

ENVIRONMENTAL SERVICES, INC.

101 B Estus Drive  
Savannah, GA 31404

Phone 912-236-4711 \* Fax 912-236-3668

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www.environmentalservicesinc.com

15 June 2017

Mr. Gregory B. Kelly, AAE  
Executive Director  
Savannah Airport Commission  
400 Airways Avenue  
Savannah, Georgia 31408

**RE: Savannah Airport Commission/ Rookery Management  
Chatham County, Georgia**

**ES14034.02**

Dear Mr. Kelly:

Thank you for contacting Environmental Services, Inc., (ESI). Pursuant to our recent conversations, and multiple meetings with the team members, ESI is pleased to enclose the attached proposal. Please note under our Terms section at the end of the proposal that, as the client, you assure ESI that we have permission to work on the property being evaluated and that you will advise us regarding the proper procedures for accessing the property.

If the attached meets your requirements, please approve by signing and returning the enclosed document to us by mail to the address above, by fax (912-236-3668) or via email ([MDeMell@esinc.cc](mailto:MDeMell@esinc.cc)). We are prepared to proceed upon receipt of the signed contract and project retainer in the amount of \$500.00. We look forward to working with you.

Please contact me should you have any questions. Thank you for selecting ESI to assist with your environmental consulting needs.

Sincerely yours,

ENVIRONMENTAL SERVICES, INC.



Michael J. DeMell  
Senior Vice President II/Technical Director

**PROPOSAL FOR SERVICES  
ESI PROJECT NO. ES14034.02**

The following Contract for Services is an agreement between Environmental Services, Inc., (ESI) and Savannah Airport Commission (Client), with the terms specified herein. Client agrees that the company/individual signing this agreement has the ability to compensate ESI for the work described herein whether or not the proposed project materializes. ESI agrees to perform the following tasks for the associated fee.

**Project Name: Savannah Airport Commission/ Rookery Management**  
**Project Location: Chatham County, Georgia**

**ES14034.02**

**SCOPE OF SERVICES**

**FEE**

- |   |  |
|---|--|
| <p><b>Task 1. <u>Project Team Orientation and Agency Coordination:</u></b> To prepare for and acquire consensus regarding the following tasks, ESI has been and will continue to coordinate with the project team and the appropriate resource agencies. The purpose of this task is to coordinate with the appropriate stakeholders, define the issues, outline the necessary steps to help achieve the goal of removing the rookery, and to work to define future tools to be utilized by SAC staff and USDA for future management of similar situations.</p>   | <p><b>\$15,000.00</b><br/><b>Time and</b><br/><b>Materials</b><br/><b>Estimate</b></p> |
| <p><b>Task 2. <u>Stakeholder Scoping Coordination, Meeting and Schedule:</u></b> ESI will coordinate with the Client to schedule, prepare for, and conduct the Scoping Meeting at a location to be determined by the Client. ESI will assist the Client in identifying Regulatory Agency points-of-contact and stakeholders to be invited to the Scoping Meeting. Potential cooperating agencies may include, but are not limited to, the Federal Aviation Administration (FAA), U.S. Fish and Wildlife Service (USFWS), U.S. Army Corps of Engineers (USACE), Georgia Department of Natural Resources Wildlife Resource Division (GADNR-WRD) and U.S. Department of Agriculture (USDA). Additionally, participation by ESI will include assisting the Client in reaching out to interested groups to determine interest levels (if needed), preparing the scoping/comment period notification letter for Client review, printing and mailing out the scoping/comment period notification letter package (with project information) to interested parties, coordinating with the Client for receipt of scoping/comment letters, and updating the mailing list following the</p> | <p><b>\$5,000.00</b><br/><b>Time and</b><br/><b>Materials</b><br/><b>Estimate</b></p>  |

scoping/comment period. ESI will assist the Client during the Scoping Meeting in which project-related requirements and objectives, relevant issues, constraints, and local considerations will be reviewed. Alternatives development, the need for additional scoping, and project schedule will also be discussed. After the Scoping Meeting, ESI will further assist the Client in preparing a Project Schedule using the milestones developed with the Client and during the Scoping Meeting. The Client will review and comment on the schedule and ESI will provide a Final Schedule to be updated as necessary during the development of the Environmental Assessment (EA).

Please note, pursuant to our meeting with FAA, USFWS, and USDA on 6 June 2016, this scoping task is not a requirement but is a recommendation by FAA. By conducting this task early in the process, we aim to avoid questions and additional assessment efforts later in the process.

- Task 3. Biological Assessment:** ESI will prepare draft and final versions of an Endangered Species Act (ESA) Section 7 Biological Assessment (BA) to address potential effects of the Proposed Action on federally listed species. FWS has furnished ESI with the preferred formatting document for use in developing the appropriate content, structure for the BA. ESI will continue work with the project team to acquire a summary of wood stork (*Mycteria americana*) survey data being collected by GADNR-WRD, USFWS, and USDA that will be used, as appropriate, in the BA. This scope of work assumes that ESI staff will not be conducting additional field surveys for the wood stork, or any other federally protected species identified for the project area. Electronic and hard copies of the Final BA will be provided to the Client upon request.
- Task 4. Draft EA:** ESI will collect/review relevant data, inclusive of coordination with the Client, FAA, GADNR-WRD, USFWS, USDA, and other sources, as appropriate, to acquire information required to prepare the EA, review of the data, and identification of gaps in the data necessary for completion of the EA. ESI will coordinate with the Client to develop the Purpose and Need statement, the Proposed Action, and a list of reasonable

**\$7,000.00  
Time and  
Materials  
Estimate**

**\$15,000.00  
Time and  
Materials  
Estimate**

alternatives for the EA. The action alternatives and issues will continue to be developed during the scoping/comment process.

ESI will be responsible for the preparation of the draft EA, including all necessary technical analyses and graphical production per Council on Environmental Quality (CEQ) and FAA standards. The EA will follow the template and examples provided by the FAA. The Client, FAA, USDA and other team members will assist ESI by providing a list of relevant projects to be incorporated in the Cumulative Effects analysis.

The draft EA document will be subject to Client and FAA review. All revisions/notes to the draft version of the EA will be tracked by ESI and provided to the Client. The draft version of the EA will be provided to the Client in electronic format only.

**Task 5. Public Notice & Open House Meeting:** ESI will assist the Client in scheduling, preparing for, and conducting the Public Open House Meeting. If the Client chooses to provide a more formal presentation to the public, ESI assumes that the Client will lead the effort to prepare and present the formal presentation. The location of the Public Open House will be determined by the Client and FAA staff. ESI will prepare the Public Notice for Client review; however, the Client will be responsible for publicizing the Public Open House in a local newspaper or venue they deem appropriate.

**\$4,500.00  
Time and  
Materials  
Estimate**

ESI will assist the Client by preparing meeting materials such as poster-sized drawings and pictures, comment forms, sign-in sheets, and other hand-outs as needed, which will be reviewed by the Client. During the Public Open House, ESI will assist the Client by answering technical questions, taking meeting notes, and managing the receipt of public comments. Meeting notes will be provided to the Client within five (5) business days following the Public Open House, and all received comments will be placed in the Administrative Record. ESI will update the mailing list following the public comment period.

**Task 6. Comment Review & Response Coordination:** Applying a FAA-provided template and examples, ESI will review, code, and

**\$3,700.00**

analyze all public comments from the Public Open House Meeting. ESI will determine substantive issues and will generate concise responses. All revision comments will be subject to approval by the Client. If necessary, ESI will work with the Client to define evaluation criteria for measuring effects to key issues, and will develop alternatives, possible mitigation measures, and monitoring actions, which will be reviewed and approved by the Client and the FAA.

**Time and  
Materials  
Estimate**

- Task 7. Final EA Preparation/ Coordination:** Following the comment review/analysis, ESI will prepare the Final EA, which will be subject to Client and FAA review. All revisions/notes to the final version of the EA will be tracked by ESI and provided to the Client. Electronic and hard copies of the Final EA will be provided to the Client upon request. **\$4,500.00  
Time and  
Materials  
Estimate**
- Task 8. Draft & Final FONSI Coordination:** During and following preparation of the Final EA, ESI will prepare draft and final versions of the Finding of No Significant Impact (FONSI) or FONSI/Record of Decision (ROD), if appropriate, per FAA guidance. The draft and final FONSI will be subject to Client and FAA review. Electronic and hard copies of the Final FONSI will be provided to the Client upon request. **\$5,500.00  
Time and  
Materials  
Estimate**
- Task 9. Administrative Record:** During the entire NEPA process, ESI will maintain an electronic and hard copy Administrative Record, which will be accessible or available upon request. A spreadsheet tracking record (index) and an Administrative Record will be created and maintained by ESI in accordance with FAA guidance. Electronic copies of all materials used in the development of the EA/FONSI will be saved and provided to the Client and FAA, along with the index and Administrative Record. Hard copies of these materials will be provided to the Client upon request. **\$3,200.00  
Time and  
Materials  
Estimate**
- Task 10. General Consultation:** The above tasks spell out anticipated costs and services necessary to complete the level of work authorized by this contract. Services not otherwise anticipated, or which are beyond our control, such as additional meetings or information required by the client, the client's attorney, planner, engineer, or surveyor, will be billed on a time and material basis. **\$2,000.00  
Time &  
Materials  
Estimate**

ENVIRONMENTAL SERVICES, INC.

Additional information requested by other resource agencies, that is not normally part of the scope(s), will be billed on a time and materials basis. Prior to initiating this work, ESI will discuss the requests and acquire your authorization.

Additional services not specifically addressed herein will be invoiced on a time and materials basis at standard ESI hourly rates. We will provide you with a written proposal for these tasks if, or when, they become necessary. We are prepared to proceed upon receipt of the signed contract and project retainer in the amount of \$500.00.

ESI is committed to providing quality service to our clients. Every project is reviewed by a senior technical manager to ensure that the work has been performed in compliance with our goal of providing superior service and solutions to our clients.

ENVIRONMENTAL SERVICES, INC.

**Project Name: Savannah Airport Commission/ Rookery Management**

**Project Location: Chatham County, Georgia**

**ES14034.02**

Task 1:	Project Team Orientation & Agency Coordination	Fee:	\$	15,000.00
Task 2:	Stakeholder Scoping Coordination, Meeting & Schedule	Fee:	\$	5,000.00
Task 3:	Biological Assessment	Fee:	\$	7,000.00
Task 4:	Draft EA	Fee:	\$	15,000.00
Task 5:	Public Notice & Open House Meeting	Fee:	\$	4,500.00
Task 6:	Comment Review & Response Coordination	Fee:	\$	3,700.00
Task 7:	Final EA Preparation/ Coordination	Fee:	\$	4,500.00
Task 8:	Draft & Final FONSI Coordination	Fee:	\$	5,500.00
Task 9:	Administrative Record	Fee:	\$	3,200.00
Task 10:	General Consultation	Fee:	\$	2,000.00

**TERMS:**

- . ESI will complete the work described above in a timely manner unless delayed by Client's request, lack of information, or intervening factors beyond our control.
- . Client assures ESI that it has permission to work on the subject property and will advise ESI of proper procedures for accessing subject property.
- . **ESI will maintain a minimum \$1,000,000 errors and omissions (professional liability) insurance; \$1,000,000 per occurrence and \$2,000,000 aggregate general liability insurance for the duration of the project. If any additional insurance requirements are necessary, please return the specifications with the signed proposal. They will become a part of this contract as agreed by both parties.**
- . Outside services and expenses such as subcontractors and special purchases will be invoiced with a handling fee of 15 percent.
- . **A retainer of \$500.00 is required; the retainer will be subtracted from the last invoice and is required by ESI to initiate work.**
- . Client will provide ESI with any special billing formats or considerations with the signed contract.
- . Billing is done monthly. **Payment is due immediately upon receipt of the invoice;** after 30 days the Client agrees to pay 1.5 percent late fee per month or portion thereof on unpaid balances. Unpaid balances after 60 days from the date of the invoice may result in work stoppage until overdue accounts are resolved.
- . Failure to pay within 60 days from the date of invoice will be considered by ESI to be a breach of contract, and ESI may cease work and withhold all work product immediately without penalty from the Client.
- . Client agrees that this contract is an agreement between Client and ESI. Payment is due from Client at the time services are performed. Payment shall not be contingent upon regulatory action or upon resolution of any legal matter that ESI is not a party to. If ESI is being contracted to complete work which Client will use in a legal dispute, Client agrees to pay ESI in a timely manner without regard to the current standing of that legal dispute. ESI fees may not be incorporated into real estate closings without prior written consent from ESI.
- . This agreement shall be governed by the laws of the State of Florida, United States. Any lawsuit, proceeding or action arising out of or relating to this agreement must be brought in any court of competent jurisdiction located within Duval County, Jacksonville, Florida. Each of the parties irrevocably submits and consents to the exclusive jurisdiction of such court in any such lawsuit, proceeding or action, and waives any defense or objection it may now or hereafter have to personal jurisdiction, venue, or inconvenient forum.
- . ESI rates change on March 1 of each year.
- . **This proposal is valid for a period of 60 days following the date of issuance.**

**TERMS ACCEPTED:**

**ENVIRONMENTAL SERVICES, INC.**

SIGNATURE: \_\_\_\_\_

SIGNATURE:  \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: Michael J. DeMell

FIRM: \_\_\_\_\_

FIRM: Environmental Services, Inc.

TITLE: \_\_\_\_\_

TITLE: Senior Vice President II/Technical Director

DATE: \_\_\_\_\_

DATE: 15 June 2017

Purchase Order # \_\_\_\_\_

Client Project File # \_\_\_\_\_



**ENVIRONMENTAL SERVICES, INC.  
SCHEDULE OF LABOR AND EXPENSE RATES**

<u>POSITION</u>	<u>RATE</u>	<u>EXPENSE</u>	<u>CHARGE</u>
<b><u>Technical</u></b>		<b><u>Additional Services</u></b>	
Assistant Scientist	\$40.00/Hour	GIS/CAD Usage	\$30.00/Hour
Environmental Technician	\$50.00/Hour	Global Positioning System	\$50.00/Day
Project Scientist	\$60.00/Hour	ATV Usage	\$50.00/Day
Senior Scientist	\$75.00/Hour	Boat Usage	\$100.00/Day
Senior Geologist	\$120.00/Hour	Local Courier Service	\$13.00/Delivery
Project Archaeologist	\$45.00/Hour	Outside Graphics	Cost + 15%
Senior Archaeologist	\$60.00/Hour	All Subcontracted Services	Cost + 15%
Historic Resource Specialist	\$80.00/Hour	<b><u>Travel</u></b>	
Sustainability Specialist	\$100.00/Hour	Vehicle Mileage Rate	\$0.54/Mile
Project Forester	\$90.00/Hour	Travel Expenses	Cost
Senior Forester	\$105.00/Hour	<b><u>Copies</u></b>	
Project Manager	\$100.00/Hour	Photocopy Per Page	\$0.15
Senior Manager	\$110.00/Hour	Color Copy Per Page	\$1.50 8 ½ x 11
Forest Biometrician	\$115.00/Hour		\$2.50 8 ½ x 14
SR Forest Biometrician	\$145.00/Hour		\$3.00 11 x 17
VP/Technical Director	\$145.00/Hour	Full Size Copy Per Page	\$2.00 24 x 36
SR VP/Technical Director	\$160.00/Hour		or 36 x 48 b/w
SR VP II/Technical Director	\$180.00/Hour		\$20.00 24 x 36
Principal	\$200.00/Hour		or 36 x 48 color
<b><u>Administrative</u></b>		Blueprints or Xerox Per Page	\$2.50
Receptionist	\$35.00/Hour	Aerial Photography	\$50 0 - 15 acres
Administrative Assistant	\$50.00/Hour		\$100 16 - 50 acres
Exec. Admin Assistant	\$70.00/Hour		\$200 51 - 100 acres
<b><u>Graphics</u></b>			\$300 101 - 999 acres
GIS/CAD Technician	\$60.00/Hour		\$500 1000+ acres
GIS/CAD Analyst	\$80.00/Hour		
GIS/CAD Manager	\$105.00/Hour		
GIS/CAD Senior Manager	\$110.00/Hour		