2010

Ellen Clark, Senior Planner  
Community Development Department  
**TOWN OF MAMMOTH LAKES**  
Post Office Box 1609  
437 Old Mammoth Road  
Mammoth Lakes, California 93546

**Re: PROPOSAL TO PREPARE A MITIGATED NEGATIVE DECLARATION FOR THE TOWN OF MAMMOTH LAKES PARKS AND RECREATION MASTER PLAN PROJECT**

Dear Ellen:

**PCR Services Corporation (PCR)** appreciates the opportunity to submit this proposal to prepare a Mitigated Negative Declaration (MND) for the Town of Mammoth Lakes Parks and Recreation Master Plan (“Plan”) Project. This proposal is based on PCR’s conversations with Town staff to reach consensus on the general parameters of the scope of work and review of the Plan. Included in this proposal is a brief overview of PCR’s qualifications, our understanding of the project, a scope of work, anticipated schedule for completion of the environmental review process, and a fee proposal.

#### **PCR’S QUALIFICATIONS**

Serving our clients for over 30 years, PCR applies specialized environmental consulting services to successfully assist our clients in the management of environmental change. With approximately 40 professional, support, and administrative staff in our Santa Monica, Pasadena and Irvine offices, we offer a comprehensive range of environmental planning and technical capabilities that balance client needs, market forces, and environmental ethics.

Originally founded to implement environmental review pursuant to the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) through our Environmental Planning and Documentation Division, PCR is also benefited by advanced technical capability in our Biological Services, Air Quality Services, Environmental Acoustics, and Archaeological & Paleontological Resources, and Historic Resources Divisions.

We have enjoyed our working relationship with the Town as a part of our existing on-call status and have worked in the Town on an on-going basis for the last five years. PCR has proven experience in the preparation of recreation related projects subject to environmental review through



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our work on the Mammoth Mountain Ski Back Trail, the La Verne Wilderness Area Management Plan, the Monrovia Hillside Wilderness Preserve and Hillside Recreation Area, and a variety of other projects. PCR is also currently working with the Town in preparing the Environmental Impact Report (EIR) for the Town's Trails System Master Plan and Sherwins Area Recreation Plan.

### **PROJECT UNDERSTANDING**

The proposed Parks and Recreation Master Plan outlines the Town's vision for parks and recreation facilities to serve the year round recreational needs of visitor and residents. The proposed Plan would serve as an update to the 1990 Parks and Recreation Element of the Town's General Plan. In order to establish a baseline to assess the future recreational needs within the Town, the Plan describes the existing parks and recreation facilities proposed or "in progress" (i.e., library, ice rink) and the recreational programs available. The Plan identifies parks and recreation goals and policies, some of which are presented in the 2007 Town of Mammoth Lakes General Plan for the Parks, Open Space, and Recreation Element, and others that are newly proposed. In consideration of the Town's unique demographics and environmental characteristics, the Plan defines level of service (LOS) standards for parks and recreation facilities. Based on the LOS standards, the Plan provides recommendations for new and expanded/improved parks and recreation facilities that meet the standards. New facility proposals include additional parkland, an aquatic center, dog parks, event and performance venues, picnic areas, a multi-use recreational/cultural facility, snow and winter play areas, sports fields and courts, and trails. Some of recommended park and facility locations are established and others are identified within potential opportunity areas, however, no project specific development proposals or designs are provided in the Plan. Finally, implementation strategies are provided to help meet the objectives for parks and recreation facilities set forth in the Plan.

PCR's approach to CEQA compliance for the Plan reflects the programmatic nature of the Plans park and facility proposals. Given that the components of the Plan are mostly conceptual, and will be subject to subsequent CEQA review as projects are defined and implemented over time, analyses for most environmental issues will be general, as will the characterization of potential impacts. Nonetheless, for Plan components that are well defined with impacts that can be predicted without speculation, more specific analyses will be provided. Furthermore, although most of the analyses will be programmatic, an emphasis will be placed on developing performance based mitigation measures that can be utilized to help streamline or avoid future project level environmental review associated with the Plan.

### **SCOPE OF WORK**

Based on our understanding of the project and the Town's request, we have included a scope for the preparation of an MND for CEQA compliance. In accordance with CEQA requirements,



PCR will complete the environmental review process the Town of Mammoth Lakes as the Lead Agency. The table below lists the tasks required for the timely completion of the environmental review process. Following the table is a description of each of these separate tasks.

<b>Task</b>	<b>Task Description</b>
1	Project Initiation/Prepare Project Description
2	Prepare First Draft MND
3	Revise MND Based on Town Comments
4	Final MND - Respond to Comments/Mitigation Monitoring and Reporting Program
5	Meetings and Management Coordination

### **Task 1: Project Initiation/Prepare Project Description**

PCR will set up a conference call with the Town to further our understanding of the project, request any outstanding project information, and discuss any special areas of concern and key issues. Following the call, PCR will review available background information and prepare a memorandum listing outstanding information needs, if necessary. Based on information provided by the Town and review of the current project plans, PCR will prepare a Project Description for submittal to the Town for review. It is assumed that graphics needed for the Project Description that depict the Plan proposals will readily available and provided to PCR. Based on one set of consolidated comments, PCR will revise the Project Description.

#### **Products**

- Data Needs Memorandum (if necessary)
- First and Second Draft Project Description

### **Task 2: Prepare First Draft MND**

The documentation necessary for completion of the MND will consist of an Initial Study Checklist form accompanied by an Explanation of Checklist Determinations and the Project Description cited above. The Explanation of Checklist Determinations will substantiate why each of the environmental issues included within the Initial Study Checklist will not result in significant and unavoidable impacts to the environment. PCR will draw on a range of in-house technical expertise to provide a complete and accurate assessment that will reach one of these conclusions.

Because of the nature of the project, the environmental review conducted for proposed Plan will occur at will occur at a program level and provide a first “tier” of analysis that will be available for subsequent projects. For subsequent projects where potential impacts have been adequately



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addressed and mitigated, environmental review may be avoided and for other projects the scope of evaluation may be reduced for certain issues through reliance on the programmatic Plan MND.

Based on our current understanding of the project, we assume that issues regarding Agricultural Resources, Mineral Resources, and Population and Housing will require minimal analysis in the Initial Study to substantiate that no or less than significant impacts would occur with project implementation. For issues regarding hazardous materials, applicable regulatory requirements intended to minimize environmental impacts will be incorporated to conclude no impact or a less than significant impact. In addition, the nominal increase in service and utility requirements will be qualitatively assessed and documented to conclude no impact or a less than significant impact. The following presents PCR's approach and scope of work to address those environmental issues in the MND where there may be potential for significant impacts that can be addressed through implementation of mitigation measures or through project design features.

**Aesthetics.** Specific issues to be addressed in this analysis include the visual compatibility of new recreational components with existing natural and manmade environments. PCR will evaluate the potential for the Plan's park and recreational components to have an impact on aesthetics and views. PCR's evaluation of the project's potential impacts on aesthetics will define baseline conditions by describing the existing visual quality of the project area and identifying valued focal or panoramic views and aesthetic features, as necessary. The evaluation will emphasize the potential for the project to introduce recreational features that would detract from the aesthetic quality of the area or conflict with applicable design guidelines, remove features that contribute to the aesthetic character of the area, or obstruct or diminish valued views from public areas or right-of-ways. Further, the section will evaluate the potential for the project to create new sources of light and glare that would adversely affect day or nighttime conditions in and around the project area. Because the MND is a program-level document, no computer simulations or renderings of future visual conditions are included in this scope of work. Mitigation measures will be developed to the extent warranted and feasible to address potential impacts associated with aesthetics, views and light and glare.

**Air Quality.** Building on our knowledge and prior related experience, PCR's in-house specialists will prepare the air quality analysis for the proposed project. The section will discuss the regulatory setting and describe the existing environmental conditions, such as ambient air quality and identification of nearby sensitive receptors. A qualitative analysis of construction pollutant emissions consistent with the Great Basin Unified Air Pollution Control District (GBUAPCD) guidelines will be performed. The potential for construction-related impacts from odors and toxic air contaminants will be qualitatively discussed. In addition, a qualitative analysis of the change in direct and indirect operational emissions will be prepared. Further, the section will provide an assessment of the project's consistency with the GBUAPCD's Air Quality Management Plan (AQMP), the General Plan, and other



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applicable local and regional plans, as appropriate. Mitigation measures will be developed to the extent warranted and feasible to address potential air quality impacts.

**Biological Resources.** In the assessment of existing biological resources and project-related impacts, as well as the formulation of mitigation measures for potentially significant impacts, PCR will rely on the information documented and made available by the Town. PCR anticipates that such information may include, but is not limited to, biological resources information prepared for the Town's General Plan Update and in the General Biological Resources Report being prepared for the TOML Trails System Master Plan Project. PCR's scope of work does not include peer review of biological resources information provided by the Town. It is assumed that report analysis and findings in existing documentation regarding biological resources will be generally adequate to incorporate into the MND. PCR is not proposing any focused surveys at this time, nor are we proposing to conduct a reconnaissance of the study area. Based on a general understanding of the biological resources that may be affected by parks and facilities proposals in the Plan, PCR will provide a programmatic analysis of potential impacts and will identify performance based mitigation with recommendations for subsequent biological resource studies to the extent warranted.

**Cultural Resources.** In the assessment of existing cultural resources and project-related impacts, as well as the formulation of mitigation measures for potentially significant impacts, PCR will rely on the information documented and made available by the Town. PCR anticipates that such information may include, but is not limited to, cultural resources information prepared for the Town's General Plan Update and in the General Cultural Resources Report being prepared for the TOML Trails System Master Plan Project. PCR's scope of work does not include peer review of cultural resources information provided by the Town. It is assumed that report analysis and findings in existing documentation regarding cultural resources will be generally adequate to incorporate into the MND. PCR is not proposing to conduct a reconnaissance of the study area at this time. Based on a general understanding of the cultural resources that may be affected by parks and facilities proposals in the Plan, PCR will provide a programmatic analysis of potential impacts and will identify performance based mitigation with recommendations for subsequent cultural resource studies to the extent warranted.

**Geology/Soils.** Recreational components could be subject to a range of geologic phenomena, such as earthquakes or earthquake-induced events, which could expose people and property to hazards, such as seismic ground shaking, liquefaction, and other unstable conditions. PCR's evaluation of geotechnical/seismic issues will include a review of relevant geotechnical and geological literature and maps, including reports and maps from the United States Geological Survey, the California Division of Mines and Geology, and United States Department of Agriculture – Soil Conservation Service. PCR will also review and describe relevant local, regional, state and federal standards and regulations that



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apply to geology and soils. The section will evaluate the potential for impacts associated with fault rupture, seismic ground shaking, seismic-related ground failure such as liquefaction, landslides, soil erosion, etc., based on existing studies and available information.

**Hydrology/Water Quality.** The analysis of potential hydrology and water quality impacts associated with the project will be based on existing hydrology/water quality documentation to be made available by the Town. The analysis will provide an overview of the regulatory requirements regarding water quality and will address how future construction activities and operations could affect the quantity and quality of runoff to the storm water system. Operational impacts will evaluate how the future recreational components could affect water quality and whether existing and/or proposed drainage and detention facilities will be adequate to accommodate project storm water flows. In addition, the analysis for both construction and operation will demonstrate how future recreational components will comply with regulatory requirements.

**Greenhouse Gas Emissions.** In response to growing scientific and political concern with global climate change, California has adopted a series of laws to reduce atmospheric GHG emissions associated with land uses within the State, starting in 2006 with the Global Warming Solutions Act, also known as AB 32. State agencies have developed a scoping plan for meeting the goals of AB 32 and recently released guidelines regarding the treatment of GHGs under CEQA which took effect on March 18, 2010. In general, the guidelines allow Lead Agencies to determine if a quantitative or qualitative analysis is most appropriate, and to establish specific significance criteria. However, the GBUAPCD has not yet promulgated formal numeric GHG significance thresholds. The California Air Pollution Control Officer's Association (CAPCOA) has proposed a threshold of 900 metric tons per year, below which a project's emissions would be determined to have a less-than-significant impact, and PCR is proposing to use that threshold for this project. In addition, PCR will provide qualitative discussion of those project features (to be provided by the Town), as appropriate, which will help reduce GHG emissions, consistent with the State's Climate Action Team (CAT) strategies for reducing GHG emissions.

**Land Use/Planning.** PCR will summarize and discuss the project's consistency with applicable local, regional, state and federal plans, policies, regulations and guidelines. PCR will coordinate with staff to gain an understanding of whether any individual Plan proposals have the potential to conflict with other City plans and policies. Further, the section will assess the compatibility of the proposed park recreational components and associated activities with surrounding areas based on potential impacts such as traffic, air quality, noise, and aesthetics.

**Noise.** PCR's in house noise/acoustics staff will prepare an evaluation of potential noise impacts associated with the project. The noise section of the MND will provide a discussion of local



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plans, regulations, ordinances and guidelines related to community noise and ground borne vibration. The existing noise environment (baseline condition) will be characterized by identifying noise-sensitive land uses (i.e., residential). PCR is not proposing to conduct site ambient noise measurements as part of this scope of work but will rely on available information regarding the existing noise environment. Construction-related impacts will be evaluated based on typical construction noise levels. A qualitative assessment of construction vibration, including effects from heavy construction equipment on sensitive receptors (i.e., residences), will also be provided. The scope of services for the noise section does not include post construction noise and vibration monitoring and analysis. Operational noise impacts from project recreational components, related activities and vehicular sources, as appropriate, will be qualitatively evaluated based on noise levels generally expected with similar recreational facilities. Mitigation measures, may include performance standards, changes in the design, location or orientation of proposed facilities, noise attenuation features, or, restrictions in the hours and types of project activities. Mitigation design is not included in this scope of work.

**Transportation/Traffic.** PCR will qualitatively assess the potential for the Plan to result in transportation, circulation and parking impacts. While it is recognized that future recreational projects may change the distribution of traffic within Town such that levels of service (LOS) on certain roadways may be adversely affected, the Plan does not include any specific project proposals, nor does it grant any entitlements for development. Further, the identified potential opportunity areas are conceptual in nature. Based on these considerations, a traffic study is not warranted for the Plan. However, it is acknowledged that future recreational facilities may require a detailed traffic study based on the Town's requirements. The traffic analysis in the MND will reference existing Town policies and regulations to support the traffic impact analysis. Mitigation measures will be developed to the extent warranted and feasible to address potential traffic impacts.

### **Products**

- Administrative Draft MND for Town review (electronic copy and 5 hardcopies)

### **Task 3: Revise MND Based on Town Comments**

PCR assumes that two rounds of Town review for the MND will be required. After the first round of Town review, PCR will incorporate a consolidated set of Town comments into the Initial Study Checklist and Explanation of Checklist Determinations. Upon incorporation of the Town revisions, PCR will submit the MND to the Town for final review. After the second round of Town review, any further comments will be incorporated into the documents.

Upon finalization of the MND, PCR will coordinate with the Town to circulate the Notice of Intent to Adopt a MND as mandated by CEQA. This notice will start the anticipated 30-day public



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review period for the MND. As the precise amount of time and associated fees required for this task cannot be specifically predicted since such staff time and fees will be dependent upon the extent of Town comments in particular, PCR has proposed an allowance for completion of this task.

#### **Products**

- 2<sup>nd</sup> Draft MND for Town review (electronic copy)
- MND for public review (One single-sided reproducible, electronic copy and 30 hardcopies)

#### **Task 4: Final MND - Respond to Comments/Mitigation Monitoring and Reporting Program**

Upon completion of the public review period mandated by CEQA, PCR will respond to comments on the MND and will revise the document as necessary. Public reaction to the MND cannot be predicted with accuracy and could range from a small number of largely positive comments to a substantial number of strongly negative and technically sophisticated comments. For purposes of this proposal, it is assumed that comments on the MND will be light to moderate. In addition, as part of this task, PCR will prepare a Mitigation Monitoring and Reporting Program (MMRP) for the project, which is also required by CEQA. Also under this task, PCR will ensure that the Notice of Determination (NOD) is prepared and ensure the Town files the NOD with the County Clerk and State Clearinghouse, as appropriate. Filing of this notice starts a 30-day statute of limitations for CEQA challenges on the project. Since the precise amount of time and associated fees required for this task (staff time associated with response to comments in particular) cannot be specifically predicted, PCR has proposed an allowance for this task.

#### **Products**

- Final MND (One single-sided reproducible, electronic copy and 15 hardcopies)
- MMRP

#### **Task 5: Meetings and Management Coordination**

The cost estimate for Task 5 includes teleconferences and coordination with the Town anticipated to occur throughout the environmental review process. The scope of work includes PCR's attendance at one public meeting/hearing. If requested, PCR can attend additional meetings and/or hearings on a time and materials basis.



**SCHEDULE**

PCR will submit a draft Project Description to the Town for review within one week of the issuance of an authorization to proceed and receipt of the requisite project information indicated in the Data Needs Memorandum prepared by PCR. PCR assumes that review of the Project Description by the Town will be completed within one (1) week. Next, PCR will complete the Initial Study and Explanation of Checklist Determinations for review within five (5) weeks. For purposes of this schedule, PCR assumes comments on the MND will be provided by the Town within two weeks. PCR will incorporate Town comments submit the 2<sup>nd</sup> Draft MND to the Town for final review within one week. The MND and notices for public review would be distributed the following week. Following the 30-day public review period, it is anticipated that the Final MND will be completed within two (2) weeks. The schedule for the public hearings and approvals will occur at dates to be determined by the Town. Overall, completion of the entire work program up to the public hearings will take approximately four (4) months. PCR will notify the Town at the earliest point possible if issues arise with the potential to affect the project schedule.

**PROPOSED FEES**

Based on our understanding of the project and the scope of work provided above, our estimated fee to prepare the MND and associated documentation includes PCR labor in the amount of \$37,412 and direct expenses in the amount of \$2,420. Thus, the total cost estimate is \$39,832. The breakdown of this fee by task is provided in the table below. PCR reserves the right to transfer fees among line items, as budget flexibility is needed to respond to shifts in effort that invariably occur due to unexpected circumstances.

<b>Task</b>	<b>Task Description</b>	<b>Fees</b>
1	Project Initiation/Prepare Project Description	\$3,015
2	Prepare First Draft MND	\$23,930
3	Revise MND Based on Town Comments	\$2,925 <sup>a</sup>
4	Final MND - Respond to Comments/MMRP	\$4,158 <sup>a</sup>
5	Meetings and Management Coordination	\$3,384 <sup>a</sup>
	<b>Subtotal Labor</b>	\$37,412
	Direct Expenses (reproduction, delivery costs, etc.)	\$2,420 <sup>b</sup>
	<b>TOTAL</b>	<b>\$39,832</b>

<sup>a</sup> *These fees are proposed as allowances. If less is required, the balance will not be billed. If more is required, PCR will seek written authorization prior to proceeding.*

<sup>b</sup> *This value is an estimate and will generally be determined by the number of copies of the MND that will be required.*

All fees and charges will be billed on a monthly basis in accordance with PCR’s 2008 Billing Rates and Expense Charges, as presented in the attachment. PCR reserves the right to transfer fees between the line items, as appropriate. In the case of several tasks, fees are presented as allowances



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where indicated in the table below with an asterisk. We refer to a fee estimate for a given task as an “allowance” when we do not have control over the factors that drive our costs to complete the task. For example, PCR cannot precisely indicate the level of effort and associated fees that will be required to incorporate Town revisions to the various iterations of the MND. Similarly, we can only estimate the volume and nature of public comments received during public circulation of the MND. Responding to these comments dictates the costs. Thus, we have proposed allowances for these tasks as shown in the table above. Additional factors that could affect indicated allowances may include but are not necessarily limited to: changes in the project requiring new analyses, attendance at more meetings than contemplated, higher than anticipated reproduction costs, and significant delays in the project beyond the control of PCR. *In the event less effort is required than provided for with indicated allowances, PCR will not bill the balance.* Similarly, if these allowances are not sufficient to complete the First Draft MND or to incorporate Town revisions to the MND, PCR will request additional authorization from the Town. Should the need arise for additional professional services beyond those set forth in the scope of services and budget provided herein, PCR will request written authorization from the Town to proceed prior to the initiation of such additional services.

We look forward to the opportunity to continue our working relationship with the Town of Mammoth Lakes. While our proposal reflects our best understanding of the project and your needs for this assignment, we would be pleased to work with you to refine our scope of work if deemed appropriate. In reviewing our proposal, if you have any questions please do not hesitate to contact me at (949) 753-7001 or [m.harden@pcrnet.com](mailto:m.harden@pcrnet.com). Thank you for your continued confidence in PCR.

Sincerely,  
**PCR SERVICES CORPORATION**

A handwritten signature in black ink, appearing to read "Michael Harden", is positioned above the typed name.

Michael Harden  
Principal Planner

Attachments – 2010 Billing Rate Sheet



**PCR 2010 BILLING RATES AND EXPENSE CHARGES**

**PROFESSIONAL TIME**

**Environmental Planning & Documentation**

President.....	\$270.00
Director/Principal.....	\$198.00
Principal.....	\$180.00
Associate Principal.....	\$162.00
Principal Planner.....	\$144.00
Senior Planner II.....	\$131.00
Senior Planner I.....	\$117.00
Planner.....	\$104.00
Associate Planner.....	\$90.00
Assistant Planner.....	\$77.00
Technician.....	\$63.00
Intern.....	\$50.00

**Biological Services**

Principal/Director.....	\$225.00
Associate Principal.....	\$162.00
Principal Biologist.....	\$144.00
Senior Biologist II.....	\$131.00
Senior Biologist I.....	\$117.00
Biologist.....	\$104.00
Associate Biologist.....	\$90.00
Assistant Biologist.....	\$77.00
Technician.....	\$63.00
Intern.....	\$50.00

**Air Quality, Climate & Acoustics**

Director.....	\$162.00
Principal Engineer/Scientist.....	\$144.00
Senior Engineer/Scientist II.....	\$131.00
Senior Engineer/Scientist I.....	\$117.00
Engineer/Scientist.....	\$104.00
Associate Engineer/Scientist.....	\$90.00
Assistant Engineer/Scientist.....	\$77.00
Technician.....	\$63.00
Intern.....	\$50.00



**Historic Resources**

Director .....	\$162.00
Principal Historian .....	\$144.00
Senior Historian II .....	\$131.00
Senior Historian I .....	\$117.00
Historian .....	\$104.00
Associate Historian .....	\$90.00
Assistant Historian .....	\$77.00
Technician .....	\$63.00
Intern .....	\$50.00

**Archeological & Paleontological Resources**

Director .....	\$162.00
Principal Archaeologist/Paleontologist .....	\$144.00
Senior Archaeologist/Paleontologist II .....	\$131.00
Senior Archaeologist/Paleontologist I .....	\$117.00
Archaeologist/Paleontologist .....	\$104.00
Associate Archaeologist/Paleontologist .....	\$90.00
Assistant Archaeologist/Paleontologist .....	\$77.00
Archaeological/Paleontological Technician .....	\$63.00
Intern .....	\$50.00

**Support**

Senior GIS Specialist/Senior Graphics .....	\$104.00
GIS Specialist .....	\$81.00
Graphics Specialist .....	\$81.00
Publications Specialist .....	\$72.00
Production Specialist .....	\$72.00

**DIRECT EXPENSES**

Direct expenses will be billed at 110 percent of actual cost, including but not limited to:

- Retention of subcontractors.
- Purchase or rental of project materials and special supplies.
- Reproduction, printing and photographic costs.
- Postage, delivery, telephone and other communication costs when requested or approved by client.
- Project-related mileage necessarily incurred at the prevailing Internal Revenue Service Standard Mileage Rates.

**BILLING TERMS**

- Unless other contractual terms are agreed upon, PCR invoices on a monthly basis and expects payment 30 days from date of invoice.
- PCR’s scheduling commitments are made and taken seriously. However, PCR reserves the right to modify performance schedules in instances where payment of PCR invoices falls behind agreed-upon terms.
- PCR recalibrates its billing rates for professional time at the beginning of each calendar year and reserves the right to raise its billing rates for one or more professional categories by no more than 5 percent twelve months following project initiation.