

## Exhibit A

# PEER REVIEW SCOPE

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### **Task 1: County Coordination**

Rincon Consultants, Inc. (Rincon) will coordinate with County staff (staff) as is necessary to facilitate the preparation of materials and manage the project. Expected duties include:

1. 30 Minute, bi-weekly check-in calls or meetings with Permit Sonoma on project status, issues, progress. Meetings may be waived if updates are not necessary, but waivers must be confirmed by staff.
2. Biweekly meeting notes outlining progress and action items shall be provided to Permit Sonoma. In the case the meeting is waived notes may still be requested by staff.

This task includes 30-minute bi-weekly check-in calls with County staff to discuss project status, issues, and progress. It also includes the preparation of meeting notes outlining progress and action items.

### **Tasks 2-7: Peer Review**

Rincon will analyze the Applicant Prepared EIR materials, an applicant prepared EIR is an EIR that has been prepared by the applicants for a private project to be reviewed and analyzed under independent judgment from the County, for adequacy using available resource materials and prepare track change edits and/or comments/questions to ensure the EIR analysis and materials meet CEQA requirements. Anticipated deliverables include but are not limited to the following:

- Peer Review of Applicant Prepared EIR Analysis: Rincon shall be responsible for reviewing the Draft and Final EIR for accuracy and consistency with CEQA requirements, including follow up iterations addressing questions and comments. Rincon shall provide track change edits, questions, and comments on all EIR analysis as necessary. Rincon shall work with County staff to ensure that the EIR analysis reflects the independent judgment of the County.
- Letters and Correspondence: Rincon shall be responsible for all letters, and correspondence (as directed and in coordination with staff) related to the development and review of the peer review of the EIR.
- Environmental Review: As directed by County Staff Rincon shall be responsible for the review of the applicant-prepared Environmental Impact Report on behalf of the lead agency (County of Sonoma), including technical and professional studies prepared for the EIR.

- a. Preparation responsibilities of Rincon include drafts provided to County staff of the Notice of Preparation, Draft EIR, response to comments and compilation of the Final EIR.
  - b. Assist Staff with addressing issues arising out of any tribal consultation conducted by county staff, as needed, to complete the EIR and legislative requirements..
- Hearing and Public Meeting Materials: Rincon is responsible for the development of all hearing and public meeting materials related to the development of the EIR utilizing Permit Sonoma templates. Rincon is expected to attend and support all public hearings for the project wherein there are anticipated questions or public comment on the EIR including but not limited to the Planning Commission and Board of Supervisors. Additional hearing bodies may be required for the project to be determined during processing.

### **County Coordination Meetings**

This task includes 30-minute bi-weekly check-in calls with County staff to discuss project status, issues, and progress. It also includes the preparation of meeting notes outlining progress and action items. Rincon assumes the Project will not last more than one year, and so assumes 26 coordination meetings of one half-hour with attendance by one Rincon staff member, and that preparation and meeting notes can be accomplished in an additional half-hour of staff time.

### **Peer Review of the Draft EIR**

Our review of the Draft EIR will focus on the methodology and assumptions; adherence to regulatory standards as appropriate; completeness and accuracy of the technical analysis; and appropriateness of impact conclusions. We will provide in-line comments on Word documents submitted to us. The peer review scope does not include a site visit, review of regulatory databases, or modifications to the reports if found to be inaccurate. Rincon assumes the deliverables will be suitable for CEQA purposes, and if they are not, will include recommendations and suggestions to make them adequate for CEQA purposes. Review of the Administrative Draft EIR will focus on the following:

- Evaluate the contents of the EIR for consistency with CEQA, including Guidelines Sections 15120 through 15132.
- Evaluate the adequacy and completeness of the Project Description and Project Objectives, consistent with CEQA, including Guidelines Section 15124.
- Review the description of existing conditions and environmental setting for adequacy and consistency with CEQA, including Guidelines Section 15125.
- Review the analysis and methodology for adherence to industry standards, complete descriptions of methods, and appropriate use of significance thresholds.
- Review impact conclusions and mitigation measures for consistency with CEQA, including Guidelines Section 15126.4.

- Review the analysis of project alternatives, cumulative analysis, and other CEQA-required topics discussions for consistency with CEQA, including Guidelines Sections 15126.6, 15130, and 15126.2, respectively.

**Review of the Screencheck Draft EIR will focus on the following:**

- Evaluate revisions to ensure comments associated with review of the Administrative Draft EIR were adequately addressed.

**Peer Review of Technical Studies**

Our review of the technical studies and technical section of the EIR will focus on the methodology and assumptions; adherence to regulatory standards as appropriate; completeness and accuracy of the technical analysis; and appropriateness of impact conclusions. Review of supporting technical studies will focus on the following:

**Visual Impact Technical Study**

- Evaluate the accuracy of existing condition descriptions, sensitive viewpoints, scenic vistas, and designated scenic highways.
- Review the significance criteria and the methodology for impact determinations.
- Review conclusions regarding impacts and mitigation measures.

**Air Quality/Greenhouse Gas Emissions/Health Risk Assessment**

- Evaluate the adequacy and appropriateness of the modeling tools employed.
- Review the assumptions used in the modeling to assure that they appropriately reflect the Project. These include construction (e.g., schedule, equipment, export/import volumes) and operational considerations (e.g., trip generation, on-site stationary emission sources).
- Assess the accuracy of the calculations and review the supporting data used in the modeling process.

**Biological Resources Technical Report**

- Review consistency of analysis with supporting technical reports, adequate and accurate characterization of impacts, adherence to regulatory standards as appropriate, and specificity and appropriateness of recommended mitigation.
- Evaluate the biological resources assessment in the context of the CEQA Appendix G checklist for biological resources, focusing on the adequacy of the analysis, the soundness of the conclusions of the report, and the sufficiency of the report to support the CEQA analysis.
- Review of background information, including Project plans, aerial imagery and site photographs, any updates to agency databases (i.e., California Natural Diversity Database [CNDDDB] and U.S. Fish and Wildlife Service, Information for Planning and Conservation [IPaC] database) or changes in species listing status since completion of the technical study report.

**Cultural Resources Assessment**

- Review the study in the context of CEQA to ensure it is adequate.

- Evaluate for conformance with current industry standards.
- Review findings for any potential “fatal flaws” that may pose a risk to Project execution.

### **Geologic and Groundwater Review / Geotechnical Investigation Report / Water Quality**

- Review the study in the context of CEQA to ensure it is adequate.
- Evaluate for conformance with current industry standards.
- Review findings for any potential “fatal flaws” that may pose a risk to Project execution.
- Identify any data gaps
- Make recommendations to address the data gaps if found

### **Hazardous Materials Peer Review**

- Evaluate the accuracy and findings of the Phase I ESA and Phase II ESA
- Confirm appropriate methodology was used
- Identify any data gaps
- Make recommendations to address the data gaps, if found
- This scope includes review of a Phase I ESA and a Phase II ESA. If additional documents are submitted for peer review, additional scope and a budget amendment will be needed.
- This scope does not include a site reconnaissance, physical sampling or analysis, a review of regulatory agency databases for hazardous sites, or a review of historical documents for the project area and site.

### **Noise Assessment**

- Evaluate the adequacy and appropriateness of the modeling tools employed.
- Review the assumptions used in the modeling to assure that they appropriately reflect the project. These include construction (e.g., schedule, equipment) and operational considerations (e.g., trip generation, on-site stationary noise sources).
- Assess the accuracy of the calculations and review the supporting data used in the modeling process.

### **Fire Hazard Technical Report**

- Review the study in the context of CEQA to ensure it is adequate.
- Evaluate for conformance with current industry standards.
- Review findings for any potential “fatal flaws” that may pose a risk to Project execution.

Once the reports are revised, Rincon will evaluate revisions to ensure comments associated with review of the administrative draft technical reports were adequately addressed.

### **Peer Review of the Final EIR**

Our review of the Final EIR will focus on the completeness and accuracy of the Responses to Comments, appropriateness of conclusions, and decision whether to recirculate the Draft EIR. The extent of this review will depend on the quantity and complexity of agency and public comments received on the Public Draft EIR. For the purposes of this scope, it is

assumed that 32 staff hours will be required to assess the adequacy of the Final EIR. Review of the Administrative Final EIR will focus on the following:

- Review bracketed Comment Letters and Responses to Comments for completeness and adequacy consistent with CEQA Guidelines Section 15088.
- Review revisions to the Draft EIR to determine if recirculation pursuant to CEQA Guidelines Section 15088.5 is recommended.

Review of the Screencheck Final EIR will focus on the following and is anticipated to take up to 12 staff hours.

- Evaluate revisions to ensure comments associated with review of the Administrative Final EIR were adequately addressed.

### **Letters and Correspondence**

Under this task, Rincon will draft letters and correspondence (as directed and in coordination with staff) related to the development and review of the EIR including responses to staff, public inquiry, correspondence with applicants, responsible agencies, District offices, community organizations, and other County departments. Rincon assumes this task can be completed with 20 hours of staff time. If a large number of complex letters are required such that this assumption is exceeded, Rincon will request additional budget.

### **Tribal Consultation**

Rincon will provide one representative staff member familiar with the cultural resources portions of the proposed Project to support the County of Sonoma in addressing issues arising out of any AB 52 required tribal consultation conducted by County staff, as needed. Rincon assumes no more than six meetings with staff will be required and that meetings will last no more than one hour in length and require thirty minutes of preparation time per meeting, totalling 1.5 hours of work per meeting for one Rincon staff member. To maintain the government-to-government posture of any tribal consultation, neither Rincon, nor its retained archaeologist, if any, is authorized to meet with or communicate directly with any tribal nation on behalf of the County under this agreement, unless expressly invited or directed to do so in writing by Permit Sonoma management.

### **Hearing and Public Meeting Materials**

Under this task, Rincon will develop all hearing and public meeting materials using Permit Sonoma templates. Rincon will attend and support public hearings for the Project where questions or comments on the EIR are anticipated. Rincon assumes this will consist of at least one Planning Commission and one Board of Supervisors meetings, in addition to two other hearings or public meetings (for a total of four). Rincon assumes it will take 40 hours of staff time for initial drafting of the staff report, with 10 hours of time per meeting to update or revise the staff report for subsequent meetings. Rincon assumes a PowerPoint presentation on the Project will be needed for each public meeting, requiring 6 hours of staff time to draft, and two hours per additional public meeting of revisions or updates. Each hearing is assumed to last three hours, with four hours of travel time assumed per meeting.

## **Task 8: Administration and Project Management**

Rincon shall perform the following administrative functions:

1. Managing all project files electronically, accessible to County staff.
2. Responses to Public Records Act requests in coordination with County Staff and County Counsel.
3. Drafts of all reports and required legal notices are to be developed by Rincon using Permit Sonoma templates. Final documents and studies shall be provided fully accessible.
4. Preparing and submitting detailed monthly invoices related to the Peer Review Scope that clearly identify tasks performed and billed to the approved Scope of Work task.
5. Time and task management to ensure that all tasks are completed on time and in accordance with the approved Scope of Work.
6. Coordination with staff of the Supervisorial Districts and partner agencies as directed by Permit Sonoma.
7. Coordinating with the Permit Sonoma communications team for media inquiries related to the project.
8. Producing content, memos, reports, and other communiques as needed for the EIR. This may include staff report sections, environmental reports, explanatory material for the Permit Sonoma website, and responses to public inquiries (in coordination with staff).
9. Coordinate, schedule, and lead meetings with applicants, stakeholders, and staff as needed in the course of Environmental Review.

This task covers administration, including managing files electronically, responses to Public Records Act requests, drafts of notices, accessibility remediation of notices, (note: Rincon assumes that deliverables from the applicant's EIR consultant will be accessibly remediated by that EIR consultant), invoices and billing, project management, coordination with staff of the supervisorial districts and partner agencies (up to four one hour meetings), coordinating with the communications team for media inquiries, explanatory text for websites and responses to public inquiries, coordination, scheduling, and leading meetings with applicants, stakeholders, and staff as needed. Note this task does not include producing new environmental reports. Rincon may be able to do this work for an additional fee, depending on the specifics of the report needed. Rincon assumes that all of this will be accomplished in 100 hours of staff time, with approximately 60 hours for project management and 40 hours for administration. If these tasks require more time, Rincon will request additional scope and budget.

### **Schedule**

Rincon's comments on the administrative draft EIR and technical studies will be provided within three weeks of receipt of authorization to proceed and the MS Word version of the administrative draft EIR. After receipt of the Screencheck Draft documents, Rincon's comments on the second draft will be provided within two weeks. Rincon's comment on the administrative draft Final EIR can be provided within one week of receipt of the

administrative draft Final EIR, and comments on the Screencheck Final EIR within one week of receipt of the Screencheck Final EIR. Time to complete coordination meetings, letters, and meeting materials will vary.