



ENVIRONMENTAL CONSULTANTS

Sound Science. Creative Solutions.®

3426 Empresa Drive, Suite 100
San Luis Obispo, California 93401
Tel 805.543.7095 Fax 805.543.2367
www.swca.com

EXHIBIT A

October 18, 2023

Adam Spaulding
City of Paso Robles
1000 Spring Street
Paso Robles, CA 93446
Submitted via email: aspaulding@prcity.com

Re: P84130 City of Paso Robles Landfill Annexation Planning Support Services

Dear Mr. Spaulding:

SWCA Environmental Consultants (SWCA) appreciates the opportunity to provide you with our scope of work and cost estimate for environmental services for the proposed Paso Robles Landfill annexation in Paso Robles, California. We understand the City is seeking environmental review and planning support services for the annexation of approximately 130 acres of city-owned land adjacent to the City landfill and for the siting of a proposed waste-to-energy digester. We understand the project will require environmental review pursuant to the California Environmental Quality Act (CEQA) and the City will serve as the CEQA Lead Agency. At this time and based on our correspondence with you and preliminary review of available project materials, we anticipate the appropriate level of documentation for compliance with CEQA will be an Initial Study leading to a Mitigated Negative Declaration (IS/MND).

The cost to complete these tasks, as described in the attached scope of work, is a time-and-materials total of \$60,912, not including optional tasks. The cost estimate is valid for 6 months, after which time we reserve the right to create a new cost estimate.

Thank you for providing us with the opportunity to work with you. If the scope of work and cost estimate are acceptable to you, please provide a services contract and email it back to our office. We will then return a fully executed agreement to you for your files. After receipt of a signed contract, we will be able to start work immediately. Please contact me at (805) 786-2550 or brandi.cummings@swca.com if you have any questions regarding this proposal.

Sincerely,

A handwritten signature in blue ink that reads "Brandi Cummings". The signature is written in a cursive, flowing style.

Brandi Cummings
Lead Environmental Planner

SCOPE OF WORK

SWCA Environmental Consultants (SWCA) is pleased to submit our scope of work and cost estimate to the City of Paso Robles (City) to provide environmental review services for the Paso Robles Landfill Annexation Project (project) in Paso Robles, San Luis Obispo County, California. The project consists of the annexation of approximately 130 acres of City-owned property into city limits (Assessor Parcel Numbers [APNs] 015-043-005, -006, -007, -008, and -009). We assume that annexation of the property will result in a partial zoning change of approximately 20 acres of the property from Agriculture (County of San Luis Obispo land use designation of the property) to Public Facilities.

We understand the City is considering the construction and operation of a waste-to-energy anaerobic digestion plant on the Public Facilities portion of the property following annexation. We propose to incorporate and evaluate the anaerobic digestion plant into the annexation IS/MND to the extent possible with the information that is currently available, to allow for the potential CEQA coverage or streamlining of that project when it moves forward.

TASK 1. PROJECT MANAGEMENT

SWCA project management will include general management of the SWCA project team as well as coordination/correspondence with the City, management of the project scope and budget, and QA/QC. SWCA [Project Manager / Lead Environmental Planner Brandi Cummings](#) will be the day-to-day contact and will be responsible for overseeing all aspects of the environmental analysis, communicating and coordinating with City staff, and schedule and budget adherence. This task also includes ongoing correspondence and periodic meetings with City staff to discuss project progress and any items needing additional coordination.

TASK 2. ENVIRONMENTAL CONSTRAINTS REVIEW AND DIGESTOR SITING

SWCA will conduct a preliminary environmental constraints analysis of the 130 acres proposed for annexation for several resource areas to identify any potential site constraints or potentially significant environmental impacts that may occur due to the siting of the digester. The review will also evaluate any potential natural gas pipeline alignments that may be associated with the digester. This analysis will help inform the most suitable location for the digester on the property and help determine which portion of the property should be rezoned for Public Facilities for siting of the digester.

In addition to the two technical areas described below, this task will consider all topic areas identified on the Appendix G of the State CEQA Guidelines and will be based primarily on a review of existing documentation and databases.

Biological Resources

SWCA will conduct a desktop review that identifies habitats present, special-status species with potential to occur, a species list, and potential regulatory implications associated with the property to be annexed and proposed pipeline alignment. Our biologists will review existing biological documents that have been prepared for other projects in the area and query the California Natural Diversity Database (CNDDB), maintained by the California Department of Fish and Wildlife (CDFW), and the Information for Planning and Consultation (IPaC) system, maintained by the U.S. Fish and Wildlife Service (USFWS). Information obtained during the literature review will be used to focus the field survey effort. Our biologists will also conduct one general field review of the entire property and pipeline alignment to document existing conditions and surrounding resources.

Cultural Resources

SWCA will review our internal cultural resources library for information relating to the presence of previously documented archaeological resources in the vicinity of the proposed pipeline alignment. We will request a formal records search from the Central Coast Information Center at the Santa Barbara Museum of Natural History, which is

the local repository of the California Historical Resources Information System. The records search will provide existing records for known resources and copies of previous studies.

TASK 3. PROJECT KICK-OFF, SITE VISIT, AND PROJECT DESCRIPTION

SWCA staff will review the project materials and hold a kickoff meeting with City staff (either virtual or in-person). During the kickoff meeting, SWCA will coordinate with the City on the available documentation, project schedule, communication protocols, and other logistical items.

Following the initial kickoff meeting, SWCA will coordinate with City staff to schedule a site visit to observe and document baseline environmental conditions of the project site. The site visit would be conducted in accordance with SWCA's COVID-19 Field Safety Plan requirements in place at the time of the site visit. This task includes kickoff meeting and site visit attendance by [Project Manager / Lead Environmental Planner Brandi Cummings](#).

The draft project description will be prepared based on the project details provided by the City. SWCA will review all materials associated with the project and submit a data request (as needed) to the City where additional information or clarification may be needed to prepare the project description and to support the CEQA analysis. As part of this task, SWCA will conduct a preliminary review of any available technical reports and will coordinate with the City on any identified deficiencies or concerns. Upon receipt of the requested project information, SWCA will prepare a preliminary project description for the City's review and approval. Project design details in the project description will be supplemented with any information needed to facilitate the preparation of the Initial Study.

As part of this task, SWCA proposes an initial coordination meeting with the San Luis Obispo Local Agency Formation Commission (LAFCO) to identify any potential concerns or considerations for the environmental review process. This task assumes a one-hour (or less) call with LAFCO Executive Director Rob Fitzroy.

TASK 4. DIGESTOR FOCUSED TECHNICAL STUDIES

Biological Resources

Following the desktop review and selection of a potential digester location, SWCA will conduct a reconnaissance biological survey of the proposed digester location, assumed to be approximately 20 acres, and the potential pipeline alignment. During the survey, a SWCA biologist will map plant communities and habitats, potentially jurisdictional areas, and document any special-status plant and wildlife species that may be identifiable at the time of the survey, including vernal pool fairy shrimp habitat. The survey will not include species-specific protocol surveys for plant or wildlife species to determine the absence, or an official wetland or jurisdictional delineation of aquatic resources following the USACE guidance. The reconnaissance survey could be conducted any time of year; however, if the survey and desktop review identify the potential for special-status species to occur in the study areas, additional survey(s) may be necessary during the appropriate season/conditions to determine if resources are present within the digester project site.

Cultural Resources

Following the desktop review and selection of a potential digester location, SWCA will conduct a pedestrian cultural resources survey of the proposed digester location and pipeline alignment. For the purposes of this proposal and cost estimate, SWCA assumes that the survey will be negative and does not include the recordation of any resources. If any resources (e.g., prehistoric or historic archaeological sites) are identified during the pedestrian survey, a change order will be requested in order to officially document the resource(s). No testing or evaluation will be conducted, nor will any artifacts, samples, or specimens be collected during the survey.

Transportation Impact Study

SWCA will team with Central Coast Transportation Consulting (CCTC) to prepare a Transportation Impact Study (TIS) for the proposed digester to evaluate both potential CEQA impacts (including safety and vehicle miles traveled (VMT)) and City transportation policy consistency.

CCTC will coordinate the collection of turning movement count data including vehicles, pedestrians, and bicyclists at the intersection of State Highway 46 West and Union Road on a typical weekday from 7-9 AM and 2-6 PM. CCTC will compile available collision data from the Statewide Integrated Traffic Records System (SWITRS) and Traffic Accident Surveillance and Analysis System (TASAS) to review the collision history at the study intersection.

Additionally, CCTC will estimate the trip generation of the project using the Institute of Transportation Engineers (ITE) *Trip Generation Manual* 11th Edition, available traffic studies, and other sources.

The City's TIS Guidelines Supplement notes that projects that generate or attract fewer than 110 trips per day generally may be assumed to cause a less-than-significant transportation impact. The project would likely generate fewer than 110 daily trips so it would be presumed to have a less-than-significant impact on VMT.

TASK 5: ADMINISTRATIVE DRAFT INITIAL STUDY / MITIGATED NEGATIVE DECLARATION

Upon receipt of the City's comments on and finalization of the project description, SWCA will prepare an Administrative Draft Initial Study pursuant to the State CEQA Guidelines Section 15063. Preparation of the Initial Study will be based on the City's IS template and will include an assessment of all resource areas as guided by State CEQA Guidelines Appendix G. The analysis will consider all information provided by the City, including the permit application materials, site plans, technical reports, and other City supporting documents and information. Particular attention will be given to referral responses received for the project to ensure all identified concerns and questions have been addressed in the environmental document.

According to the San Luis Obispo Air Pollution Control District (SLOACPD) [CEQA Training Guidance Document](#), use of the California Emissions Estimator Model (CalEEMod) is needed to address Air Quality thresholds *b* and *c* and Greenhouse Gas Emissions threshold *a* under State CEQA Guidelines Appendix G. However, we understand that annexation of the property would not result in any physical site disturbance, and earthwork associated with the future anaerobic digestion plant will likely not be known at the time of CEQA document preparation. SWCA proposes to include a qualitative analysis of potential air quality and greenhouse gas impacts and will develop tiered mitigation that would apply to future projects, based on size. If the digester design proceeds ahead of the CEQA analysis and preliminary earthwork quantities are known, SWCA can prepare a project-specific CalEEMod with a change order request.

Where necessary, SWCA will identify mitigation measures to address potentially significant environmental impacts. The results of the technical analyses submitted by the Applicant will be used to develop these mitigation measures, as appropriate. If at any time SWCA staff find that the project may have the potential to result in a significant, unavoidable environmental impact, SWCA will contact County staff immediately to coordinate a path forward. The IS/MND will be formatted and edited by [Technical Editor Jaimie Jones](#) and graphics will be prepared by [Staff Geospatial Scientist Sarah Halpern](#). SWCA will provide one electronic copy of the Administrative Draft IS/MND to the County for review.

Assembly Bill 52 and Senate Bill 18 Tribal Consultation

Once a Project Description has been prepared (Task 3), SWCA will prepare draft Assembly Bill (AB) 52 and Senate Bill (SB) 18 letters for the City to send to Native American Tribe(s) affiliated with the project area. The draft AB 52

letters will identify the Area of Potential Effects (APE), will describe the proposed project components, and will instruct interested tribe(s) on how to request consultation. SWCA assumes that the City will provide an updated mailing list of interested tribe(s) and will distribute the AB 52 letters to appropriate tribes. SWCA will provide ongoing assistance in managing any requests for consultation. For the purposes of this proposal, SWCA assumes significant consultation efforts will not be required.

TASK 6: PUBLIC DRAFT INITIAL STUDY / MITIGATED NEGATIVE DECLARATION

Following receipt of comments from the City on the administrative draft IS/MND, SWCA will finalize the IS/MND and prepare a Mitigation Monitoring and Reporting Program (MMRP). SWCA will provide both a clean and tracked changes version of the Public Draft IS/MND for City staff review and approval. SWCA will prepare drafts of all required CEQA notices for public circulation, including the Notice of Intent to Adopt a Mitigated Negative Declaration (NOI), Summary Form for State Clearinghouse submittal, and the Notice of Completion (NOC). SWCA assumes that the City will be responsible for necessary noticing and public circulation tasks such as newspaper advertisement listing and mailing public hearing notices. SWCA will upload the document to the State Clearinghouse portal, post the NOI with the County Clerk Recorder, and send any email notices (e.g., to local agencies).

TASK 7: RESPONSE TO COMMENTS AND FINAL IS/MND

After the close of the 30-day public comment period on the Public Draft IS/MND, SWCA will review agency and public comments received by the City during public circulation of the IS. If requested by the City, SWCA will prepare written responses to up to five substantive comments received on the IS/MND for the administrative record and to inform decision-makers. If substantive comments are raised related to the information in supporting technical reports during public circulation of the IS/MND, SWCA will coordinate with the City regarding any additional analysis needed to respond to such comments.

SWCA will incorporate any necessary clarifications and edits and prepare a Final IS/MND and MMRP. SWCA will provide one electronic copy of the Final IS/MND and MMRP to the City for review.

SWCA will prepare a draft Notice of Determination (NOD) for the City's review and assumes the City will post the NOD at the City Clerk's Office upon final project determination and facilitate payment of any associated filing fees.

TASK 8: PLANNING COMMISSION AND CITY COUNCIL HEARING SUPPORT

SWCA will assist the City with public hearings related to the annexation, including the Planning Commission and City Council. This task assumes the public hearings will be related to the annexation only and that the digester project will require future separate review by these decision bodies once design-level project details are known.

Planning Commission

SWCA will prepare a City Planning Commission staff report package, comprising the staff report, resolution, findings, conditions of approval, and graphics for the project. The staff report will be prepared using the City's Planning Commission staff report template and will include a description of the proposed annexation, a summary of the IS/MND findings, and comments/recommendations for the project made by state and local agencies and City departments. SWCA assumes one round of review of the staff report package documents and will coordinate with the City on preparation and review timelines. All documents would be provided electronically. We assume that any hearing noticing and staff report posting requirements will be managed by City administrative staff.

Prior to the scheduled City Planning Commission hearing, SWCA will prepare a Microsoft (MS) PowerPoint presentation to be presented at the meeting using the City's Planning Commission presentation template. This presentation would include, but not be limited to, a brief overview of the landfill, a description of the proposed

annexation, and a summary of the environmental review conducted for the project. SWCA assumes one round of review to allow City staff to provide comments and suggestions for revisions to the presentation prior to the City Planning Commission hearing.

Project Manager Ms. Cummings will attend one Planning Commission hearing practice session, if requested, and the hearing at which the project will be reviewed. Ms. Cummings will present the project to the City Planning Commission and assist City staff in fielding any questions received from the City Planning Commission, local agencies, and/or members of the public.

City Council

After Planning Commission action, SWCA will prepare a City Council staff report package, comprising the staff report, resolution, findings, conditions of approval, and graphics for the project. The staff report will be prepared using the City's City Council staff report template and will include a description of the proposed annexation, a summary of the IS/MND findings, and comments/recommendations for the project made by state and local agencies and City departments, including the Planning Commission's recommendation. SWCA assumes one round of review of the staff report package documents and will coordinate with the City on preparation and review timelines. All documents would be provided electronically. We assume that any hearing noticing and staff report posting requirements will be managed by City administrative staff.

Prior to the scheduled City Council hearing, SWCA will prepare a MS PowerPoint presentation to be presented at the meeting using the City Council presentation template. This presentation would include, but not be limited to, a brief overview of the landfill, a description of the proposed annexation, and a summary of the environmental review conducted for the project. SWCA assumes one round of review to allow City staff to provide comments and suggestions for revisions to the presentation prior to the City Council hearing.

Project Manager Ms. Cummings will attend one City Council hearing practice session, if requested, and the hearing at which the project will be reviewed. Ms. Cummings will present the project to the City Council and assist City staff in fielding any questions received from the City Council, local agencies, and/or members of the public.

TASK 9: LAFCO ANNEXATION SUPPORT

SWCA will assist the City with the annexation of the property into City limits. SWCA will prepare the Application for Annexation, including supporting documents, and will submit the application to LAFCO for consideration. This task assumes attendance at one LAFCO hearing. This task does not include coordination with the State Board of Equalization post-annexation or payment of any fees to the State Board of Equalization or LAFCO.

SCHEDULE

SWCA is prepared to initiate this scope of work immediately after receiving a signed work authorization.

TASK	ESTIMATED COMPLETION PERIOD
Project Kickoff Meeting	Within 1 week of receiving authorization to proceed
Project Site Visit	Within 1 week of initial kickoff meeting
Environmental Constraints and Digester Siting	Within 6 weeks of site visit
Draft Project Description	Within 2 weeks of the selection of a digester location
Digester Technical Studies	Within 6 weeks of completion of Project Description
Preparation of Administrative Draft IS/MND	Within 30 days of finalization of project description

TASK	ESTIMATED COMPLETION PERIOD
Preparation of Public Draft IS/MND, MMRP, and Circulation Notices	Within 2 weeks following receipt of City comments
Finalization of Draft IS/MND, MMRP, and Circulation Notices	Within 1 week following receipt of City comments
Public Circulation Period	30 days
Response to Public Comments and Preparation of Final IS/MND	Within 2 weeks following close of public circulation period
Planning Commission and City Council Hearing Support	TBD (will coordinate with City staff per meeting deadlines)
LAFCO Annexation Support	TBD (will coordinate with City staff per meeting deadlines)

COST ESTIMATE AND ASSUMPTIONS

Based on thoughtful consideration of the project requirements, and a thorough estimate of the attendant labor and direct costs, SWCA's estimate for completion of the scope of work described above is a cost not-to-exceed (NTE) **\$60,912**, not including optional tasks (Table 1). This total is based on the following subtotals, by task. SWCA will not proceed with any work in excess of the NTE budget without prior authorization to proceed. SWCA has also provided an estimate of additional fees that will be required of the City for completion of the annexation (Table 2). These fees are not included in this proposal and will require payment by the City.

Table 1. Cost Estimate.

TASK	TOTAL \$
Task 1. Project Management	\$1,610
Task 2. Constraints Review and Digestor Siting	\$6,007
Task 3. Project Kick-off, Site Visit, Project Description	\$966
Task 4. Digestor Focused Technical Studies	
4.1 Biological Resources	\$10,096
4.2 Cultural Resources	\$6,111
4.3 Transportation Impact Study	\$11,400
Task 5. Administrative Draft IS/MND	\$10,210
Task 6. Public Review Draft IS/MND	\$1,204
Task 7. Final IS/MND	\$644
Task 8. Planning Commission and City Council Hearing Support	\$7,696
Task 9. LAFCO Annexation Support	\$6,118
PROJECT TOTAL	\$60,912

Table 2. Other Estimated Costs Not Included with this Proposal.

TASK	TOTAL \$
CDFW Filing Fee for IS/MND NOD ¹	\$2,814 ²
LAFCO Annexation Application Fee ³	\$8,041
State Board of Equalization Fees	\$2,000

1. Based on 2023 fees. Fees are based on the NOD filing date and may increase in future years.

2. Includes a \$50 County Clerk Processing Fee

3. Fee is an initial deposit towards the actual cost of processing and includes \$1,000 for CEQA document review and \$721 County Public Works fee for map and legal description review. The City will enter into an agreement to provide reimbursement to LAFCO for the actual costs of processing the application. A refund will be issued for any portion of the fee not used for processing.

ASSUMPTIONS

- All documents will be provided in electronic format; hard copies will not be necessary.
- SWCA assumes no substantive changes to the proposed project will be made following finalization of the project description and after technical reports or impact analysis have begun.
- The City will be responsible for necessary noticing tasks for the Draft IS/MND including the newspaper advertisement listing, site posting, and property mailings. SWCA will be responsible for posting with the State Clearinghouse, posting the NOI with County Clerk, and providing email notice to any agencies or organizations.
- The City will be responsible for payment of the CDFW Environmental Filing Fee. SWCA can assist with filing the NOD, if requested.
- The City will be responsible for necessary public hearing tasks such as newspaper advertisement listing, site posting, and mailing public hearing notices.
- SWCA assumes up to five substantive agency and public comments during public circulation of the IS/MND, and preparation of written responses to the comments received for the City's use, if requested.
- The City will be responsible for any fees required for the LAFCO Annexation Application and/or post-annexation fees to the State Board of Equalization.
- SWCA reserves the right to move budgeted amounts between phases described in the proposal. SWCA will not exceed the total not-to-exceed contract price without express consent from the City.