



RESOLUTION No. 24-556

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

RESOLUTION APPROVING AMENDMENT NO. 1 TO TASK ORDER NO. 1 FOR THE ROADSIDE VEGETATION MANAGEMENT PROGRAM PHASE 1 UNDER THE MASTER SERVICES AGREEMENT BETWEEN THE COUNTY OF NEVADA AND HELIX FOR ENVIRONMENTAL CONSULTING SERVICES (PESR4904) AND INCREASING THE CONTRACT NOT TO EXCEED AMOUNT BY \$26,848.00 FROM A TASK ORDER MAXIMUM OF \$299,985.00 TO \$326,833.00 AND AUTHORIZING THE DIRECTOR OF EMERGENCY SERVICES TO EXECUTE THE CONTRACT AMENDMENT

WHEREAS, the Office of Emergency Services has a continuous pipeline of grant-funded wildfire mitigation projects including landscape-scale shaded fuel breaks, roadside vegetation abatement, defensible space, and home hardening; and

WHEREAS, environmental permitting requirements including NEPA and CEQA must be satisfied in accordance with the stipulations of grant award guidelines, landownership, and project scope for these projects to be implemented; and

WHEREAS, the Director of Emergency Services and the Purchasing Agent determined that the most efficient way to procure these services was to establish a qualified list of Environmental Consulting Service professionals to work on specific projects as they arise; and

WHEREAS, on January 23, 2024 a Master Services Agreement was entered into with selected firms for a period of five years, authorizing the Purchasing Agent to solicit and award task orders and to execute and encumber the task orders up to a maximum amount of \$300,000 per task order (Res. 24-043); and

WHEREAS, on January 31, 2024 Helix Environmental Planning Inc. was determined to be the lowest responsive bidder for the Roadside Vegetation Management Program Phase 1 and was awarded the task order in the amount of \$299,985.00; and

WHEREAS, subsequent coordination with the funder to meet deliverable requirements has necessitated an increase in the task order budget of \$26,848.00, bringing the total contract maximum to \$326,833.00; and

WHEREAS, the contract maximum exceeds the amount that the Purchasing Agent is authorized to execute and encumber; and

WHEREAS, the parties desire to amend Task Order No. 1 to increase the budget by \$26,848.00 under Task 3 (Cultural Resource Surveys and Technical Report) and Task 8 (FEMA Subsequent Environmental Assessment) increasing the contract Not to Exceed amount from \$299,985.00 to \$326,833.00.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Supervisors of the County of Nevada, State of California, that the County hereby approves Amendment No. 1 to Task Order No. 1 for the Roadside Vegetation Management Program Phase 1 under the Master Services Agreement between the County of Nevada and Helix for Environmental Consulting Services (PESR4904) and increasing the contract not to exceed amount by \$26,848.00 from a Task Order maximum of \$299,985.00 to \$326,833.00 and authorizing the Director of Emergency Services to execute the contract amendment.

Increase:

0101-20702-414-1000

521520

\$26,848.00

PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 22nd day of October 2024, by the following vote of said Board:

Ayes: Supervisors Heidi Hall, Edward C. Scofield, Lisa Swarthout, Susan Hoek, and Hardy Bullock.

Noes: None.

Absent: None.

Abstain: None.

Recuse: None.

ATTEST:

TINE MATHIASSEN

Chief Deputy Clerk of the Board of Supervisors

By: 


Hardy Bullock, Chair

**AMENDMENT NO. 1 TO TASK ORDER NO. 1 UNDER MASTER SERVICES AGREEMENT
FOR ENVIRONMENTAL CONSULTANT (PESR4904)
WITH HELIX ENVIRONMENTAL PLANNING INC.**

THIS AMENDMENT is executed this 22nd day of October, 2024 by and between HELIX and COUNTY OF NEVADA. Said Amendment will amend the prior Purchase Order No. 1 between the parties related to the Roadside Vegetation Management Program Phase 1, Scope of Work awarded on January 31, 2024 under the Master Services Agreement for Environmental Consultant (PESR4904) executed on January 23, 2024 (Resolution No. 24-043).

WHEREAS, the parties desire to amend the Purchase Order to increase the budget for Task Order No. 1 by \$26,848.00 under Task 3 (Cultural Resources Surveys and Technical Reports) and Task 8 (FEMA Subsequent Environmental Assessment).

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment shall be effective as of October 22, 2024.
2. That the Purchase Order No. 1 Not to Exceed (NTE) be increased by \$26,848.00 from a contract maximum of \$299,985.00 to a contract maximum of \$326,833.00.
3. That in all other respects the prior contract of the parties shall remain in full force and effect except as amended herein.

APPROVED AS TO FORM:
COUNTY COUNSEL

COUNTY OF NEVADA

By: _____

By: _____
Craig Griesbach
Director, Emergency Services

CONTRACTOR:

By: _____
Michael Schwerin
Chief Executive Officer, Helix Environmental Planning Inc.

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September 18, 2024

02605.02023.002

Alex Keeble-Toll, M.A., M.Sc.
Senior Administrative Analyst
Nevada County Office of Emergency Services
950 Maidu Ave, Suite 130
Nevada City, CA 95959

Subject: Contract Augment to Provide Additional Services for the Roadside Vegetation Management Project

Dear Ms. Keeble-Toll:

On July 16, 2024, HELIX met with representatives of Nevada County Office of Emergency Services (OES) and the Federal Emergency Management Agency (FEMA) to discuss compliance with federal requirements for the Roadside Vegetation Management Project. HELIX's original scope of work had assumed that the project would qualify as a Categorical Exclusion under the National Environmental Policy Act (NEPA), and that scope included the preparation of a Record of Environmental Consideration (REC) Checklist to comply with NEPA requirements. However, during the meeting with FEMA, HELIX and Nevada County OES were informed that this project would not qualify as a Categorical Exclusion and that the appropriate NEPA document would be a Subsequent Environmental Assessment (SEA) tiering off of FEMA's 2014 Programmatic Environmental Assessment (PEA) for Recurring Activities in Arizona, California, and Nevada. The scope of work below replaces the previous scope for Task 8 FEMA NEPA Checklist in order to comply with the NEPA requirements outlined by FEMA.

Additionally, this scope of work augments Task 3 to reflect the actual cost of the records search requested from the North Central Information Center (NCIC) at California State University, Sacramento. HELIX's original scope of work assumed that NCIC records search fees would not exceed \$2,000. However, upon requesting the records search from the NCIC, HELIX was informed that the actual cost of the records search would be \$14,108.

The original written contract dated March 4, 2024 between HELIX Environmental Planning, Inc. (HELIX) and Nevada County Office of Emergency Services (Client) is hereby augmented as follows:

SCOPE OF WORK (See attached)

CURRENT CONTRACT TOTAL **\$299,985**

| <u>Task Number</u> | <u>Task Name</u> | <u>Original Cost</u> | <u>Additional Budget Requested</u> | <u>Revised Cost</u> |
|-------------------------------|---|--------------------------|--|-------------------------|
| 1 | Public Outreach, Team Meetings, and Reporting | \$12,810 | -- | \$12,810 |
| 2 | Biological Resources Surveys and Technical Report | \$118,178 | -- | \$118,178 |
| 3 | Cultural Resources Surveys and Technical Report | \$70,005 | \$12,108 | \$82,113 |
| 4 | Built Environment Surveys | \$43,942 | -- | \$43,942 |
| 5 | Visual Impact Survey | \$8,380 | -- | \$8,380 |
| 6 | Environmental Justice Analysis | \$10,230 | -- | \$10,230 |
| 7 | CALVTP PEIR Project-Specific Analysis Addendum | \$22,500 | -- | \$22,500 |
| 8 | FEMA Subsequent Environmental Assessment | <u>\$13,940</u> | <u>\$14,740</u> | <u>\$28,680</u> |
| Subtotal | | \$299,985 | \$26,848 | \$326,833 |
| TOTAL REVISED CONTRACT | | | | \$326,833 |

Below is a table showing the revised staff allocations for this revised scope of work, along with the hourly rates for staff (which have not changed):

| Staff Name | Hourly Rate | Original Hours | Revised Hours |
|---|------------------------|---------------------------|--------------------------|
| Erin Gustafson, AICP, Project Manager/Environmental Planner | \$160 | 130 | 155 |
| Lesley Owing, Principal Planner | \$255 | 56 | 65 |
| Julia Pano, Environmental Planner | \$130 | 260 | 319 |
| Patrick Martin, Senior Scientist | \$175 | 337 | 337 |
| Christine Heckler, Biology Project Manager | \$165 | 283 | 287 |
| Clarus Backes, Senior Archaeologist | \$195 | 234 | 238 |
| Jentin Joe, Staff Archeologist | \$105 | 240 | 240 |
| Nelson White, Senior Architectural Historian | \$170 | 150 | 150 |
| Lika Loechler, GIS Specialist | \$115 | 56 | 66 |

We look forward to continuing to work with you on this project. If you have any questions concerning this agreement, please contact your Project Manager, Erin Gustafson, at ErinG@helixepi.com or me at LesleyO@helixepi.com with any questions.

Sincerely,



Lesley Owing
Environmental Planning Group Manager

I hereby authorize HELIX to continue work in accordance with this Augment and the original Terms and Conditions and Schedule of Fees.

(Client)

By:

Alex Keeble-Toll
Nevada County OES

Date:

SCOPE OF WORK

Task 3. Cultural Resource Surveys and Technical Report

This scope of work augments Task 3 to reflect the actual cost of the records search requested from the NCIC at California State University, Sacramento. HELIX's original scope of work assumed that NCIC records search fees would not exceed \$2,000. However, upon requesting the records search from the NCIC, HELIX was informed that the actual cost of the records search would be \$14,108.

Task 8. FEMA Subsequent Environmental Assessment

Based on guidance from FEMA and a review of the applicable documents, it is assumed that NEPA requirements for this project will be satisfied through the preparation of a Subsequent Environmental Assessment (SEA) tiering off of FEMA's 2014 Programmatic Environmental Assessment (PEA) for Recurring Activities in Arizona, California, and Nevada.

HELIX will prepare the description of the proposed action and alternatives, which will consist of the first two chapters of the Draft SEA. The first chapter will discuss the proposed action background as well as the purpose and need for the proposed action. The second chapter will be a description of the proposed action, no action alternative, and one action alternative. The draft description of the proposed action and alternatives will be developed in coordination with Nevada County OES and FEMA and submitted electronically for review and approval prior to preparation of the Draft SEA. It is assumed that the additional proposed action will not require analysis of additional areas outside the project footprint. This scope of work assumes that one action alternative will be considered and evaluated. HELIX will respond to two rounds of comments on the draft description of the proposed action and alternatives from Nevada County OES and/or FEMA and prepare a final description of the proposed action and alternatives for inclusion in the Draft SEA.

HELIX will prepare a Draft SEA based on the approved description of the proposed action and alternatives. The Draft SEA will include a discussion of the affected environment and environmental consequences of the proposed action. Beneficial and adverse impacts will be disclosed in the Draft SEA, including direct, indirect, and cumulative impacts. The Draft SEA will incorporate information from the technical analyses to be prepared by HELIX (e.g., biological resources evaluation, cultural resources inventory, built environment surveys, environmental justice analysis, and visual impact survey). All other issue areas will be addressed qualitatively or eliminated from detailed discussion in the Draft SEA, as appropriate. HELIX will submit the Draft SEA to Nevada County OES and FEMA electronically and will respond to Nevada County OES and FEMA comments on the Draft SEA to be provided in one, consolidated set of comments.

HELIX will prepare an electronic screencheck version of the Draft SEA addressing Nevada County OES and/or FEMA comments on the Draft SEA. HELIX will respond to reviewer comments on the screencheck Draft SEA, if any; comments on the Draft SEA are anticipated to be minor in nature and not require major revisions. If major revisions are requested on the Draft SEA, a contract augment may be required to accommodate the additional reviewer comments.

Upon resolution of the screencheck Draft SEA comments, HELIX will prepare the Public Draft SEA. This version shall be made available to the public for review for 30 days. HELIX will submit an electronic copy

of the Public Draft SEA to Nevada County OES and FEMA for distribution. In preparation for release of the Public Draft SEA for public review, HELIX will prepare a draft Notice of Availability (NOA) of the Public Draft SEA to be distributed to the public and interested parties. The NOA will be provided in electronic format to facilitate internal review and public release. This scope of work assumes that FEMA will distribute the NOA to interested parties, local newspapers, and/or post to the FEMA website.

HELIX will prepare a draft FONSI following circulation of the Public Draft SEA. The draft FONSI will include a summary of the proposed action, alternatives, potential impacts, and public concerns expressed during the review of the Public Draft SEA (if any). The FONSI will be submitted to Nevada County OES and FEMA electronically for review and comment. HELIX will respond to one round of consolidated comments on the FONSI and provide Nevada County OES and FEMA with a final FONSI in electronic format.

Following public review and receipt of public comments, HELIX will prepare a draft and final responses to comments matrix on public comments received during public review of the Draft SEA. This scope of work assumes that no more than 10 public comment letters will be received, and comments will be minor in nature and would not require additional survey work or re-modeling. HELIX will prepare a Final SEA based on input received on the Public Draft SEA. The Final SEA and response to comments matrix will be submitted electronically to Nevada County OES and FEMA for approval.

Deliverables:

- Draft SEA, Screencheck Draft EA, Public Draft EA, and Final EA (electronic format)
- Draft and Final NOA (electronic format)
- Draft and Final Responses to Comments Matrix (electronic format)
- Draft and Final FONSI (electronic format)