

Please estimate, based on monitoring time for Lots 9-11, how much additional budget beyond the out-of-scope budget, we would need to complete monitoring inspections for Lots 5-8, and we can initiate a contract amendment.

Thank you!

From: Kristen Outten <koutten@swca.com>
Sent: Tuesday, June 1, 2021 4:39 PM
To: Camille Leung <cleung@smc.gov.org>
Subject: Highland Estates Budget Update

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Hello Camille,

I wanted to provide you with an update regarding the Highland Estates budget (see table below). While we still have approximately \$24k remaining in our overall budget, our compliance monitoring task is nearly used up (\$451 remaining as of last Friday). As you may recall, our scope assumed up to 18 months (1.5 years) of construction-phase compliance monitoring for Lots 5-11. We've now exceeded the 18-month construction schedule and used nearly the entire task budget on Lots 9-11. It's my understanding they are getting close to wrapping up construction on Lots 9-11, in which case we could dip into the project management funds to continue compliance inspections on Lots 9-11. However, additional compliance monitoring and project management time for Lots 5-8 would require additional funds for the out-of-scope work. Let me know if you would like to jump on a call to discuss the budget, or if you would like me to prepare a change order scope and cost estimate for the remaining four lots (i.e., Lots 5-8).

Phase	Task	Description	Contract Value	Total Invoiced	Remaining to Invoice	Unbilled through 05/27/2021	Remaining Budget
1		Project Management and Coordination	\$32,917.00	\$19,014.53	\$13,902.47	\$417.50	\$13,484.97
2		Compliance Monitoring	\$29,635.00	\$27,747.67	\$1,887.33	\$1,435.81	\$451.52
3		Out of Scope Work	\$17,789.00	\$10,000.00	\$7,789.00		\$7,789.00
	1	County	\$13,894.50	\$8,614.25	\$5,280.25		\$5,280.25
	2	Applicant	\$3,894.50	\$1,385.75	\$2,508.75		\$2,508.75
4		CEQA Addendum	\$22,211.00	\$19,758.25	\$2,452.75	\$35.50	\$2,417.25
		Total Contract Value	\$102,552.00	\$76,520.45	\$26,031.55	\$1,888.81	\$24,142.74

Thanks,
Kristen

Kristen Outten
Project Manager / Senior Biologist

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From: Camille Leung
To: Rich Newman (rnewman@rochex.com); Jack Chamberlain
Cc: "noel@nexgenbuilders.com"; robertpellegrine@yahoo.com; Amy Ow; Steve Monowitz
Subject: RE: Highland Estates Budget Update
Date: Monday, July 5, 2021 2:41:03 PM
Attachments: image002.png
FW: Grading for Ticonderoga Sidewalk.mso
Grading Permit Hard Card Template (8-11-2016).pdf

Hi Rich,

As requested, here are next steps for the BLD permits for Lots 5-8:

- Planning:
 - Review Architectural Plans for Lots 5-8 - DONE
 - County to make decision on Minor Modification – Comment period ends 7/2 (response to comments and decision pending)
 - Applicant to complete Grading Permit Hard Card (attached) with dates for grading operation/stabilization/landscaping
 - Applicant to deposit \$20,000 for County Mitigation Monitoring (\$10,000 overdue for monitoring for Lots 9-11)
- Geo to Sign off review (Please see attached email)
- Pay Sewer Fees - DONE
- Once all agencies sign off:
 - County to collate plans
 - Camille to send out Construction Notice to neighbors within 200 feet of Lots 5-8
 - Camille to send out Civil Plans for installation of Erosion Control Measures by Applicant
 - Applicant must Pass inspection for EC Measures and send Bio Surveys to County
 - County's mitigation monitor to inspect and review surveys
- County to issue BLD Permit with Hard Card and County's Grading and Construction Requirements, Applicant to pick up Job Copy and Permit

Thanks

From: Camille Leung
Sent: Monday, July 5, 2021 2:07 PM
To: Rich Newman (rnewman@rochex.com) <rnewman@rochex.com>; Jack Chamberlain <jtuttlec@aol.com>
Cc: 'noel@nexgenbuilders.com' <noel@nexgenbuilders.com>; robertpellegrine@yahoo.com; Amy Ow <aow@smcgov.org>; Steve Monowitz <smonowitz@smcgov.org>
Subject: FW: Highland Estates Budget Update
Importance: High

Hi Rich and Jack,

Please see attached for SWCA's proposal for a change order for mitigation monitoring for Lots 5-8. As described in the attached, the original contract did include monitoring of Lots 5-8. However, due to the longer duration of construction on Lots 9-11, the need for many follow-up inspections and correspondence, and delay in the start of construction on Lots 5-8, only about \$10,000 of the budget of the original contract remains for monitoring.

I have informed SWCA that I do not believe we should authorize this Change Order until requested unpaid fees are paid to the County for the monitoring of Lots 9-11.

Also, as summer is in full swing, please advise us as to when you will be planning to complete the requirements to pull the Building Permits for Lots 5-8. As you know, the wet season moratorium on grading begins October 1st, with Director approval, among other requirements, needed to undertake grading between Oct 1 and April 30.

Please let us know what your comments are on the Change Order, status of payment, and the schedule for construction on Lots 5-8.

Thanks

From: Kristen Outten <koutten@swca.com>
Sent: Monday, June 28, 2021 1:25 PM
To: Camille Leung <cleung@smcgov.org>
Cc: Jessica Henderson-McBean <JHenderson-McBean@swca.com>; Melissa Andrikopoulos <mandrikopoulos@smcgov.org>; Amy Ow <aow@smcgov.org>
Subject: RE: Highland Estates Budget Update

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Hello Camille,

Please find attached Change Order No. 3 to continue providing mitigation monitoring support for the Highland Estates Project. The attached scope and cost assume a 22-month construction schedule, which is consistent with what was required for Lots 9-11. Please let me know if you have any questions or would like to discuss the attached scope and costs in more detail.

Thank you,
Kristen

From: Camille Leung <cleung@smcgov.org>
Sent: Monday, June 7, 2021 9:54 AM
To: Kristen Outten <koutten@swca.com>
Cc: Jessica Henderson-McBean <JHenderson-McBean@swca.com>; Melissa Andrikopoulos <mandrikopoulos@smcgov.org>; Amy Ow <aow@smcgov.org>
Subject: FW: Highland Estates Budget Update

EXTERNAL: This email originated from outside SWCA. Please use caution when replying!

Hi Kristen,

Sorry for the delay in getting back to you. I really appreciate the heads up about the mitigation budget! Thank you for the great suggestions for re-allocating budget towards inspections.

Yes, as Chamberlain is getting close to wrapping up construction on Lots 9-11, we should dip into the project management funds to continue compliance inspections on Lots 9-11.

I believe the out-of-scope budget was for early analysis on the Addendum which now has its own budget and is largely completed, although we may need SWCA's assistance in answering some comments (deadline is June 17). If this is correct, we can re-allocate those funds for compliance monitoring and project management time for Lots 5-8, which plans to start in July.