



March 14, 2022

Ms. Kristen Bertuglia
Environmental Sustainability Director
Town of Vail
75 South Frontage Road
Vail, Colorado 81657

Transmitted via email: kbertuglia@vailgov.com

Re: Change Order for Preparing Environmental Assessment and Decision Document for the Booth Creek Fuels Reduction Project

Ms. Bertuglia:

Sno.engineering, Inc. (d/b/a SE Group) is submitting this change order to the Town of Vail (TOV) for continued third-party support of the Booth Creek Fuels Reduction project. Specifically, this change order includes costs to prepare the Environmental Assessment (EA) and decision document on behalf of the U.S. Forest Service White River National Forest (WRNF). In addition, this change order includes out-of-scope fees required to modify the proposed action under the direction of the WRNF; to participate in additional pre-scoping activities; and additional project management costs. This change order amends the following contract and amendments:

- *Scope of Work for Silviculture and Fuels Fieldwork and Analysis for the Vail Valley Forest Health and Fuels Project*, dated June 26, 2020, and executed August 13, 2020 (June 2020 SOW);
- *Change Order to Support NEPA Public Scoping for the Booth Creek Forest Health and Fuels Project Environmental Assessment*, dated October 27, 2020, and executed January 21, 2021 (October 2020 SOW);
- *Change Order for Resource Survey Fieldwork for the Booth Creek Fuels Reduction Project*, dated May 21, 2021, and executed June 15, 2021 (May 2021 SOW); and
- *Change Order for Hydrology and Fire/Fuels Fieldwork and Reporting for the Booth Creek Fuels Reduction Project*, dated August 20, 2021, and executed October 7, 2021 (August 2021 SOW).

SCOPE OF WORK

PHASE 1: PROJECT MANAGEMENT

Our previous contract assumed a project completion date of September 30, 2021. The WRNF currently anticipates completion by end of 2022. This change order assumes a completion date of December 31, 2022 and includes one hour per week of conference calls with the staff from the WRNF and/or TOV that would be attended by both a Senior Project Manager and Staff team member. In addition, fees were included for substantial coordination with the Forest Service to modify the Silviculture Technical Report as the Forest Service fuels specialist and Forest Service silviculturist worked through their differing objectives and analysis needs.

PHASE 2: GIS/MAPPING

SE Group prepared several rounds of maps for the WRNF during proposed action modifications, and we have added to our GIS/Mapping budget to accommodate this task.

PHASE 3: FIELDWORK, DATA COLLECTION, AND REPORTING

No additional fees are requested for this task at this time.

PHASE 4: SCOPING

We have continued to respond to the WRNF by incorporating changes to the proposed action treatment prescriptions and polygons. In addition, after SE Group prepared the scoping notice and supporting materials, the WRNF determined a Notice of Proposed Action (NOPA) would be required for scoping. SE Group completed the out-of-scope task to convert the scoping materials to a NOPA. These changes have also resulted in several rounds of edits to the Study Plan. The WRNF has now decided to hold one in-person public meeting during the scoping period, which SE Group will attend. We have added to our Scoping budget to accommodate these tasks.

PHASE 5: RTC/EA/DRAFT DECISION DOCUMENT

The WRNF has now determined that a “streamlined” EA process is possible; therefore, only a single EA will be required. SE Group will prepare the EA, which will summarize the technical reports prepared in Phase 3 as well as the following resources: air quality, scenery, recreation, wilderness, and Colorado Roadless Areas. For the wilderness and Colorado Roadless Areas, we assume that minor adjustments to the Minimum Required Decision Guide and Colorado Roadless Regional Application analyses will be required. Should the level of effort be greater, this SOW would be amended.

SE Group will also include a Response to Comments (RTC) appendix that summarizes the comments received during scoping and provides responses. As part of this phase, SE Group will prepare a draft decision document. The EA, RTC, and draft decision documents will be released to the public for a 45-day objection period. While we assume distribution of the documents will rely mostly on the WRNF project website, SE Group will print six hard copies (two for SE Group, two for TOV, and two for WRNF). It is not known at this time if objections will be received or how many; however, should the WRNF request SE Group’s assistance for handling objections, this SOW would be amended.

PHASE 6: FINAL DECISION DOCUMENT

Following the objection period and objection resolution period, if applicable, SE Group will prepare the final decision document and arrange for printing six hard copies (two for SE Group, two for TOV, and two for WRNF).

ANTICIPATED FEES

All work performed on this project will be billed on an hourly basis in accordance with our published hourly rates and in accordance with our Professional Services Agreement. Our current estimate to complete the tasks described above is **\$99,000**, for a total project budget of **\$292,850**. A breakdown of our fee is provided in the table below.

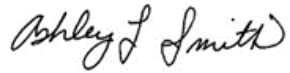
Fees for the Booth Creek Fuels Reduction NEPA Process				
Project Phase		Previous Contracts	March 2022 SOW	Total Fee
Phase 1: Project Management		\$25,000	\$35,000	\$60,000
Phase 2: GIS/Mapping		\$11,000	\$2,000	\$13,000
Phase 3: Field Surveys and Technical Reporting	Silviculture/Fuels	\$34,100	-	\$34,100
	Wildlife/Botany/Wetlands	\$48,100	-	\$48,100
	Hydrology	\$26,100	-	\$26,100
	Cultural	\$6,600	-	\$6,600
	Fire/Fuels	\$17,500	-	\$17,500
Phase 4: Scoping		\$25,000	\$17,000	\$42,000
Phase 5: RTC, EA, Draft Decision Document		-	\$37,000	\$37,000
Phase 6: Final Decision Document		-	\$5,000	\$5,000
SE Group and Subconsultant Subtotal		\$193,400	\$96,000	\$289,400
Direct Expenses		\$450	\$3,000	\$3,450
Total		193,850	\$99,000	\$292,850

The proposed Project Budget has been illustrated by tasks to depict the sequential steps and provide context. SE Group reserves the right to reallocate budget among tasks, as needed, as long as the total budget is not exceeded.

CONCLUSION

If this meets with your approval, we are prepared to sign a new Agreement for Professional Services.

Respectfully Submitted,
Sno.engineering, Inc. (d/b/a SE Group)



Ashley L. Smith
Senior Project Manager



Travis Beck
Director of Environmental Services