

**EXHIBIT A
SCOPE OF SERVICES**

SCOPE OF SERVICES

For each project tentatively assigned to Lamphier-Gregory, the Project Manager will review the proposed project and its physical, legal and environmental context and will determine the most appropriate approach to CEQA compliance. The initial assessment and approach will be presented to City staff in the form of a scope and budget proposal. The proposal will identify the most likely or appropriate form of environmental document for compliance with CEQA given the nature, location and scope of the proposed project and a proposed scope of work required to produce the document and complete the environmental review process. The proposal will also describe the nature and extent of technical studies deemed necessary and appropriate for the project, with subconsultants selected from firms on our team, or otherwise, at the direction of City staff. After review by City staff and mutual agreement on relevant terms, the scope of work and budget will become the basis for a Task Order, or other form used by the City, specific to that particular job.

Following authorization given by City staff for a Task Order, the Project Manager will proceed to conduct the environmental analysis, compile technical studies, as appropriate, and produce the intended environmental document. The Project Manager will be the point of contact with city staff and will maintain an intimate knowledge of all aspects of the project, at each stage of the CEQA process as it moves forward.

Lamphier-Gregory is capable of preparing air quality analyses using standard computer models for many projects that don't require sophisticated health risk modeling. When additional expertise is deemed necessary, we will involve one of our air quality subconsultants.

The Project Manager will present applicable regulatory requirements in clearly written text regarding all environmental topic areas such as hydrology and water quality, hazardous materials, land use, cultural and Tribal resources, public services and utilities. We will utilize the city of San Leandro significance criteria in evaluating potential environmental impacts.

As the lead environmental consultant, the Project Manager will make presentations at public meetings and hearings, representing the environmental team and presenting a summary of our analyses and findings.

The Project Manager will draft responses to public comments and work in close collaboration with City staff and City attorneys to ensure that environmental documents have the requisite informational foundation to support conclusions and sustain potential challenge.

As part of our services, and at the election of City staff, the Project Manager will prepare and fill all required public notices required by CEQA.

We will undertake the level of environmental analysis appropriate to the facts of the project. Determining the most appropriate, legally sufficient, and cost effective approach to a given project is vitally important and something to which we give serious attention. We validate and confirm our approach with City staff prior to

EXHIBIT B COMPENSATION SCHEDULE

initiating work. Wherever possible and appropriate, we seek ways to narrow the scope of the work by relying on categorical exemptions (e.g., Class 32 Infill Development), using the streamlining provisions of CEQA Guidelines §15183 to indicate consistency with a broader plan and associated EIR, or by preparing a consistency analysis or Addendum to a previously adopted CEQA document. Wherever required by the circumstances or facts of a particular project, we are fully capable of preparing a programmatic, project-specific, Subsequent or Supplemental EIR.

Lamphier-Gregory's contribution to any environmental assignment would include:

- Serving as project manager and providing one point of contact for City staff
- Collaborating with City staff in processing projects through the approval process
- Attending regularly scheduled project coordination meetings
- Managing subconsultants in preparing technical studies and public review documents
- Managing the project schedule and budget
- Assuring that the quality and completeness of all work products from Lamphier-Gregory and our subconsultant meet legal standards and expectations of the City

Our clients rely on us to assist in the public review process, to make public presentations, and to help with conflict-resolution and solving problems. Lamphier-Gregory prides itself on maintaining long-term relationships with clients, including both local government agencies and private sector developers. These long-term relationships are a testimony to the quality of our work and our ability to serve our clients effectively.

COST SCHEDULE

Lamphier-Gregory charges for services on a time-and-materials basis. The total of our fees, subconsultant costs, and direct costs will comprise our cost estimate for each Task Order or on-call assignment. We typically recommend including a 10 percent contingency amount so that any out-of-scope work can be authorized by City staff without having to wait for approval at a higher level. The sum of the cost estimate and contingency typically become the “not to exceed” budget for the work assignment. Adjustments to the budget beyond the use of the contingency would require approval by the City Council.

Lamphier-Gregory bills on a 4-week rotating schedule. Invoices are detailed and supported by a Progress Report that summarizes the work accomplished during that billing period and presents an updated Budget Summary that shows the status of charges against the budget and amount remaining. Mileage is reimbursed using the current IRS Federal Standard Mileage Rate. Subconsultant fees and reimbursement for direct expenses are invoiced at cost plus 10%. Expenses typically include travel to public hearings and fees for records searches, such as from the Northwest Information Center.

The 2025 - 2026 standard billing rates for the Lamphier-Gregory team are as follows:

Rebecca Auld, Principal	\$225/hr
Scott Gregory, Principal	\$250/hr
Environmental Planner	\$150/hr

Rates provided are valid through mid-2026. New rates, based on reasonable cost-of-living increases may apply at that time and annually thereafter. Payment is due within 30 days of receipt of invoices.