



Rincon Consultants, Inc.

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November 25, 2014

Job # 13-00889

Lucille Breese, AICP, Planning Manager
Community Development Department
City of Lompoc
100 Civic Center Plaza
Lompoc, California 93438
Via email: l_breese@ci.lompoc.ca.us

Subject: Proposal to Extend Agency Staffing Services

Dear Ms. Breese:

In response to your request, Rincon Consultants, Inc. is pleased to submit this proposal to provide planning staff services to the City of Lompoc.

UNDERSTANDING OF ASSIGNMENT and SCOPE OF WORK

The City of Lompoc has requested assistance with permit counter staffing, the processing of permits, support for current planning, and related assignments. City staff estimates that contract planning needs for this assignment will require an average of 24 hours per week for 26 weeks from December 22, 2014 through June 19, 2015. The contract planner is needed between the hours of 9:00 AM and 3:00 PM and will work three days each week.

Rincon planner will serve as an extension of City staff, and provide comprehensive project review and compliance support. This will include, but not be limited to, the following:

- *Staff the planning counter;*
- *Process small-scale permits for the City;*
- *Prepare public notifications, staff reports, site plan analysis, and other tasks relating to current planning; and*
- *Coordinate with other City departments, consultants, and officials implementing the City's land use policies and regulations.*



When Rincon planning staff works from the City of Lompoc offices, it is assumed that oversight and quality assurance will be provided by senior level City of Lompoc staff, and that a workspace, equipment, and supplies necessary to conduct the staff planning work will be provided by the City.

STAFFING

A Rincon Assistant Planner would be available up to 24 hours per week for this assignment, including travel time, and will work 9:00 AM to 3:00 PM in the Lompoc Community Development Department offices. Rincon Principal, Richard Daulton, or Senior Program Manager, Jasch Janowicz, will be available up to 1 hour per week for quality assurance and coordination. Rincon also has a skilled group of planning staff, biologists, geoscientists, and other specialists that can assist in the successful execution of other environmental and planning tasks.

COST AND SCHEDULE

The City has requested that this proposal include contract planning staff support for approximately 26 weeks, through June 19, 2015. Rincon Consultants will serve as the City's planning staff for this assignment, in accordance with this proposed scope of services, on a time-and-materials basis for a cost not to exceed \$63,440.

The Assistant Planner will bill at a flat rate of \$760 per day, including vehicle use and mileage. Mr. Janowicz and Mr. Daulton will bill at \$160 per hour. Third-party costs will be billed at cost plus 15%. Additional support staff, if needed, will bill in accordance with the attached fee schedule.

Rincon Consultants, Inc. is a fully insured California Corporation. Our fee includes comprehensive general professional liability insurance, as well as workers compensation coverage. Rincon Consultants is an equal opportunity employer.

The proposed scope of services and associated costs are fully negotiable to meet the needs of the City of Lompoc. Should it become apparent that the required level of effort exceeds an average of 24 staff-hours per week, or extends beyond the projected 26 week period, we will inform the City and confer on how best to proceed. Additional work not included herein will be completed, on request, in accordance with the attached fee schedule. This offer for professional services will remain in effect for a period of 30 days from the date of this proposal.



If you have any questions about this proposal, please do not hesitate to contact us.

Sincerely,

RINCON CONSULTANTS, INC.

Jasch Janowicz
Senior Program Manager

Richard Daulton, MURP
Principal

Attachment: Rincon Consultants, Inc. Fee Schedule



RINCON CONSULTANTS, INC.

Standard Fee Schedule for Environmental Sciences and Planning Services

Rincon Consultants' fee schedule is based on the time that is charged to projects by our professionals and support staff. Direct costs associated with completing a project are also billed to the project as outlined under Reimbursable Expenses below. The following sets forth the billing rates for our personnel.

Professional, Technical, and Support Personnel	Rate
Principal II	\$ 210/hour
Principal I	\$ 190/hour
Senior Supervisor II	\$ 170/hour
Supervisor I	\$ 155/hour
Senior Staff II	\$ 140/hour
Senior Staff I	\$ 125/hour
Professional Staff IV	\$ 110/hour
Professional Staff III	\$ 100/hour
Professional Staff II	\$ 90/hour
Professional Staff I	\$ 80/hour
Environmental Technician/Field Aide	\$ 65/hour
Senior GIS Specialist	\$ 110/hour
GIS/CADD Specialist II	\$ 95/hour
GIS/CADD Specialist I	\$ 85/hour
Graphic Designer	\$ 80/hour
Technical Editor	\$ 90/hour
Clerical/Administrative Assistant II	\$ 70/hour
Clerical/Administrative Assistant I	\$ 65/hour

Expert witness services consisting of depositions and in-court testimony are charged at a rate of \$295/hour.

Photocopying and Printing

Photocopies will be charged at a rate of \$0.08/copy for single-sided copies and \$0.16 for double-sided copies. Colored copies will be charged at a rate of \$1.00/copy for single-sided and \$2.00/copy for double-sided or 11" x 17" copies. Oversized maps or display graphics will be charged at a rate of \$8.00/square foot.

Reimbursable Expenses

Expenses associated with completing a project are termed Reimbursable Expenses. These expenses do not include the hourly billing rates described above. Reimbursable expenses include, but are not limited to, the following:

1. *Direct costs associated with the execution of a project are billed at cost plus 15% to cover General and Administrative services. Direct costs include, but are not limited to, laboratory and drilling services charges, subcontractor services, authorized travel expenses, permit charges and filing fees, printing and graphic charges, mailings and postage, performance bonds, sample handling and shipment, equipment rental other than covered by the above charges, etc. Communications charges and miscellaneous office expenses (including PDAs, cell phones, phone, fax, and electronic data transmittals, digital cameras, photo processing, etc.) are billed at 3% of total labor.*
2. *Vehicle use in company-owned vehicles will be billed at a day rate of \$85/day for regular terrain vehicle use and \$135 per day for 4-WD off-road vehicle use, plus \$0.85/mile for mileage over 50 miles per day. For transportation in employee-owned automobiles, a rate of \$0.85/mile will be charged. Rental vehicles will be billed at cost plus 15%.*



RINCON CONSULTANTS, INC.

Equipment Schedule for Environmental Sciences and Planning Services

Equipment	Rate	Unit
Environmental Site Assessment		
Bailer	\$ 25	Day
Brass Sample Sleeves	\$ 10	Each
DC Purge Pump	\$ 35	Day
Disposable Bailer	\$ 20	Each
Flame Ionization Detector	\$ 200	Day
Four Gas Monitor	\$ 120	Day
Hand Auger Sampler	\$ 55	Day
Level C Health and Safety	\$ 60	Person per day
Oil-Water Interface Probe	\$ 85	Day
Photo-ionization Detector	\$ 120	Day
Soil Vapor Extraction Monitoring Equipment	\$ 140	Day
Water Level Indicator	\$ 35	Day
Water Resources		
Dissolved Oxygen Meter	\$ 45	Day
Refractometer (salinity)	\$ 30	Day
Sterilized Sample Jar	\$ 5	Each
Temp-pH-Conductivity Meter	\$ 50	Day
Turbidity Meter	\$ 30	Day
Natural Resources Field Equipment		
Fiberoptic Scope	\$ 90	Day
Infrared Sensor Digital Camera	\$ 50	Day
Field Equipment Package, amphibian survey (digital camera, GPS, thermometer, decon chlorine, waders, float tube, hand net)	\$ 150	Day
Field Equipment Package, construction monitoring (digital camera, GPS, thermometer, binoculars, field computer, safety equipment)	\$ 95	Day
Field Equipment Package, standard (digital camera, GPS, thermometer, binoculars, and botanic collecting equipment)	\$ 45	Day
Field Equipment Package, remote (digital camera, GPS, thermometer, binoculars, field computer and mifi, Delorme Satellite Beacon, 24-Hour Safety Phone)	\$ 125	Day
Laser Rangefinder/Altitude	\$ 10	Day
Mammal trap, large / small	\$1.50 / \$0.50	Each per trap cycle
Minnow trap	\$ 85	Each per job
Net, hand / large seine	\$ 10 / \$ 50	Day
Pettersson Bat Ultrasound Detector/Recording Equipment	\$ 150	Job
Pit-fall Trap	\$ 5	Each per trap cycle
Scent Station	\$ 20	Station
Spotlight	\$ 5	Day
Trimble® GPS (submeter accuracy)	\$ 190	Job
Spotting Scope	\$ 150	Job
Multi-Services Field Equipment		
Anemometer	\$ 5	Day
Computer Field Equipment	\$ 45	Day
GPS unit, standard field	\$ 10	Day
Sound Level Meter	\$ 50	Day