

Please estimate, based on monitoring time for Lots 9-11, how much additional budget beyond the out-of-scope budget, we would need to complete monitoring inspections for Lots 5-8, and we can initiate a contract amendment.

Thank you!

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**From:** Kristen Outten <koutten@swca.com>  
**Sent:** Tuesday, June 1, 2021 4:39 PM  
**To:** Camille Leung <cleung@smc.gov.org>  
**Subject:** Highland Estates Budget Update

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Hello Camille,

I wanted to provide you with an update regarding the Highland Estates budget (see table below). While we still have approximately \$24k remaining in our overall budget, our compliance monitoring task is nearly used up (\$451 remaining as of last Friday). As you may recall, our scope assumed up to 18 months (1.5 years) of construction-phase compliance monitoring for Lots 5-11. We've now exceeded the 18-month construction schedule and used nearly the entire task budget on Lots 9-11. It's my understanding they are getting close to wrapping up construction on Lots 9-11, in which case we could dip into the project management funds to continue compliance inspections on Lots 9-11. However, additional compliance monitoring and project management time for Lots 5-8 would require additional funds for the out-of-scope work. Let me know if you would like to jump on a call to discuss the budget, or if you would like me to prepare a change order scope and cost estimate for the remaining four lots (i.e., Lots 5-8).

Phase	Task	Description	Contract Value	Total Invoiced	Remaining to Invoice	Unbilled through 05/27/2021	Remaining Budget
1		Project Management and Coordination	\$32,917.00	\$19,014.53	\$13,902.47	\$417.50	\$13,484.97
2		Compliance Monitoring	\$29,635.00	\$27,747.67	\$1,887.33	\$1,435.81	\$451.52
3		Out of Scope Work	\$17,789.00	\$10,000.00	\$7,789.00		\$7,789.00
	1	County	\$13,894.50	\$8,614.25	\$5,280.25		\$5,280.25
	2	Applicant	\$3,894.50	\$1,385.75	\$2,508.75		\$2,508.75
4		CEQA Addendum	\$22,211.00	\$19,758.25	\$2,452.75	\$35.50	\$2,417.25
		<b>Total Contract Value</b>	<b>\$102,552.00</b>	<b>\$76,520.45</b>	<b>\$26,031.55</b>	<b>\$1,888.81</b>	<b>\$24,142.74</b>

Thanks,  
Kristen

**Kristen Outten**  
Project Manager / Senior Biologist

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**From:** Camille Leung  
**To:** Kristen Outten  
**Cc:** Jessica Henderson-McBean; Melissa Andrikopoulos; Amy Ow; Victoria Mejia; Steve Monowitz  
**Subject:** RE: Highland Estates Budget Update  
**Date:** Wednesday, July 21, 2021 11:15:09 AM  
**Attachments:** image002.png

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Hi Kristen,

Applicant is behind on payments for monitoring of Lots 9-11. I wanted to close that out essentially before entering into an agreement for Lots 5-8, which hopefully we can execute quickly, so long as it can be approved at the Director's level (waiting for Amy or Victoria to confirm). I also sent the change order to the applicant for review, but have not heard back. I re-sent it again today.

Thanks

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**From:** Kristen Outten <koutten@swca.com>  
**Sent:** Monday, July 19, 2021 9:09 AM  
**To:** Camille Leung <cleung@smcgov.org>  
**Cc:** Jessica Henderson-McBean <JHenderson-McBean@swca.com>; Melissa Andrikopoulos <mandrikopoulos@smcgov.org>; Amy Ow <aow@smcgov.org>; Victoria Mejia <vmejia@smcgov.org>; Steve Monowitz <smonowitz@smcgov.org>  
**Subject:** RE: Highland Estates Budget Update

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Hello Camille,

I wanted to check in on the status of the mitigation monitoring change order. Let me know when we can get this processed.

Thanks,  
Kristen

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**From:** Camille Leung <cleung@smcgov.org>  
**Sent:** Monday, July 5, 2021 1:56 PM  
**To:** Kristen Outten <koutten@swca.com>  
**Cc:** Jessica Henderson-McBean <JHenderson-McBean@swca.com>; Melissa Andrikopoulos <mandrikopoulos@smcgov.org>; Amy Ow <aow@smcgov.org>; Victoria Mejia <vmejia@smcgov.org>; Steve Monowitz <smonowitz@smcgov.org>  
**Subject:** FW: Highland Estates Budget Update

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Hi Kristen,

I believe that this Change Order of just over \$100K, can be approved by the Director, but I am copying Victoria to confirm. However, as the applicant has outstanding unpaid costs to the County associated with the monitoring of Lots 9-11, I don't think we should authorize the contract change for Lots 5-8 until the applicant has completed required payments. I will also send this Change Order to the applicant for their review.

Thanks!

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**From:** Kristen Outten <koutten@swca.com>  
**Sent:** Monday, June 28, 2021 1:25 PM  
**To:** Camille Leung <cleung@smcgov.org>  
**Cc:** Jessica Henderson-McBean <JHenderson-McBean@swca.com>; Melissa Andrikopoulos <mandrikopoulos@smcgov.org>; Amy Ow <aow@smcgov.org>  
**Subject:** RE: Highland Estates Budget Update

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Hello Camille,

Please find attached Change Order No. 3 to continue providing mitigation monitoring support for the Highland Estates Project. The attached scope and cost assume a 22-month construction schedule, which is consistent with what was required for Lots 9-11. Please let me know if you have any questions or would like to discuss the attached scope and costs in more detail.

Thank you,  
Kristen

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**From:** Camille Leung <cleung@smcgov.org>  
**Sent:** Monday, June 7, 2021 9:54 AM  
**To:** Kristen Outten <koutten@swca.com>  
**Cc:** Jessica Henderson-McBean <JHenderson-McBean@swca.com>; Melissa Andrikopoulos <mandrikopoulos@smcgov.org>; Amy Ow <aow@smcgov.org>  
**Subject:** FW: Highland Estates Budget Update

**EXTERNAL: This email originated from outside SWCA. Please use caution when replying.**

Hi Kristen,

Sorry for the delay in getting back to you. I really appreciate the heads up about the mitigation budget! Thank you for the great suggestions for re-allocating budget towards inspections.

Yes, as Chamberlain is getting close to wrapping up construction on Lots 9-11, we should dip into the project management funds to continue compliance inspections on Lots 9-11.

I believe the out-of-scope budget was for early analysis on the Addendum which now has its own budget and is largely completed, although we may need SWCA's assistance in answering some comments (deadline is June 17). If this is correct, we can re-allocate those funds for compliance monitoring and project management time for Lots 5-8, which plans to start in July.