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June 10, 2019
Proposal No: 19-07988

Julie Lawrence,
Real Property Agent II
General Services Department
County of Santa Barbara
1105 Santa Barbara Street
Courthouse East Wing, 2nd Floor
Santa Barbara, California 93101
Via email: juliel@countyofsb.org

Subject: Proposal to Prepare Special Use Permit Application and Associated Documentation for the Los Prietos Boys Camp, Santa Barbara County, California

Dear Ms. Lawrence:

In response to your request, **Rincon Consultants, Inc. (Rincon)** is pleased to submit this proposal to assist the County of Santa Barbara (County) with preparation of an application to renew the Special Use Permit (SUP) and associated documentation, including a Biological Assessment/Biological Evaluation (BA/BE), Cultural Resources Technical Report, Categorical Exclusion (CE) and Decision Memo (DM) to satisfy the Los Padres National Forest (LPNF) requirements to comply with the National Environmental Policy Act (NEPA), Endangered Species Act (ESA) and National Historic Preservation Act (NHPA), for the Los Prietos Boys Camp (project) in Santa Barbara County, California. The Rincon team prides itself on our ability to work effectively with client staff, decision-makers, and interested parties to develop and implement innovative and cost effective approaches and solutions. This scope of work reflects our current understanding of the Project, and the associated services required for processing and issuance of a SUP. Our primary goal is to streamline this process as much as possible, while helping to ensure legal compliance such that the camp can continue operations with LPNF.

Scope of Work

For this project, it is anticipated that a CE is the appropriate level of NEPA documentation. It is our understanding that CEQA documentation will not be required for this project because it is on lands administered by the U.S. Forest Service (USFS). Accordingly, the NEPA lead agency will be the USFS and the USFS will ultimately determine the appropriate level of NEPA documentation that will be required for the project. This scope of work includes coordination between Rincon and the USFS representatives at LPNF, to help ensure that the SUP application, CE and associated supporting technical documents will meet their requirements for renewal of a SUP. There are currently no existing environmental analyses or reports for the project site, but an active SUP is in place for operation of the Los Prietos Boys Camp on lands administered by LPNF. Should the LPNF require a more detailed level of analysis, Rincon will provide a revised scope of work and cost estimate. Key tasks included under this scope of work are described below.



1. Project Description

Rincon will work closely with the County to prepare a detailed project description or proposed action, which will form the basis for the environmental analyses and documentation for the project. The project description will fully describe the action to be undertaken, including, as applicable, the project limits, existing structures and facilities, construction activities (if applicable), including staging areas and facilities, any utility relocation(s), and construction activities that may require temporary facilities.

Textual, tabular, and graphic presentation will be used as necessary to facilitate a thorough understanding of the project. Any state or federal permit or consultation requirements will be noted. The project description will also discuss features that have been incorporated into the project to minimize potential environmental or land use conflicts.

This task assumes that up to two rounds of review / comment revisions will be addressed by Rincon, and that no changes to the project description will be made once the Project Description is approved by the County for use in the SUP renewal process and associated NEPA analysis.

2. Biological Resources

The following summarizes the tasks that are proposed to be completed to assess the project's potential effects to biological resources. Primary tasks include the following: (1) conduct a literature review to determine the special status biological resources previously documented within the vicinity of the project site; (2) conduct a biological field reconnaissance visit of the project site to document the biological resources existing on the site; (3) prepare a biological assessment / biological evaluation (BA/BE) report to present the biological resources existing and with potential to occur on the site and to determine any potential effects to such resources; and (4) conduct coordination with the USFS as needed to ensure permit application completeness.

Assumptions for the biological resources scope of work are discussed below and include the following:

- The USFS is the NEPA lead agency;
- The project qualifies for a CE under NEPA and an EA or EIS will not be required;
- The project is not subject to permitting by the County or a state agency and therefore is not subject to CEQA;
- No threatened or endangered species will be identified in the areas to be affected by the project;
- A BA/BE will be acceptable for reporting the results of the biological study; and
- One round of revisions each to the report based on comments by the County and USFS.

Task 2.1: Literature Review

The purpose of the database and literature review is to acquire the most up-to-date information regarding biological resources in the vicinity of the project within the LPNF. Data sources to be reviewed will consist of publicly available documents, databases, and websites. Specific data to be reviewed will include, but will not be limited to:

- California Department of Fish and Wildlife (CDFW) California Natural Diversity Database (CNDDDB);
- California Native Plant Society (CNPS) Online Inventory of Rare and Endangered Plants of California;



- United States Fish and Wildlife Service (USFWS) and National Marine Fisheries Service (NMFS) designated Critical Habitat data;
- United States Geological Service (USGS) topographic maps, hydrography data, and current aerial imagery;
- The LPNF Land Management Plan, Southern California Mountains and Foothills Assessment, and USFS Region 5 Sensitive Plant and Animal Species by Forest list will be reviewed to obtain current management direction and guidelines for management of federally listed and Forest Service sensitive species known to occur in the vicinity of the project;
- Biological reports previously prepared for projects on the portion of the LPNF near the Los Prietos Boys Camp; and
- Existing project documents and site plans.

We anticipate a total of six (6) staff hours for biological and GIS staff to complete this subtask.

Task 2.2 Field Reconnaissance Survey

Rincon will conduct a reconnaissance-level field assessment of the project site and a 50-foot buffer of the approximately 17-acre site, hereinafter referred to hereinafter as the “study area.” The reconnaissance-level field assessment will characterize and map the vegetation communities and land cover types present, determine the potential for the study area (or portions thereof) to support any federally listed and USFS sensitive species, and determine the presence/absence of other sensitive biological resources (e.g., riparian vegetation, streams, wetlands). The vegetation communities and land cover types will be mapped to illustrate these features relative to the project footprint. The characterization of vegetation communities would also detail habitat suitability for those special status species with potential to occur in the vicinity, as guided by the LPNF Land Management Plan and Southern California Mountains and Foothills Assessment, USFS Region 5 Sensitive Plant and Animal Species by Forest list, and results of the literature review.

Our cost assumes one visit to the study area and up to ten (10) hours of staff time for one biologist to conduct the field assessment, including travel to and from the site. This does not include performance of protocol-level or focused surveys for federally listed or USFS sensitive species. Our cost estimate for this task includes standard field equipment. It is assumed that the project does not involve work within drainages, or alteration of drainages within the study area.

Task 2.3 Biological Assessment/Biological Evaluation Report

Rincon will summarize the findings of the reconnaissance survey and literature review in a BA/BE report. The following information will be included:

- Project/construction footprint description
- Study area description and survey methodology
- Biological inventory:
 - Physical site characteristics (topography, soil, drainages, geology)
 - Habitat classifications and mapping
 - Plant and wildlife species observed on site
 - Identification and analysis of federally listed and USFS sensitive species, vegetation communities, and other sensitive biological resources that may be affected by the



proposed action such as suitable nesting habitat for birds protected under the Migratory Bird Treaty Act (MBTA)

- Locations of any potential waters or wetlands
 - Photographs of the site conditions
 - Maps of site location and biological resources in the study area
 - Analysis of the potential to occur for federally listed and USFS sensitive species based on habitat types and conditions thereof as observed during the field reconnaissance -level field survey
 - Analysis of effects to federally listed and USFS sensitive species, vegetation communities, birds afforded protection pursuant to the MBTA, and other sensitive biological resources
 - Noxious weed risk assessment to address non-native invasive plants pursuant to Executive Order 13112
 - Recommended protective measures to avoid and/or minimize effects

The primary purpose of the BA/BE is to document how the project could affect biological resources, with the intent to demonstrate that biological issues are minimal and a streamlined approach to SUP issuance and NEPA compliance is appropriate. This scope of work assumes no listed species are present in the study area which would be affected by the project.

Deliverables will include preparation of one electronic draft report for your review, and one electronic final report.

We anticipate a total of 62 staff hours to complete this task, including qualified biologists to prepare the report, GIS team to prepare graphics, and senior- and principal-level reviews of the report.

Task 2.4 Management Indicator Species Assessment

Rincon will prepare a Management Indicator Species (MIS) Assessment to evaluate the potential effects of the Project on the LPNF MIS identified in the Land Management Plan (LMP) for the southern California forests (U.S. Department of Agriculture [USDA] Forest Service 2005). These species include plants and animals that are monitored by the USFS because they indicate the effects of land use activities on the LPNF. When monitoring indicates that their populations are declining, the USFS knows to make adjustments to how it manages the area. The LPNF contains twelve MIS, including: mountain lion, mule deer, arroyo toad, California spotted owl, song sparrow, blue oak, Engelmann oak, valley oak, bigcone Douglas-fir, Coulter pine, California black oak, and white fir. Rincon will prepare a MIS Assessment report to assess the potential cumulative effects of the project, recommend project avoidance and minimization measures, and recommend a monitoring schedule for MIS, if needed, and determine habitat quantity and whether that quantity is stable, increasing or decreasing as a result of project activities. This assessment will be provided to the LPNF as a stand-alone report.

Task 2.5 U.S. Forest Service Coordination

This task includes engaging the USFS through informal telephone conversations prior to completing the BA/BE to confirm methodology and ensure USFS understanding of the proposed approach. Prior to discussions with USFS personnel, we will assemble readily available biological data, such as known occurrences of federally listed and USFS sensitive species and pertinent biological reports. We have budgeted 12 hours of staff time for coordination with USFS staff specific to biological resources.



3. Cultural Resources

The following summarizes the tasks that are proposed to be completed to assess the project's potential effects to cultural resources. Primary tasks include the following: (1) delineate the Area of Potential Effect (APE); (2) acquire an Archaeological Resources Protection Act (ARPA) permit; (3) conduct a records search; (4) conduct a pedestrian survey within the APE or project site to document any cultural resources existing on the site; (5) prepare an archaeological resources report; and (6) conduct coordination with the USFS as needed to ensure permit application completeness. Assumptions for the cultural resources scope of work are discussed below and include the following:

- The cost of the ARPA permit will not exceed \$500, and the ARPA permit will remain valid for one year from the date of approval.
- Rincon will conduct an in-person heritage records search at the LPNF Supervisor's Office or Santa Barbara Ranger District Office at no direct cost. No CHRIS records search will be required.
- The APE will consist of the project footprint and will not exceed 17 acres.
- The heritage search and survey will be negative for cultural resources.
- One cultural resources technical report will be prepared in accordance with USFS standards.
- One round of revisions to the technical report will be made based on comments from the County, and one round of revisions will be made based on comments from the USFS.

Task 3.1 – Delineate Area of Potential Effect (APE)

Upon receipt of completed project plans (i.e., camp layout), Rincon will prepare the Draft APE Map and narrative to be submitted to USFS concurrently. The project plans should include sections portraying the limits and depths of any grading, proposed new construction, and any other improvements or alterations. If project plans are changed to include additional areas not considered in the plans used to prepare the project APE map and narrative, a supplemental map and study would need to be prepared under an augment to this scope and cost. The APE defines limits of the cultural resources study area, circumscribing both archaeological and built environment subareas. For the purposes of this proposal, Rincon assumes the APE will entail all areas subject to ground disturbance, and will be limited to the direct project footprint (i.e. no indirect APE) totaling approximately 17 acres. The resulting APE will limit the extent of the cultural resources study for the project.

Task 3.2 – Archaeological Resources Protection Act (ARPA) Permit

Rincon assumes that an ARPA permit will be required to complete the current study. As part of the ARPA permit, Rincon will prepare the appropriate paperwork and mapping documentation required for the permit application. Upon completion of project mapping, Rincon will submit an ARPA permit application to the USFS that includes a brief project description and maps depicting the APE. For the purposes of this proposal, we assume the APE will not exceed 17 acres. Rincon further assumes that the ARPA permit will not exceed \$500 in direct costs.

Task 3.3 – Heritage Resources Records Search

Upon approval of the ARPA permit LPNF, Rincon will contact the USFS Archaeologist and request a heritage records search of the project plus a 1-mile buffer. Rincon assumes that the heritage search will be conducted by a Rincon archaeologist at the Supervisor's Office or Santa Barbara Ranger District Office at no direct cost, and the search will be completed in no more than eight (8) hours, including travel time. Rincon assumes that the heritage search will be negative for previously recorded cultural resources in the APE. Rincon further assumes that the USFS will not require a California Historical Resources



Information System (CHRIS) records search; if a CHRIS records search is required, it will be conducted at an additional cost.

Task 3.4 – Cultural Resources Survey

Rincon will conduct a pedestrian survey of the APE. Rincon will conduct the survey by walking transects spaced no greater than 15 meters apart. In consultation with the USFS, portions of the APE may be excluded from the survey if not safely accessible due to slope, dense vegetation, or other factors. For the purposes of this proposal, Rincon assumes that only one sensitive archaeological site will require recordation. No subsurface testing will be conducted, nor will any artifacts, samples, or specimens be collected during the survey.

Task 3.5 – Cultural Resources Technical Report

Upon completion of the records search and pedestrian survey, Rincon will prepare a cultural resources technical report. The report will be prepared in general conformance with Section 106 of the NHPA and will address the potential for project effects on cultural resources located within the APE and will provide recommendations for the avoidance of adverse effects. The report will be prepared following the California Office of Historic Preservation’s Archaeological Resource Management Reports (ARMR): Recommended Contents and Format. The report will include figures depicting the area surveyed and studied for cultural resources. If locations of sensitive archaeological sites or Native American cultural resources will be depicted or described in the report, such locational data will be considered confidential and the report may not be distributed to the public. Rincon assumes that one round of revisions will be required addressing comments/review from the County, and one round from the USFS.

Task 3.6 U.S. Forest Service Coordination

This task includes engaging the USFS through informal telephone conversations prior to completing the cultural resources technical report to confirm methodology and ensure USFS understanding of the proposed approach. Prior to discussions with USFS personnel, we will assemble readily available cultural resources data, such as known sensitive sites and pertinent archaeological reports. We have budgeted 12 hours of staff time for coordination with USFS staff specific to cultural resources.

Optional Task 3.7 – Section 106 Consultation

If required by the USFS, Rincon will conduct consultation in accordance with Section 106 of the NHPA. A cultural resources specialist will contact the California Native American Heritage Commission (NAHC) for a review of its Sacred Lands File. The NAHC will determine if any NAHC-listed Native American sacred lands are located within or adjacent to the project area. In addition, the NAHC will provide a list of Native American contacts for the project who they believe should be contacted for additional information. Pursuant to 36 Code of Federal Regulations (CFR) Section 800.4(a)(3), Rincon will prepare and mail a letter to each of the NAHC-listed contacts, requesting that they contact us if they know of any Native American cultural resources within or immediately adjacent to the project area. Rincon will also mail letters to local governments and historical groups, individuals, and organizations who may have knowledge of, or concerns with, historic properties in the area, requesting that they contact us if they know of historic properties in or immediately adjacent to the project APE. Rincon assumes no meetings with Native American tribes, Historic groups, or other interested parties will be required.

4. NEPA Compliance and SUP Renewal

The following summarizes the tasks that are proposed to be completed to assist the County with NEPA compliance and SUP renewal.



Task 4.1 Environmental Report for Categorical Exclusion

Projects that are not excluded from NEPA are checked against the criteria in 24 Code of Federal Regulations (CFR) 58.35 to determine whether they are categorically excluded or whether an Environmental Assessment (EA) or Environmental Impact Statement (EIS) may be required. It is assumed that a CE will be the appropriate level of NEPA documentation for this project, under 24 CFR 58.35, which include those actions that either do not create any changes in the physical environment or make minor modifications associated with continued use of the property for the current land use designation.

To prepare the CE, we will first determine the eligibility of the proposed activity for exclusion from NEPA environmental requirements, and then prepare the applicable environmental screening checklist. The data sources used for the CE will be field reviews, topographic maps, available land use maps, flood zone maps, coastal zone maps, airport hazards maps, and available information regarding the presence of sensitive habitats and/or species. Much of this information is available from online databases maintained by the U.S. Environmental Protection Agency and other federal and state agencies. A review of information regarding the project site and the proposed activities will be conducted in preparing the Environmental Report for CE. One round of revisions to the report will be made based on comments from the County, and one round of revisions will be made based on comments from the USFS.

Task 4.2 Decision Memo

Rincon will prepared the DM based on the project description or proposed action prepared under Task 1, technical studies performed and technical reports prepared under Tasks 2 and 3 and the Environmental Report prepared under Task 4.1, and as required by Chapter 31.3, Forest Service Handbook 1909.15 for the proposed action to satisfy NEPA requirements on USFS lands. The DM will discuss resource conditions identified in agency procedures that should be considered in determining whether extraordinary circumstances might exist including: federally listed threatened or endangered species or designated critical habitat, species proposed for Federal listing or proposed critical habitat, or USFS sensitive species, flood plains, wetlands, or municipal watersheds, congressionally designated areas such as wilderness, wilderness study areas, or national recreation areas, inventoried roadless areas or potential wilderness areas, research natural areas, American Indians and Alaska Native religious or cultural sites, archaeological sites, or historic properties or areas, noxious weeds, management indicator species, migratory bird species, and other extraordinary circumstances. The DM will take into consideration all documents prepared for the proposed project as well findings required by other laws and regulations including the LPNF Land Management Plan, NEPA, National Forest Management Act, ESA, Clean Water Act, NHPS, ARPA, Native American Graves Protection and Repatriation Act, Migratory Bird Treaty Act, and Executive Order 12898 (Environmental Justice). One round of revisions to the DM will be made based on comments from the County, and one round of revisions will be made based on comments from the USFS.

Task 4.3 Operations & Maintenance Plan

Rincon will prepare an Operations & Maintenance (O&M) Plan specific to the camp. We assume much of the information to be presented in this plan will be furnished to Rincon by the County. The draft O&M Plan will be provided to the County for review and approval prior to its incorporation into the SUP application package and ultimate delivery to the USFS as described below.

Task 4.4 Special Use Permit Application

Rincon will prepare a SUP application package. The application package will include Standard Form 299 and a cover letter incorporating the project description information for the project. A figure depicting the project site will be included along with the documentation described above. We also recommend



scheduling a meeting with USFS as soon as possible to confirm the SUP approach, as well as to identify any other requirements to obtain USFS approval for the project. This task involves preparation for and attendance at this meeting and ongoing coordination with USFS that we anticipate will be required for project approval, much of which would be captured under Tasks 2.5, 3.6, and 5. One round of revisions to the SUP application will be made based on comments from the County, and one round of revisions will be made based on comments from the USFS. This task also includes anticipated coordination and negotiation necessary to obtain the permit in a timely manner, and to see that the permit is reasonably conditioned. Rincon will review the draft permit from the USFS and identify any problematic permit conditions prior to its finalization.

5. Project Management and Client & USFS Coordination

Rincon is committed to providing exceptional environmental consulting services. Accordingly, this task involves our internal quality control procedures, which include principal review of submittals that will be prepared under this work program. As a routine management task, we will also provide monthly progress reports with regard to the work scope and the budget attached with our invoicing. In addition, this task includes all clerical work and production of all deliverables.

Schedule

Rincon will provide the deliverables described above within the timeframes described below, but please note we cannot guarantee how long USFS processes will take. Scheduling delays associated with USFS processes are common. This scope of work includes time associated with USFS coordination, in order to avoid or minimize scheduling delays where possible. Rincon is prepared to initiate the scope of work described above upon issuance of the Notice to Proceed (NTP) and a fully executed contract or purchase order. The following table lists all deliverable products that will be provided as outlined above, including timing of these deliverables.

Deliverable	Timing and Details*
Technical Reports	Draft technical reports for biological resources and cultural resources will be provided within six weeks of receiving NTP, pending timeliness of USFS coordination pertaining to the records search. The Final technical reports will be delivered within two weeks of Rincon's receipt of all comments from the County.
NEPA Compliance	The Draft CE and DM will be provided within four weeks of completing the technical reports, assuming receipt of all relevant and necessary project information. The Final CE and DM will be delivered within two weeks of Rincon's receipt of all comments from the County.
SUP Renewal	The Draft O&M Plan and SUP application will also be provided within four weeks of completing the technical reports, assuming receipt of all relevant and necessary project information. The Final O&M Plan and SUP application will be delivered within two weeks of Rincon's receipt of all comments from the County.

* Timelines for the U.S. Forest Service review processes cannot be guaranteed and will be determined by the U.S. Forest Service.



Budget

Rincon will complete the scope of work outlined in this proposal for a cost not-to-exceed the budget of **\$48,340**. The cost table below provides a cost breakdown by task. This includes all labor and expenses to complete the proposed scope of work.

All work will be provided in accordance with our General Contract for Professional Services, a copy of which can be provided under separate cover, or another mutually agreed upon contract or purchase order. The proposed scope of work and associated costs are fully negotiable to meet the needs of the County for this project. We are prepared to begin this project immediately following receipt of NTP through our signed standard contract or another fully executed contract or purchase order. Additional work not included in our proposed work program will be completed only upon written authorization by the County, in accordance with our current Fee Schedule which can also be provided under separate cover.

This offer for professional services will remain in effect for a period of 30 days from the date of this proposal. During this period, questions regarding our proposed scope of services may be directed to Douglas Drynan, Project Manager, or to Colby J. Boggs, Principal.

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

Sincerely,

RINCON CONSULTANTS, INC.

Douglas A. Drynan
Project Manager/Senior Biologist

Colby J. Boggs, MS
Principal/Senior Ecologist

Cost Estimate

Tasks	Rincon Labor Classification →		Principal I	Senior Supervisor II	Senior Professional II	Senior Professional I	Professional III	Professional II	Technical Editor	GIS/CADD Specialist	Office Assistant I	
	Labor Cost	Direct Expense										Hours
Task 1: Project Description	\$2,010		16									
Task 2: Biological Resources												
Task 2.1: Literature Review	\$680		6									
Task 2.2: Field Reconnaissance Survey	\$1,815	\$180	14									
Task 2.3: BA/BE Report	\$7,460		62									
Task 2.4: MIS Assessment	\$2,845		23									
Task 2.5: USFS Coordination	\$2,000		12									
Task 3: Cultural Resources												
Task 3.1: Delineate APE	\$1,275		9									
Task 3.2: ARPA Permit	\$960		7									
Task 3.3: Heritage Resources Records Search	\$1,515	\$85	12									
Task 3.4: Cultural Resources Survey	\$1,815	\$180	14									
Task 3.5: Cultural Resources Technical Report	\$6,290		52									
Task 3.6: USFS Coordination	\$2,000		12									
Optional Task 3.7: Section 106 Consultation	\$1,010		8									
Task 4: NEPA Compliance and SUP Renewal												
Task 4.1: Environmental Report for Categorical Exclusion	\$6,680		54									
Task 4.2: Decision Memo	\$1,515		12									
Task 4.3: O&M Plan	\$1,515		12									
Task 4.4: SUP Application	\$1,860		13									
Task 5: Project Management and Client & USFS Coordination	\$4,150		26									
SUBTOTAL COST	\$ 47,395	\$ 445	364	\$ 7,310	\$ -	\$ 5,610	\$ 3,600	\$ 23,040	\$ 3,360	\$ 525	\$ 2,900	\$ 1,050

Direct Cost Summary

Vehicle Costs	\$ 255
Equipment Packages for Field Work	\$ 190
ARPA Permit	\$ 500
Miscellaneous Expenses	\$ -
Subtotal Additional Costs:	\$ 945

Summary

Professional Fees Subtotal	\$ 47,395
Direct Costs Subtotal	\$ 945
TOTAL PROJECT BUDGET	\$ 48,340