



Agenda Report

Date: August 14, 2012
To: Jeffrey W. Collier, City Manager
From: Aldo E. Schindler, Director of Community Development
Subject: Whittier Main Oilfield Environmental Compliance Coordinator Selection

RECOMMENDATION

It is recommended the City Council:

1. Authorize City Staff to proceed with the Professional Services Agreement with Marine Research Specialists for the Whittier Main Oilfield Environmental Compliance Coordinator; and,
2. Authorize the City Manager to execute the agreement.

BACKGROUND

The City of Whittier owns approximately 1,290 acres of former oil field lands commonly known as the "Whittier Main Field." The majority of the land was purchased by the City from Chevron and Unocal Corporations. The land is managed by the Puente Hills Landfill Native Habitat Preservation Authority, a joint powers agency.

On November 28, 2011, the City Council approved Conditional Use Permit No. CUP09-004 and adopted Findings of overriding Consideration for the related Environmental Impact Report (EIR) for the Whittier Main Oilfield project. Conditions of approval as well as environmental mitigation measures were attached to the project as part of the approval. Conditional of Approval number 18 was written as follows:

18. Environmental Compliance Coordinator. The City shall hire the Environmental Compliance Coordinator(s), the costs of which shall be reimbursed by Operator. The number of Environmental Compliance Coordinators shall be determined by the City and shall take into account the level of Oil Operations at the Project Site. The Environmental Compliance Coordinator(s) shall be approved by, and shall report to, the City Manager or Designee. The responsibilities of the Environmental Compliance Coordinator(s) shall be determined by the City for the Project Site and shall generally include:

- (1) On-site, day-to-day monitoring of construction, drilling and redrilling, and operational activities as determined by the City Manager or Designee.
- (2) Taking steps to ensure that the Operator, and all employees, contractors and other persons working in the Project Site, have knowledge of, and are in compliance with all applicable provisions of this conditional use permit.

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- (3) Evaluating the adequacy of Drilling, Redrilling, and construction impact mitigations, and proposing improvements to the Operator or contractors, and the City.
- (4) Reporting responsibilities to the various City departments with oversight responsibility at the Project Site, as well as other agencies such as DOGGR, and SCAQMD.

Consequently City staff requires the services of a consulting firm who are "subject matter experts" in the fields of environmental compliance monitoring, oil well drilling, oilfield operations and pipeline installation.

DISCUSSION

On May 21, 2012, staff sent out a Request for Proposal (RFP) to various companies known to provide environmental services or environmental compliance services, including those with oil related experience (Exhibit C). Of the nine companies notified, the following submitted proposals:

1. Chambers Group, Inc.;
2. Marine Research Specialist (MRS); and,
3. SWCA.

After reviewing and ranking of the proposals, staff decided to interview two of the responding firms with the most relevant experience; MRS and SWCA. Staff declined to interview the Chambers Group due the proposed project manager's lack of experience with similar projects in California. The interview panel consisted of Aldo Schindler, Director of Community Development, David Pelsler, Public Works Director, and Jeff Adams, Planning Services Manager.

Throughout the interview process MRS exhibited extensive and intimate knowledge of the project, mitigations measures and conditions of approval. Based on the interview and the information provided within their proposal, it appears that MRS not only has strong and extensive experience with regard to oil fields and drilling, but also understands the scope of work for this project and has indicated portions of the project that will require specific focus during the monitoring process, displayed a thorough knowledge of the oil field environment and associated activities. MRS has a thorough understanding of the project phasing, intensity of activity within each phase and the primary issues relating to those activities and structured their cost proposal accordingly. The MRS team also has expertise in the areas of biological surveys, endangered and

protected species, including Gnatcatchers, transportation, water quality management and noise monitoring.

In addition, MRS has a proven tract record with the City, in which they exhibited professionalism, flexibility, responsiveness and independent thinking during the EIR process.

After the interview process, staff spoke with representatives from both companies and articulated the need for specificity and clarity in their respective proposals. This was done to ensure that they verified that all aspects of the project had been covered, acknowledging that there would be refinements in the scope as the project moved forward. Staff conducted a secondary review of the consultant proposal, fee schedules and contacted their references.

SWCA provided costs for a 12 month period, and have broken down their estimated costs by "Required Tasks" (\$1,106,183.30) and as the total of "All Tasks" (\$1,251,484.10). In addition, the proposal included submittals from two sub-consultants; ATS Consulting (\$209,562.24) and Ninyo & Moore (\$65,992.84). Consequently the total fee proposed by SWCA, including all tasks, is \$1,527,039.10 annually. The five-year total cost estimated would be approximately \$7,635,195.50.

MRS submitted their estimated total (five-year) cost \$1,483,202. Due to the nature of the project, they have included a 15% contingency fee (\$222,480) to address any unforeseen issues that may need to be addressed. Therefore the total estimated annualized cost would be \$341,136, and the total five-year cost, including contingency, would be \$1,705,682.

MRS is proposing to provide contract services based on an hourly rate. The fee includes the complete scope of work as described in Exhibit A, and the Hourly Estimated and Rate Proposal in Exhibit B. The Professional Services Agreement with MRS will be for a duration of five years and for an amount not to exceed \$1,705,682.00, which includes a 15% contingency fee (\$222,480) based on the unique nature of the project and the resulting scope of work.

The anticipated number of hours identified for monitoring purposes proposed by MRS, in conjunction with the phase of the project during which they occur, and the estimated costs are shown in Exhibit B.

The hourly rates for the two firms are as follows:

MRS	
Position	Rate/Hr.
Senior Project Manager – Environmental Compliance Coordinator	\$190.00
Senior Engineer	\$180.00
Senior Biologist	\$180.00
Senior Planner	\$150.00
Specialist	\$90.00

SWCA	
Position	Rate/Hr.
Project Manager	\$136.50
Environmental Compliance Coordinator	\$152.66
Senior Biologist	\$154.12
Field Coordinator	\$109.33
Hydrologist	\$93.18
Biological Monitor	\$76.33
Botanist/Restoration Ecologist	\$82.43
Wetlands Permitting Specialist	\$112.97
Cultural Resources Specialist	\$86.59
Cultural Resources Monitor	\$78.62
Safety Specialist	\$88.51
GIS Analyst	\$124.78
Administrative Support	\$54.96

CONCLUSION:

MRS is an experienced firm that provides environmental consulting services to municipalities and counties, and as such, staff desires to retain their services to assist with environmental compliance services relating to the Whittier Main Oilfield project. The scope of work covered in the Professional Services Agreement will include environmental compliance monitoring, including monitoring and verifying compliance with the mitigation measures and conditions of approval, attending meetings and creating reports as required.

FISCAL IMPACT

The funding for the Environmental Compliance Coordinator will be borne by Matrix Oil, including administrative costs accrued by the City. There will be no fiscal impact on the General Fund.

Submitted by:



Aldo E. Schindler
Director of Community Development

Prepared by:



Jeffery S. Adams
Planning Services Manager

Attachment: A) Technical Proposal - MRS
B) Cost Proposal - MRS
C) Consultant List - RFP



Technical Proposal



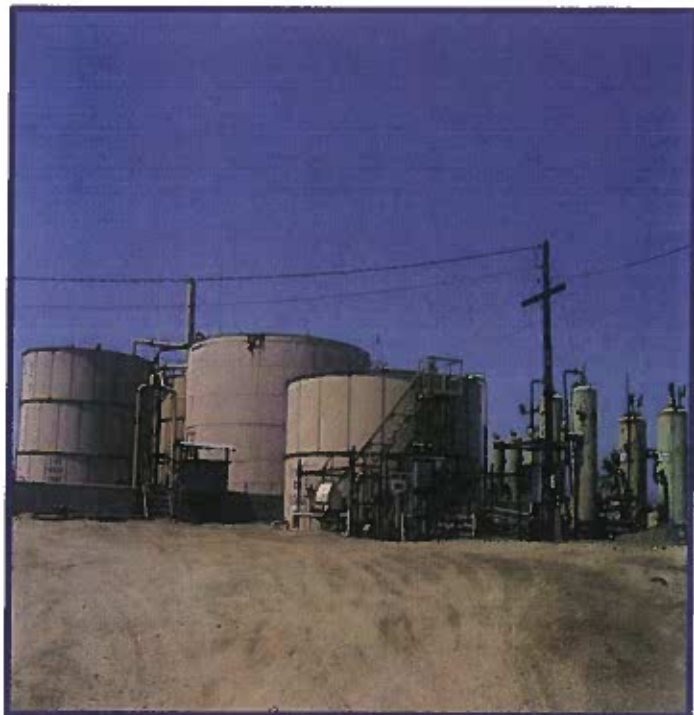
To Implement The
**Environmental
Compliance
Program**

For the
**Whittier Main Oil Field
Project**

Prepared for:
City of Whittier
Community Development Department
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Whittier, California
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Prepared by:
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June 11, 2012



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1.0 Introduction & Summary

Marine Research Specialists (MRS) is pleased to submit this Technical Proposal to the City of Whittier (City) for the position of Environmental Compliance Coordinator (ECC) for the Whittier Main Oil Field project (Project).

About Marine Research Specialists

MRS is a small environmental consulting business, based in Ventura, California, that focuses on the preparation of CEQA documents for State and local governments, as well as managing and executing compliance with mitigation monitoring programs. MRS provides the City with a group of highly qualified technical experts who understand oil development projects, environmental review and mitigation monitoring. MRS staff has real world experience with compliance programs for oil and gas projects and specifically oil field environmental compliance monitoring, which uniquely qualifies us to provide the City with contracting services for the Environmental Compliance Program (ECP).

MRS and its staff have provided environmental review and compliance monitoring services to a number of other companies and agencies. We are currently providing compliance monitoring services to the California State Lands Commission, San Luis Obispo County, San Luis Obispo County Air Pollution Control District, and the County of Los Angeles.

The MRS Team

For this challenging and unique assignment with the City, we have assembled a very strong and diverse team. The Project will be run out of the MRS Ventura Office. Luis Perez, who is a Senior Project Manager with MRS, will be the Project Manager and manage the day-to-day activities associated with the compliance monitoring. Mr. Perez has been working with MRS for the past five years and has extensive experience in environmental compliance projects. Please see the Resumes & References Appendix for details on Mr. Perez's experience.

MRS will also provide a number of issue area experts as needed to monitor different aspects of the Project. Greg Chittick will provide expertise for air quality, risk, noise, engineering, construction and traffic issues. Ted Mullen will provide expertise for biological resources issues, including gnatcatcher habitat and restoration plans. Michael Cassata will provide expertise in oil field operations and well drilling monitoring.

Proposal Structure

Our proposal includes a comprehensive discussion of our approach to this project. This proposal has been divided into five major sections.

Section 1 – Introduction: This section provides a brief discussion of the project and the team understanding of the approach, including a summary of each of the tasks described in the RFP. The staff team leader and ECC Project Manager is also introduced in this section.

Section 2 – Approach and Work Program: This section discusses MRS's approach to the Project, including methodology and intended strategy, to ensure an appropriate level of monitoring and availability of personnel.

Section 3 – Outline and Format for Reporting to City: This section explains the reporting and documentation system MRS will use in the field and for reporting to the City. A comprehensive representation of MRS's proposed reporting format is included.

Section 4 – Program Management: This section presents a summary of the key Environmental Compliance Monitoring (ECM) Field Team who will work on the Project, and provides an overview of the project management program.

Section 5 – Resumes & References: This appendix includes resumes for all team members as well as references for key personnel.

Summary of Work Program Tasks

The Project's scope of work can be broken down into seven tasks. A summary of MRS's approach to each of these tasks follows.

Task 1. Field Monitoring of Construction Projects

MRS will generate a matrix identifying field-related permit conditions and compliance plans for use during construction and drilling efforts. MRS team personnel will be onsite as required to ensure compliance. MRS will routinely communicate with the City on compliance and non-compliance events.

Task 2. Field Monitoring of Ongoing Revegetation and Landscaping Programs and Erosion Control and Damage Repair

Ted Mullen, an MRS team member who is a qualified biologist with strength in local native botany, will actively monitor progress and compliance with permit conditions and compliance plans for erosion control and repair, and progress and maintenance of revegetation, weed control, and landscaping efforts.

Task 3. Field Monitoring for Special Programs and/or Studies and Environmental Specialists

The MRS team will include members who have specialized expertise in the following subject areas: oil and gas drilling; biological surveys; geotechnical plans; coastal sage scrub; endangered

and protected species including gnatcatchers; restoration and revegetation; transportation; water quality management including groundwater management; and noise monitoring and control. MRS will also coordinate some monitoring activities with the Puente Hills Habitat Authority.

Task 4. Emergency Field Monitoring

MRS team members will be readily available to assist during or immediately following emergency events and on an ongoing basis, as needed. MRS efforts may include conducting field inspections to assess protection measures, documenting resource damage, and recommending necessary repairs, remediation, or restoration.

Task 5. Periodic Inspections of Facilities

MRS will conduct field visits at least once a month to ensure project compliance with field-related permit conditions during the operations phase of the Project. MRS will also gather operations data through inspection of records obtained during facility visits, including control room and administrative offices.

Task 6. Reporting to City

MRS will provide all field notes, photographic documentation, and reports to the City on a regular basis. Further, MRS will attend all required meetings with City staff and participate in public hearings with City Council as warranted.

Task 7. Technical Support for Environmental Review

MRS will, if necessary, participate in the preparation of Condition/Mitigation Effectiveness Studies that assess the effectiveness of City permit conditions or mitigation measures in mitigating environmental impacts of the Project during both the construction and operations phases.

Why MRS

In summary, the MRS team provides the City with an extremely strong mix of knowledge and technical expertise to successfully address the special challenges of ensuring compliance with the ECP. We have a long history of participation in several large, controversial mitigation monitoring programs in California, including the El Segundo Marine Terminal Lease Extension, Baldwin Hills Oil Field Community Services District, the Ellwood Marine Terminal Lease Extension, Gaviota Marine Terminal, Exxon Santa Ynez Unit, Molino Gas Project, and the Chevron Point Arguello Field Project. This unique experience allows us to understand compliance needs based on theoretical compliance plans and based on actual on the ground monitoring of oil and gas construction projects, drilling activities and subsequent production operations.

2.0 Approach & Work Program

This chapter discusses Marine Research Specialists' (MRS) approach to developing a work program to ensure compliance with the Environmental Compliance Program (ECP) for the Whittier Main Oil Field Project (Project). In generating this chapter, MRS analyzed the Mitigation Monitoring and Reporting Program in the Project's Final EIR, as well as the Conditions of Approval (COA) indentified in Resolution No. 8424. Note that a breakdown of proposed staff hours dedicated to each task is provided in the Hourly Estimate and Rate Proposal.

MRS takes into consideration the need for a multidisciplinary team of experts that can address the different aspects of the Project and the demands for expertise from the different requirements. MRS also relies heavily on the same experts used for the preparation of the EIR, thereby eliminating the need for additional time to familiarize team members with the Project and the mitigation measures and other conditions of approval.

Regarding the Environmental Compliance Coordinator's (ECC) responsibilities, MRS used the following general criteria as guidance in developing this chapter:

1. Conduct on-site, day-to-day monitoring of construction, drilling and re-drilling, and operational activities. Although not specifically requested in the RFP, we also envision that the City will need assistance in the review and comment on compliance plans required to be submitted by the Applicant;
2. Take steps to ensure that the operator, and all employees, contractors, and other persons working in the Project Site, have knowledge of, and are in compliance with all applicable provisions of Conditional Use Permit No. 09-004;
3. Evaluate the adequacy of drilling and re-drilling, and construction impact mitigations, and propose improvements to the operator or contractors, and the City; and
4. Provide reports to the various City departments that have oversight responsibilities at the Project Site, as well as other agencies, such as DOGGR and SCAQMD.

2.1 Tasks

This section describes MRS's approach to each of the seven tasks identified in the RFP and summarized in Section 1.0 of this Technical Proposal.

Task 1. Field Monitoring of Drilling Construction Projects

MRS will generate a matrix identifying field-related permit conditions and compliance plans for use during construction and drilling efforts. MRS team personnel will be onsite as required and

will coordinate with contractors, including redirecting work and authorizing ‘field changes’ when needed, to ensure compliance. MRS will also make its experts available to review and comment on various compliance plans that would need to be submitted by the Applicant. MRS will provide briefings to the Applicant and its contractors at the starting point of every phase of the Project to ensure understanding of the measures and conditions, and to establish methodology for compliance. MRS will routinely communicate with the City for the purpose of consulting on various aspects of the Project and to provide written and photographic documentation of compliance and non-compliance events throughout all phases of the Project. For this task, Table 2.1 identifies mitigation measures (MM) and/or COA, along with a quick description and the phase(s) in which the monitoring implementation will take place.

Table 2.1 Task 1 Monitoring Items

MM / COA	Description	Phase
AQ-1a	Fugitive Dust Control Plan	II, III
AQ-1c / 20	Pave or apply non-toxic soil binders to all roads	II
AQ-1d	NOx, VOC & PM reduction program – engine certifications	I, II
AQ-3a	Gas buster and portable flare	I, III
AQ-3b / 35, 65	Vapor detection system	II, III
36	Sour gas contingency plan	II
42	Meteorological station	II
BIO-4n	Additional recreational access	II
SR-1a	Site security methods	I, II, III
SR-3	Site assessments and soil sampling	II
GR-1a	Ground acceleration resistant design	II
GR-2a	Expansive soil movement precautions	II
GR-5a thru GR-5c	Temporary shoring related to excavations	II
GR-6a	Site specific chemical testing	II, III
GR-6b	Impressed cathodic protection for all buried metal pipelines	II, III
GR-6c	External pipe inspections	II, III
GR-6d / 46	Pipeline management plan	II, III
GR-6e	Concrete contact with soils	II, III
N-1a / 47, 48	Noise, vibration attenuation & construction activity hours	I, II
N-1b	Machinery specifications	I, II
N-1c / 90	Construction parking and staging area relocation	I, II
AE-1c	Project footprint redesign	II
T-1e	Penn Street traffic program	II
T-2 / 15	Traffic management plan	II
WR-1a	Hydrologic plan	II
WR-1b	Onsite detention facilities design	II
WR-3a / 51, 52	Well cellar design and sumps clean out	II, III
WR-3b	Berm to capture spilled fluids	II
WR-4c	Leak detection system	II
WR-6a	Reclaimed water	I, II, III

MM / COA	Description	Phase
WR-6b / 40, 41, 53	Water and energy conservation measures	I, II, III
54	Groundwater quality monitoring program	II, III
WAS-1	Existing sewer line capacity analysis	II
39, 59, 60	Waste disposal & sanitation	I, II, III
FP-1a	Fire water supplies	I, II, III
FP-1c	Design of fire prevention systems	II
FP-2a	Fuel modification areas	II
REC-1 / 49	Operational and recreational interpretive signage	I, II, III
19	Operational manual & procedures for vendors and employees	I, II, III
22	Temporary ranger residence	II
61	Hazardous materials business plan	I, II, III

Task 2. Field Monitoring of Revegetation and Landscaping Programs and Erosion Control and Damage Repair

Ted Mullen, an MRS team member who is a qualified biologist with strength in local native botany, will actively monitor progress and compliance with permit conditions and compliance plans for erosion control and repair, and progress and maintenance of revegetation, weed control, and landscaping efforts. Mr. Mullen will work with contractors, City staff, and the Habitat Authority to ensure ongoing compliance and to meet the expectations of all parties involved. For this task, Table 2.2 identifies MM and/or COA, along with a quick description, and the phase(s) in which the monitoring implementation will take place.

Table 2.2 Task 2 Monitoring Items

MM / COA	Description	Phase
BIO-1a / 89	Coastal sage scrub replacement	II
BIO-1b / 89	Erosion control: Graded slope replacement	II
BIO-1c	Salvage of weed-free topsoil	II
BIO-1d	Incidental Take Statement, if needed	II
BIO-2a / 89	Riparian habitat replacement	II
BIO-2b	Applicable federal and state permits related to biological resources	II
BIO-4d / 89	Native species landscaping	II
BIO-4k	Biologist on site during all vegetation removal	II
BIO-4l	Biological resources training program	II
BIO-4m	Sensitive Habitat signage	II
AE-1a / 89	Native vegetation landscaping placement	II, III
70, 85, 89	Habitat mitigation and restoration	II, III
71	Fuel modification effects to native habitats	III

Task 3. Field Monitoring for Special Programs and/or Studies and Environmental Specialists

The MRS team will include members who have specialized expertise in the following subject areas: oil and gas drilling; biological surveys; geotechnical plans; coastal sage scrub; endangered and protected species including gnatcatchers; restoration and revegetation; transportation; water quality management including groundwater management; and noise monitoring. These team members will monitor programs aimed to ensure protection of endangered and protected species. MRS will also coordinate monitoring activities with the Habitat Authority as needed. For this task, Table 2.3 identifies MM and/or COA, along with a quick description, and the phase(s) in which the monitoring implementation will take place.

Table 2.3 Task 3 Monitoring Items

MM / COA	Description	Phase
BIO-3b / 26	Empty, cover or fence open basins to reduce wildlife exposure risks	II
BIO-4a / 72	Noise reduction techniques to minimize effects on wildlife	II
BIO-4b	Light reduction techniques to minimize effects on wildlife	II
BIO-4c / 21	Traffic calming devices to minimize effects on wildlife	II
BIO-4e	Breeding season restrictions to minimize effects on nesting native bird species	II
BIO-4f	Nesting season restrictions to minimize effects on hawks and owls	II
BIO-4g	Tree removal restrictions to minimize effects on special-status bats	II
BIO-4h	Native screening vegetation to minimize effects on wildlife movement corridors	II
BIO-4j	Special signage related to limiting human disturbance in Service Tunnel	II
CR-1 thru CR-3	Paleontological resources monitoring	I, II, III
23	Colima tunnel area revegetation	II
81	Underpass/overpass feasibility study related to Colima Rd.	II

Task 4. Emergency Field Monitoring

MRS team members will be readily available to assist during or immediately following emergency events and on an ongoing basis, as needed. MRS efforts may include conducting field inspections to assess protection measures, documenting resource damage, and recommending necessary repairs, remediation or restoration. MRS is prepared to provide 24 hour monitoring as merited by the ongoing emergency activity. For this task, Table 2.4 identifies MM and/or COA, along with a quick description, and the phase(s) in which the monitoring implementation will take place.

Table 2.4 Task 4 Monitoring Items

MM / COA	Description	Phase
BIO-3a	Emergency response action plan related to biological resources	II
SR-1c	HAZMAT training	II, III
SR-2a	Automatic shut-down valves	II, III
GR-1h	Post-seismic event inspections	II, III

WR-3d	Oil spill contingency plan	II, III
FP-1b	Community alert notification system	II
FP-1d	Emergency response plans	I, II, III

Task 5. Periodic Inspections of Facilities

MRS will conduct field visits at least once a month to ensure project compliance with field-related permit conditions during the operations phase of the Project. MRS will also gather operations data through inspection of records obtained during facility visits, including control room and administrative offices. See Section 3.0 of this Technical Proposal for details on MRS's plans for providing Project deliverables, such as reporting documents. For this task, Table 2.5 identifies MM and/or COA, along with a quick description, and the phase(s) in which the monitoring implementation will take place.

Table 2.5 Task 5 Monitoring Items

MM / CoA	Description	Phase
AQ-1a	Fugitive Dust Control Plan	II, III
AQ-1b	Water dirt roads three times per day	I
AQ-2a	Emission offsets compliance	III
AQ-3a	Gas buster and portable flare	I, III
AQ-3c	Odor minimization plan	I, III
AQ-3d	Air monitoring plan	I, III
AQ-3e	Odor suppressant spray system	I, III
AQ-4 / 83	GHG emissions reduction program	I, III
AQ-5	CARB-Verified Level 3 diesel catalysts	I, III
SR-1b	Third-party audit of gas & crude oil plants and pipelines	III
SR-2b	Warning tape above pipeline	II
GR-7a	Annual subsidence monitoring and mitigation	III
N-2a	Noise reduction plan	I, III
N-2b	Quiet mode for drilling	I, III
N-2c	Noise abatement study	I, III
AE-1b / 50	Structures painting scheme	II
AE-4	All point lighting sources	II
T-1a	Striping at Catalina Ave. & Mar Vista St.	I
T-1b	Worker carpooling program	I, II, III
T-1c / 76	Truck and employee access limit via Catalina Ave. & Mar Vista St.	I, II, III
T-1d	Safety & access improvements	I
75	Pavement management program related to Catalina Ave. & Penn St.	II, III
WR-4a	Annual inspection	III
43	Updated health risk assessment	III
44	Safety and risk of upset operations	III
55, 58, 73	Fencing & Security	I, II, III
56	Equipment storage	III

MM / CoA	Description	Phase
57	Project site cleanup and maintenance	I, II, III
62, 63, 67	Drilling, reworking and processing operations	I, III
66	Annual well and production reporting	III
68	Well and well pad abandonment	I, III
79, 84	Drilling rig height	I, III

Task 6. Reporting to City

MRS will provide all field notes, photographic documentation, and reports to the City on a regular basis. MRS envisions that weekly reporting will be necessary during heavy activity periods and daily communication would also be expected for the earlier phases of the Project. MRS will also prepare an annual report summarizing and assessing the effectiveness of monitoring efforts and recommend improvements in the ECP program. Further, MRS will attend all required meetings with City staff and participate in public hearings with City Council as warranted. See Section 3.0 of this Technical Proposal for details on MRS’s plans for providing Project deliverables, such as reporting documents.

Task 7. Technical Support for Environmental Review

MRS will, if necessary, participate in the preparation of Condition/Mitigation Effectiveness Studies that assess the effectiveness of City permit conditions or mitigation measures in mitigating environmental impacts of the Project during both the construction and operations phases.

2.2 Personnel Management

MRS selected a specialized team for this assignment based on the project type, location, affected resources, and the key issues concerning the public. Through MRS’s proven project management and control systems, the appropriate level of monitoring will be carried out by ensuring staff levels necessary to implement the ECP.

MRS uses a two-tiered approach to managing the implementation of mitigation monitoring programs. The first tier is the Project Manager who will provide day-to-day direction to the team and who will interact with the City on a regular basis. The second level consists of the Environmental Monitors and Environmental Specialists, who are responsible for overseeing the monitoring of their respective issue areas. For more details on MRS’s project management approach, see Section 4.0 of this Technical Proposal.

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3.0 Outline & Format for Reporting to City

This chapter discusses the reporting and documentation system that Marine Research Specialists (MRS) will use in the field and for reporting to the City.

3.1 Project Deliverables

Throughout the life of the Project, MRS will provide the following Project deliverables to the City:

- Contractor briefings and handouts;
- Environmental Compliance Program (ECP) reports;
- Field notes, labeled photographs, and other visual aids;
- Monthly summary reports (City Council ready);
- Quarterly summary reports;
- Annual summary reports (City Council ready);
- Annual revegetation progress reports;
- Pre- and Post-construction survey reports with photo-documentation;
- Environmental Specialists' reports;
- Issue area analyses and written review comments for CEQA documents; and
- Summaries of conditions and mitigation measures effectiveness evaluations.

3.2 Reporting and Documentation System

This section breaks down the reporting and documentation system into three tasks that will ensure uniform and technically accurate reporting throughout the course of the Project.

Task 1. Start-Up and Project Understanding

MRS will coordinate scheduling the ECP kick-off meeting, which will include City Project Managers, responsible Operator staff, and key MRS employees. Prior to the meeting, MRS will circulate an agenda organizing the meeting in the following way:

1. Introductions and Agenda Review
2. Roles and Responsibilities
 - a. Identify points of contact for differing compliance measures
3. Information Gathering/Data Gaps
 - a. Identify information needed to start compliance efforts
4. Communication Protocol
 - a. Discuss how parties would like to receive information; work plans, and updates, particularly when unexpected issues arise

5. ECP
 - a. Discuss road map created for compliance
6. Issues with Mitigation Measures Interpretation
 - a. Discuss potential issues with mitigation measures as written
7. Schedule for Implementation
 - a. Focus on upcoming items and timing to ensure compliance
8. Action Items

In preparation for the kick-off meeting, MRS will generate a detailed ECP Checklist for each phase of the Project. The checklists will be organized by issue area and will identify each mitigation measure and/or condition of approval followed by a section for notes. This document will not only serve to highlight compliance status, but will also streamline drafting of the monthly, quarterly and annual summary reports. See Table 1 in the Resumes & References Appendix for an example of the ECP Checklist.

Task 2. Monitoring and Reporting

Subsequent to the kick-off meeting, MRS will generate a detailed tracking system in Excel, which will supplement the ECP Checklist used in the field. The tracking document will include:

- Timeline for Inspections sheet that will breakdown the mitigation measures by the following:
 - Items to be Completed by Certain Dates
 - Items to be Completed before Construction
 - Items to be Completed if a Spill Occurs
 - Items to be Completed if a Seismic Event Occurs
- Record of Inspections sheet that will identify the following:
 - Mitigation Measure and/or Condition of Approval Description
 - Date to be Completed
 - Date of Inspection
 - Inspection Type
 - Mitigation Measure and/or Condition of Approval Completion Status
 - Open Items
 - Notes

MRS will coordinate with the City to conduct the necessary site visits. Site visits will be conducted on a regular basis at the beginning of the construction and drilling portions of the Project, as merited. Intense levels of activities would demand an increase in monitoring activities. Note that it is anticipated that at least one site visit will be required per month during operations. However, additional site visits may be required due to unforeseen incidents, such as an oil spill or an incident of non-compliance.

During the routine site visits, the monitoring MRS team member will take selected photographs documenting inspected items and procedures, as well as use a field log book to take notes of

general conditions and important site visit observations. MRS will provide copies of the photographs and log book to the City upon request.

After each site visit, MRS will generate a detailed report of the site visit findings and will provide the report and related photos, if any, to the City. These reports would constitute the ECP reports identified in the RFP. See Table 2 in the Resumes & References Appendix for an example of the ECP report.

Task 3. Prepare Monthly, Quarterly and Annual ECP Reports

MRS will prepare and submit to the City monthly, quarterly and annual ECP reports, which will provide an overview of the ECP status based on monitoring activities conducted by the MRS team. The annual report will be based on a compilation of items from the monthly reports and an annual audit conducted by the City and MRS.

The monthly and quarterly reports will provide the status of current monitoring activities, as well as projections for MM and/or COA task completions. In consultation with the City staff, these reports will be provided for use at City Council hearings.

The annual report will consist of a comprehensive file review of reports, plans, and various documentation logs, as well as a field review of operations and maintenance procedures. The report will identify mitigation measures not found to be in compliance and action items needed to ensure compliance of those outstanding measures. More specifically, the annual report will be organized into the following sections:

1. Introduction with a summary of findings;
2. Background identifying the project;
3. Monitoring Requirement identifying compliance with applicable laws;
4. Monitoring Participants;
5. Compliance Status detailing the findings;
6. Actions Items including a table identifying outstanding compliance measures and actions needed;
7. Recommendations identifying actions needed to ensure total project compliance; and
8. Conclusion.

MRS will present the results of each annual report to the City at respective annual meetings, which will not only serve to review the previous year's findings, but will also help identify issue areas and clarify direction in moving forward.

Note that all MRS documents and reports will be reviewed by a technical editor on staff in order to provide professional products and maintain the outstanding standards MRS has become known for in the industry.

4.0 Program Management

This chapter presents a summary of the key personnel who will work on the Environmental Compliance Monitoring (ECM) Field Team for the Project and provides an overview of the project management program. MRS staffing will be adequate to provide field coverage for the number and diverse set of Project conditions and mitigation measures, including staffing for simultaneous activities. MRS will be available 24-hours a day in the event of an emergency. In the event that the principal monitor is unavailable, a designated on-call team member will be available to stand in for the principal monitor.

The MRS team will consist of the Environmental Compliance Coordinator (ECC), Environmental Monitors (EM), and Environmental Specialists (ES). Figure 4.1 is the organizational structure for managing this Project and identifies key team members and their areas of responsibility. Detailed resumes for the key staff are located in Resumes & References Appendix.

ECC and Project Manager

Mr. Luis Perez, the ECC and Project Manager, will be responsible for the following major activities:

1. *Compliance with City Guidance.* Includes regular working sessions with the City regarding the overall progress of the compliance program.
2. *Contract Compliance.* Systematic review of the contract to make certain that the individual provisions and commitments are being met.
3. *Progress Reporting.* Includes preparation of the monthly, quarterly and annual summary reports, which will contain information on the technical progress as well as the project expenditures.
4. *Budget Tracking.* Includes monitoring expenditures on a week-to-week basis and reporting of this information.
5. *Interdisciplinary Coordination.* Involves the identification of cross-disciplinary impacts and the coordination of information flow among the various issue areas.
6. *Staffing Adequacy.* Ensures that key staff is available when their input and participation are required.
7. *Quality Control.* Includes the review of all quality assurance guidelines and will provide a quality control function on the preparation of documents.

- 8. *Report Production Control.* Includes the organization of production requirements for the numerous draft and final report deliverables.

Environmental Monitors and Environmental Specialists

Serving as front line managers, the EM and ES team members will direct the technical work for their respective issue areas. Table 4-1 identifies individuals comprising the ECM Field Team as either an EM or ES. All proposed personnel meet or exceed the personnel qualification requirements established by the City. Their responsibilities will include:

- Review and approval of work plans, schedules and reports;
- Development of quality assurance guidelines for all field work being conducted;
- Review and quality control of the technical documentation developed; and
- Preparation of monthly progress reports for their respective issue areas.

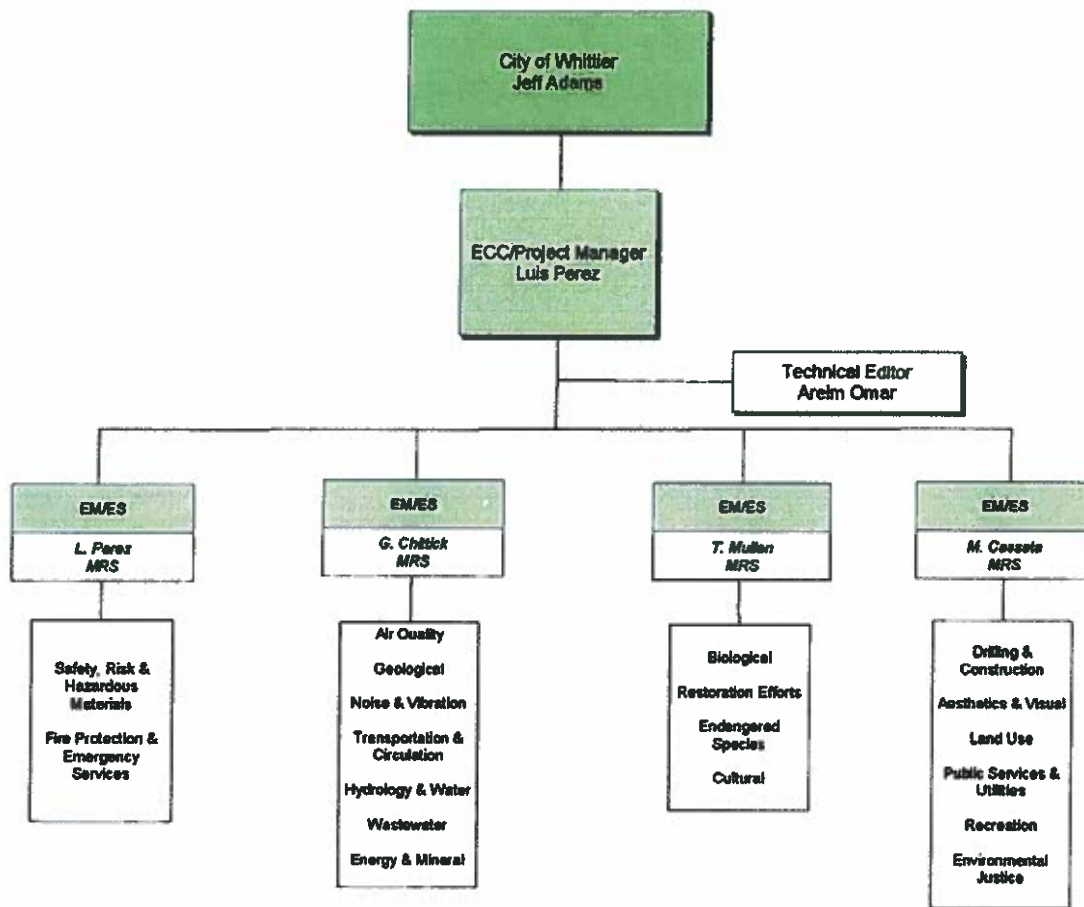
Table 4-1 ECM Field Team: EM and ES Members

Name	Company	Role	Specialty Area
Mr. Luis Perez	MRS	ECC/EM/ES	Safety, Risk & Hazardous Materials, Fire Protection
Mr. Greg Chittick	MRS	EM/ES	Air Quality, Geological, Noise, Transportation, Hydrology, Wastewater, Energy and Mineral
Mr. Ted Mullen	MRS	EM/ES	Biology, Restoration Efforts, Endangered Species, Cultural
Mr. Michael Cassata	MRS	EM/ES	Drilling & Construction, Aesthetics, Land Use, Public Services, Recreation, Environmental Justice

4.1 Project Management Program

Project management, which will span the life of the Project, is extremely important due to the nature of the Project and the complexity of the technical issues. The most important project management elements associated with this assignment focus on adherence to tight schedules, quality control, and communication. Close communication between MRS staff and the City will be imperative. Formal communication will focus on the deliverables agreed upon for each task assigned. In addition, MRS expects close, informal communication as often as necessary, mostly by telephone and email. MRS will prepare progress reports identifying the work completed during the previous period, any issues encountered, and plans for the upcoming month.

Figure 4-1 Proposed Organizational Chart



RESUMES & REFERENCES APPENDIX

Resumes and References Appendix

This chapter presents the resumes and references for key personnel who will work on the Environmental Compliance Monitoring (ECM) Field Team for the Project.

Resumes

Mr. Michael Cassata, AICP, MRS, is a senior planner with MRS whose diverse background includes project management in both the public and private sectors, where he specialized in land use planning. He is currently active in mitigation monitoring at the Inglewood Oil Field in Baldwin Hills, California, as well as the El Segundo Marine Terminal Lease Renewal Project. He is also involved in research, drafting, and preparation of Environmental Impact Reports, including the ConocoPhillips Santa Maria Refinery report and recently approved Whittier Main Oil Field report.

Prior to joining MRS, Mr. Cassata was an Associate Planner with SEPPS in Santa Barbara, California, where he was a project manager responsible for coordinating project environmental reviews to ensure CEQA compliance. Specific experience included mitigation monitoring for the Santa Barbara Cottage Hospital redevelopment and acting as a key team member in the permit processing for a commercial solar photovoltaic facility in Cuyama, Santa Barbara County. Mr. Cassata received his M.A. in Urban Planning & Policy from the University of Illinois at Chicago (2003) and his B.A. from Illinois State University (1994).

Mr. Greg Chittick, MRS, is a senior engineer with MRS and has more than 24 years experience in quantitative analysis of environmental impacts. He has conducted fire protection analysis, analysis of noise impacts, air quality impacts, traffic impacts, and prepared computerized maps with geographical information systems related to a number of oil and gas projects including the El Segundo Marine Terminal Lease Renewal & Monitoring Project, the Baldwin Hills Oil Field CSD & Monitoring Project, Paredon Project, Whittier Main Oil Field Project, Molino Gas Development Project, and the Carone Oil and Gas Development Project.

Mr. Chittick developed assessments examining the risks associated with a proposed odorant station in Carpinteria. He has also been involved with numerous risk assessment analyses associated with accidental releases of toxic and flammable materials, including a community-wide health risk analysis in Alaska, toxic and flammable risk assessments for Carone, Ellwood Marine Terminal, Baldwin Hills, and the Carpinteria Odorant project, as well as transportation risk assessments. Mr. Chittick also conducted noise modeling for the City of Carpinteria Venoco Paredon Project.

Mr. Edward (Ted) Mullen, MRS, is an experienced project manager and technical contributor with 18 years of experience that includes preparing baseline biological resource studies, habitat evaluations, regulatory compliance, and environmental impact assessment under the CEQA and

NEPA. Mr. Mullen's wildlife expertise includes birds, amphibians, and reptiles of southern California. He has federal permits to sample and handle the California red-legged frog and has conducted numerous protocol surveys for this species.

Additionally, Mr. Mullen has conducted field surveys in more than 20 states for sensitive species and prepared management plans for tidewater goby, desert tortoise, southwestern pond turtle, American badger, San Joaquin kit fox, light-footed clapper rail, Belding's savannah sparrow, western snowy plover, southwestern willow flycatcher and burrowing owl. Mr. Mullen managed the biological surveys (e.g., sensitive species, native grasslands, wetlands) and survey report for numerous wildlife biological sections for EIR. All of these projects included the assessment of wildlife habitat and importance to sensitive species.

Mr. Mullen is a recognized expert on sensitive biological resources, and has developed and implemented feasible measures consistent with USFWS requirements. He has worked on a large number of oil and gas development projects including the Baldwin Hills CSD EIR, the Paredon Development EIR, the Whittier Main Oil Field EIR, and the Molino Gas Development EIR among others.

Ms. Areim Omar, MRS, is a technical editor responsible for document production who edits document contents for style, grammar, and readability. She formats all aspects of reports, including bibliographies, lists of figures and tables, acronyms, and resources. Ms. Omar also creates templates for specific projects. Recently, she has worked on projects for the City of Morro Bay's NPDES ocean outfall monitoring program and the Carpinteria Field Redevelopment Project.

Ms. Omar earned a B.A. in English from the University of California at Los Angeles, with a minor in Arabic and Islamic Studies. As a news intern and media research specialist for the UCLA Daily Bruin, she received extensive training in editing and publication production.

Mr. Luis Perez, MRS, is a senior project manager who has worked on complex CEQA and NEPA projects for the past 19 years. During that time, he has been Project Manager for complex environmental documents for energy projects that have included the Chevron El Segundo Marine Terminal Lease Renewal & Monitoring Project, the Baldwin Hills Oil Field Community Services District & Monitoring Project, Pacific Pipeline Project, the Molino Gas Project, the Texaco Gaviota Pipeline Abandonment Project, the Unocal Cojo Marine Terminal Abandonment and Remediation Project, the Gaviota Marine Terminal Abandonment, the Exxon Marine Tankering Application, the Chevron Tankering Applications, the Venoco Paredon Project, and the Whittier Main Oil Field Project among others.

Mr. Perez has extensive public agency experience working for Santa Barbara County, which included interpretation of land use and environmental policies and regulations for large development projects, recommendations to decision-makers, and public presentations. Mr. Perez

led the permitting efforts for many of the projects mentioned above and maintains a high quality-control standard for all projects within his responsibility. Mr. Perez also led the County's efforts in the environmental review, permitting, and compliance of the Shell Molino Canada de la Huerta PCB Remediation Project, the ARCO Alegria Restoration and Remediation Project, and the Texaco Gaviota Gas Plant Remediation Project.

Mr. Perez has extensive project management experience both with the County of Santa Barbara Energy Division and MRS. Mr. Perez participated in project management seminars, performance management training, contract management, budgeting, and many other management trainings while working for the County. Mr. Perez has participated in a number of CSLC Prevention Symposiums over the years, including many workshops on the implementation of MOTEMS. Mr. Perez also earned a Master's degree in Management that focused on management of complex projects, conflict resolution, group dynamics, and budgeting. Mr. Perez received his M.A. degree in Organizational Management from Fielding Graduate University and received a B.A. in Environmental Science and Public Relations from Northern Arizona University.

References

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City of Carpinteria
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Carpinteria, CA, 93013
805.684.5405 x451

Elaine Lemke
Principal Deputy County Counsel
Office of the County Counsel
County of Los Angeles
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500 West Temple St.
Los Angeles, CA 90012
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Alice McCurdy
Santa Barbara County
Department of Planning and Development
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Santa Maria, CA 93455-3623
805.934.6250

Kevin Drude
Energy Specialist
Planning and Development, Energy Division
123 East Anapamu Street
Santa Barbara, CA 93101-2058
(805) 568-2519

Additional references for the Project Manager or for any key team members can be provided upon request.

ECP Checklist and Report Examples

Table 1 ECP Checklist Example

Baldwin Hills CSD: Checklist for Daily Oilfield Activities

DURING DRILLING, REDRILLING, REWORKING & WORK SITE ACTIVITY CONT'D		SOURCE	
Odor Monitoring Cont'd			
<input checked="" type="checkbox"/>	Have drilling and redrilling setbacks of 400 feet from developed areas and 20 feet from roadways been met?	CSD – 22.44.142E2n, page 19 OMP – 3.4, page 6 DP – 2.2(ix), page 20	124.
<input checked="" type="checkbox"/>	Have storage tank setbacks of 500 feet from developed areas and 200 feet from public roadways been met?	CDS – 22.44.142E29b, page 51 OMP – 3.4, page 6	125.
<input checked="" type="checkbox"/>	Have building setbacks of 50 feet from oil storage tanks been met?	CDS – 22.44.142E29b, page 51 OMP – 3.4, page 6	126.
<input type="checkbox"/>	Has each odor complaint been investigated within one hour?	OMP – 4.1, page 7	127.
<input checked="" type="checkbox"/>	Have odor mitigation measures been implemented within one hour of source identification?	OMP – 4.1, page 7	128.
Quiet Mode Drilling: 6:00 p.m. to 8:00 a.m.			
<input type="checkbox"/>	Is the V-door covered with rubber matting? Are crews ensuring the rubber matting stays on when handling pipe?	QMDP – 2.0B, page 2 DP – 2.2(ix), page 20	129.
<input type="checkbox"/>	Is the rig floor covered with rubber matting and wood?	QMDP – 2.0B, page 2 DP – 2.2(ix), page 20	130.
<input type="checkbox"/>	Has either rubber matting or wood been placed on pipe racks and catwalk when rolling pipe off the pipe racks onto the catwalk?	QMDP – 2.0B, page 2 DP – 2.2(ix), page 20	131.
DATE: May 23, 2012			
NOTES: One air monitor (Unit 2) used at workover rig VIC 68 was still showing an excess negative reading (-12.626 THC). Pat to have recalibrated and Draeger come out if necessary. Tracked strong odor to VIC 1 124 pump unit. Crew investigated and said the packing was leaking because the polish rod was off center and eating into the packing. Checked back an hour later and crew was realigning the pump unit so the rod would go in straight. Pat to recheck with portable meter.			
INITIALS: MC			

Table 2 ECP Report Example

**PERMIT COMPLIANCE PROGRAM
ENVIRONMENT QUALITY CONTROL
REPORT N^o 193**

PROJECT NAME/FACILITY Whittier Main Oil Field					
REFERENCE DATA					
Date:		Feature:		Subfeature:	Activity:
Time:					
STATION			MILEPOST		
From:	To:	And /Or	From:	To:	Alignment Sheet: Revision Number:
Other:					
COMPLIANCE STATUS					
<input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> UNACCEPTABLE		IF UNACCEPTABLE, CHECK ONE <input type="checkbox"/> LEVEL 1 <input type="checkbox"/> LEVEL 2 <input type="checkbox"/> LEVEL 3		<input type="checkbox"/> FOLLOWUP REPORT <input type="checkbox"/> REMEDIAL ACTION IMPLEMENTED <input type="checkbox"/> ADDITIONAL FOLLOWUP REQUIRED	
				Previous EOC Report No.: Conditions, Specs., Drawgs., etc.:	
SUMMARY:					
OBSERVATIONS:					
RECOMMENDATIONS:					
ON-SITE ENVIRONMENTAL COORDINATOR					
Print Name:			Signature:		
RECEIPT ACKNOWLEDGED (Unacceptable Reports Only, Construction Supervisor or Designate)					
Print Name:			Signature:		
Comments / Action:					



Cost Proposal



To Implement The Environmental Compliance Program

For the
Whittier Main Oil Field
Project

Prepared for:
City of Whittier
Community Development Department
13230 Penn Street
Whittier, California
90602

Prepared by:
Marine Research Specialists
3140 Telegraph Road, Suite A
Ventura, California
93003

June 11, 2012



Hourly Estimate and Rate Proposal.....1

List of Tables

Table 1 MRS Rates and Estimated Costs per Task.....3

Hourly Estimate and Rate Proposal

MRS would propose to perform the work outlined in our Technical Proposal on a time and materials basis with a not to exceed price of \$1,483,202.00. MRS would suggest adding a 15 percent contingency to the contract to account for potential variability on level of compliance monitoring needed. This would amount to an additional \$222,480.00 for a total contract amount of \$1,705,682.00. This estimated budgeting cost is for a period of five (5) years and includes both professional services and expenses. MRS would submit invoices monthly to cover the costs incurred during the previous month. All costs within the rate sheet are the full rates charged by MRS and no additional overhead costs are incurred. However, other direct costs (printing, travel, etc.) incur a G&A fee of 10% that will be added to all expenses.

Table 1 provides a detailed breakdown of the costs by major task and includes rates for the employees proposed for this effort.

In estimating the costs for the project the following major assumptions have been made:

- MRS will spend time associated with review and comment of compliance plans submitted by the Applicant. In our experience, those efforts are fairly labor intensive and are included within Task 1 and Task 2 as appropriate.
- There will be significant monitoring related to special programs for endangered and protected species along with revegetation and restoration efforts.
- There will be a significant level of reporting and documenting compliance with the City as required by the RFP. There will be weekly, monthly, quarterly and annual reports. There is also a need for Quarterly Reports and presentations to City Council/Planning Commission as needed.
- Fairly limited time will be spent on Emergency Field Monitoring that could be amended as needed.
- Efforts will be conducted on a time and material basis depending on the needs associated with the Project, construction pace, level of compliance, completeness of plans, etc. Because there is a high degree of variability in those factors, there is a potential for substantial changes in the budget as stated in the RFP.

Conflict of Interest, Statement of Offer and Contract Statement

MRS has not been hired by Matrix or Clayton Williams Energy to do any work in the past, nor does MRS plan to do any work for Matrix or Clayton Williams Energy in the future. No member of the MRS team has a financial gain or an interest in the final outcome of the Project. MRS hereby certifies that MRS and its employees have the capacity to be neutral and are free from any potential conflict of interest.

The proposal is a firm offer valid for a period of 90 days. All work will be performed at the proposed billing rates and other identified costs. For the purposes of this contract, the primary contact for the person with the ability to negotiate and contractually bind MRS is:

Luis F. Perez
Senior Project Manager
805-896-7875 mobile
805-289-3930 office

Table 1. MRS Rates and Estimated Costs per Task

Key Staff	Classification	Rate (\$/hr)	Task 1. Field Monitoring of Construction		Task 2. Ongoing Revegetation and Restoration Efforts		Task 3. Monitoring for Special Programs		Task 4. Emergency Field Monitoring		Task 5. Periodic Inspection of Facilities		Task 6. Reporting to the City		Task 7. Technical Support for Studies		Total	
			Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
L. Perez	Senior Project Manager	\$190.00	840	\$159,600	80	\$15,200	120	\$22,800	40	\$7,600	180	\$34,200	150	\$28,500	120	\$22,800	1,530	\$290,700
G. Chittick	Senior Engineer	\$180.00	1,120	\$201,600	90	\$16,200	160	\$28,800	60	\$10,800	360	\$64,800	120	\$21,600	140	\$25,200	2,050	\$369,000
T. Mullen	Senior Biologist	\$180.00	940	\$169,200	720	\$129,600	320	\$57,600	40	\$7,200	240	\$43,200	80	\$14,400	120	\$21,600	2,460	\$442,800
M. Cassata	Senior Planner	\$150.00	1,240	\$186,000	16	\$2,400	140	\$21,000	80	\$12,000	400	\$60,000	240	\$36,000	120	\$18,000	2,236	\$335,400
A. Omar	Specialist	\$90.00	2	\$180		\$0	0	\$0	0	\$0	10	\$900	60	\$5,400	40	\$3,600	112	\$10,080
Total Direct Labor			4,142	\$716,580	906	\$163,400	740	\$130,200	220	\$37,600	1,190	\$203,100	650	\$105,900	540	\$91,200	8,388	\$1,447,980
Other Direct Costs																		
Travel				\$1,500		\$550		\$1,580		\$1,025		\$840		\$2,500		\$175		\$8,170
Mailing				\$0		\$100		\$100		\$0		\$800		\$220		\$0		\$420
Printing and Binding				\$50		\$125		\$600		\$0		\$800		\$18,850		\$225		\$20,650
Communication				\$0		\$280		\$450		\$250		\$250		\$125		\$0		\$1,355
Miscellaneous				\$175		\$0		\$375		\$375		\$0		\$500		\$0		\$1,425
G&A on Other Direct Costs				\$173		\$106		\$311		\$165		\$189		\$2,220		\$40		\$3,202
Total Other Direct Costs				\$1,898		\$1,161		\$3,416		\$1,815		\$2,079		\$24,415		\$440		\$35,222
Total Cost				\$718,478		\$164,561		\$133,616		\$39,415		\$205,179		\$130,315		\$91,640		\$1,483,202
15 Percent Optional Contingency																		\$222,480
TOTAL with Contingency																		\$1,705,682

Consultant List - RFP

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*Transmitted 5/23/12 -- Referral from Atkins Global

Consultant List - RFP

Transmitted 5/21/12

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