



**PROPOSED SCOPE OF SERVICES
CITY OF MOUNTAIN VIEW
June 26, 2018**

BACKGROUND

JHS Consulting provides professional consulting and project management services to public agencies on all types of real estate development and infrastructure projects. JHS Consulting has extensive experience with project management as well as the land use entitlement and planning process, particularly with navigating the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA), and the regulatory agency permitting processes.

JHS Consulting, LLC has been selected to provide the City of Mountain View with contract environmental planning and consulting services.

SCOPE OF SERVICES

It is anticipated that this scope of services will mainly include JHS Consulting's work to assist City of Mountain View Planning Division Staff with oversight and management of the CEQA/NEPA process for various development applications being reviewed by the City. It is understood that the workload and number of hours worked will fluctuate and vary over the term of this contract, but it is intended that the work outlined in this scope will generally average up to about 20 hours per week and may extend up to 40 hours per week upon mutual agreement. This scope covers the work effort by John Schwarz of JHS Consulting for the generally anticipated tasks identified below.

1. Review of Applications and Determine CEQA/NEPA Process

JHS Consulting will review project applications and initial submittals with City Staff to determine the most appropriate and efficient CEQA/NEPA documentation and process. If desired, JHS can provide City Staff with a memo outlining the anticipated process and documentation needs for each project.

2. Management of CEQA/NEPA Environmental Review Process and Consultants

This task includes JHS Consulting's management of the environmental and permitting consultants and review of their deliverables. JHS Consulting will manage the CEQA and/or NEPA portion of the project review process for City staff and will provide oversight and review of the environmental consultants' work.



It is anticipated that this will generally include review of the following types of documents/deliverables on behalf of City Staff:

- ❖ Consultant proposals, schedules, and budgets;
- ❖ Administrative, Draft, and Screencheck Draft CEQA Checklists;
- ❖ Administrative, Draft, and Screencheck Draft CEQA Initial Studies/Negative Declarations (IS/MNDs);
- ❖ Administrative, Draft, and Screencheck Draft Environmental Impact Reports (EIRs)
- ❖ Technical Studies, Peer Review Studies, and other materials supporting the IS/MNDs and EIRs;
- ❖ Draft Mitigation Monitoring and Reporting Programs (MMRPs); and
- ❖ Draft Resolutions of Findings

Therefore, this task includes JHS Consulting time to review the above deliverables and provide direction to the CEQA/NEPA consultant, as well as to solicit and coordinate any input or review by City staff.

This task also assumes time for JHS Consulting to coordinate with the CEQA consultant and ensure that the City has a complete “CEQA Administrative Record” for the projects.

3. Manage Consultants Budgets and Review Invoices

JHS Consulting will conduct detailed invoice and project activity summary reviews for the CEQA/NEPA and permitting consultants, and will provide recommendations to City Staff for payment.

4. Meetings, Communication, and Administration

It is anticipated that the environmental review process for development projects will require ongoing communication and coordination with City Staff and various stakeholders. Therefore, this scope assumes time for as-needed project management and meetings, email coordination, and phone conversations with:

- City Management and Staff;
- Neighboring cities and/or other public agencies;
- Project Applicant and Design Teams; and
- Environmental CEQA/NEPA and Permitting consultants.



This task may also include attending public hearings, leading and coordinating environmental scoping and/or public comment meetings on behalf of the City.

5. General CEQA/NEPA Consulting and Guidance

JHS Consulting will be available on an as needed basis to provide general CEQA and/or NEPA guidance to City staff.

STAFFING

John Schwarz of JHS Consulting will serve as the Principal/Project Manager for the work described in this scope.

BUDGET

Work will be billed monthly on a time and expense basis, per the hourly rate below.

John Schwarz, President/Principal	\$181.00
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