Submit a California Public Records Act Request to Carmel USD

The Carmel Unified School District (CUSD) is committed to transparency and providing easy access to public records pursuant to the California Public Records Act (CPRA). The California Public Records Act gives the public the right to access records created and maintained by public agencies in the course of their normal business.

Pursuant to Government Code Section 6252(e), a public record is defined as "any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics." Public records requests may be used to obtain "records," which include a wide variety of documents and other materials (including print, photographic, and electronic formats) that were created or obtained by the organization and are, at the time the request is filed, in the organization's possession and control.

Records subject to disclosure under the CPRA may include email or other communications from members of the public or which reference them. While the District reviews all responsive records to determine if this information should be disclosed, in many cases references to members of the public, or the content of their communications to the District are subject to disclosure. Permissible exemptions from disclosure include documents that invade an individual's right to privacy (e.g., privacy in certain personnel, medical, or student records) or hinder the government's need to perform its assigned functions in a reasonably efficient manner (e.g., maintaining confidentiality of investigative records, official information, records related to pending litigation, and preliminary notes or memoranda).

All requests will be posted to the District's CPRA webpage.

Name of requestor: *
First and last name
Keith Higgins

Email of requestor: (Responses will be provided to this email address) *

https://docs.google.com/forms/d/1CWRugSNQ474PnJt1h5eTbR6G_S0X0qUPBi7MY/edit#response=ACYDBNjGIgJHIMzfObxhFj5peZgrULeeCchwJX31N...
Mailing address of requestor:

Your request: (To enable staff to respond to your request as efficiently as possible, please include: The date range for the records requested; the department that holds the records (if known); and the types of records, including any important keywords. Please do not include any confidential information.)

PART I: CPRA
We'd like a copy of the completed traffic study referenced in this attachment.
The traffic study conducted by Keith Higgins, Traffic Engineer for the purposes of Carmel Middle School Athletic Field Expansion.

PART I: CPRA
We'd also like any additional traffic studies conducted by Keith Higgins from 2007 to Year-to-Date September 2022 that are connected to CMS or CHS.

If you have attachments or images to add to the request, please do so here.

 Upload CPRA Traffic Study  Upload CRPA Traffic Study  Upload Reference...
Issues to be addressed in this preliminary study include:

1. Highway 1 impacts, because Highway 1 currently operates deficiently
2. Highway 1 / Carmel Valley Road
3. Carmel Valley Road 2-lane section east of Rancho San Carlos Road
4. Project access and internal circulation
   a. During school dismissal times if traffic will be added by after-school activities involving off-campus participants
   b. During weekend activities
   c. During special events
5. Project parking
   a. During school dismissal times if traffic will be added by after-school activities involving off-campus participants
   b. During weekend activities
   c. During special events
6. Pedestrian and bicycle facilities

A. SCOPE OF WORK

The following intersections and road segments are proposed to be discussed using information from available reports:

1. Intersections
   a. Carmel Valley Road / Highway 1
   b. Carmel Valley Road / Carmel Rancho Boulevard
   c. Carmel Valley Road / Rancho San Carlos Road
   d. Carmel Valley Road / Carmel Middle School Driveway
2. Road segments
   a. Highway 1 north of Carmel Valley Road
   b. Carmel Valley Road
      i. Highway 1 – Carmel Rancho Boulevard
      ii. Carmel Rancho Boulevard – Rancho San Carlos Road
      iii. East of Rancho San Carlos Road

Task 1 – Existing Traffic Conditions

Based on information available in recent traffic studies, traffic conditions at the intersections and road segments listed above will be discussed including their relationship to the proposed project. A site visit would be helpful to confirm existing conditions. However, school is not in session until mid-August. Instead, I will consult with District representatives to ascertain the District’s evaluation of current conditions for this qualitative assessment.
June 14, 2018

Teri Wissler Adam  
EMC Planning Group  
301 Lighthouse Avenue, Suite C  
Monterey, CA 93940

Re: Proposal for Carmel Middle School Athletic Field Expansion Traffic Issues Study, Carmel Valley, California

Dear Teri,

As you requested, this is a proposal to prepare a preliminary assessment of traffic issues associated with the development of about 8 acres of currently vacant land immediately west of the existing Carmel Middle School campus for athletic fields. The site may be used for a variety of activities, including practice fields and competitive sports for the Middle School and High School and competitive sports for community organizations such as baseball, softball, soccer. Other community activities may also take place. The proposed uses including specific facilities and size, frequency and time of day of activities have not been determined. This initial evaluation will identify traffic and parking issues that may need to be addressed by the project as it is formulated. A formal traffic analysis may be needed when the project is ready to move forward with a specific description.

I have prepared numerous traffic studies for projects in the study area over the past 38 years. These include the Carmel Valley Master Plan, Cottages at Carmel, Carmel Rio Road Subdivision, Quail Lodge, Quail Meadows, Santa Lucia Preserve, Carmel Valley Ranch and various retail projects along Rio Road and Carmel Rancho Boulevard. In addition, I designed traffic signals at various intersections along Carmel Valley Road and Carmel Rancho Boulevard. Most recently, I completed the traffic study for the Rio Ranch Marketplace which has not been circulated to the public. Finally, I prepared a preliminary traffic and parking evaluation for Carmel Middle School as a part of the planning for Measure A, the Carmel Unified School District bond measure to fund capital projects at schools throughout the District. I am very familiar traffic related issues in the project vicinity and the preferred methodologies to be used for traffic analyses in the area. This will be helpful in efficiently identifying project traffic issues and solutions.
PROPOSAL

CARMEL UNIFIED SCHOOL DISTRICT
PROPERTY ACQUISITION

CEQA Compliance

PREPARED FOR
Carmel Unified School District

June 13, 2018
PROPOSAL

CARMEL UNIFIED SCHOOL DISTRICT
PROPERTY ACQUISITION

CEQA Compliance

PREPARED FOR
Carmel Unified School District
Dan Paul, Director of Facilities and Transportation
4380 Carmel Valley Road
Carmel, CA 93923
Tel 831.624.1546

PREPARED BY
EMC Planning Group Inc.
301 Lighthouse Avenue, Suite C
Monterey, CA 93940
Tel 831.649.1799
Fax 831.649.8399
Teri Wissler Adam, Senior Principal
wissler@emcplanning.com
www.emcplanning.com

June 13, 2018

This document was produced on recycled paper.
**TABLE OF CONTENTS**

1.0  Project Understanding ................................................................. 1
2.0  Scope of Work .................................................................................. 1
3.0  Budget and Schedule ....................................................................... 4

**Attachments**

Attachment A  Preliminary Traffic Impact Assessment Scope of Work
1.0 PROJECT UNDERSTANDING

The Carmel Unified School District is considering acquiring an 8.23-acre parcel immediately adjacent to and west of Carmel Middle School located on Carmel Valley Road for the purpose of developing additional athletic fields. At this time, there is no site plan for how or what kinds of fields would be developed, if there would be night-time lighting, and whether there would be grandstands or other structures.

2.0 SCOPE OF WORK

Compliance with the California Environmental Quality Act (CEQA) is required prior to acquisition of the property. However, because there are no details yet regarding development of the site, supplemental environmental analysis in compliance with CEQA will likely be required prior to development of the parcel. However, this proposed scope of work would be sufficient for the district to take action regarding property acquisition.

EMC Planning Group recommends preparation of an initial study and mitigated negative declaration to comply with CEQA prior to site acquisition. The proposed scope of work is as follows:

Task 1  Management, Consultation, Administration

1.1 Prepare project files and general project administration.

1.2 Manage the CEQA process for the client.

1.3 Provide CEQA consultation to the client.

1.4 In addition to the kick-off meeting and the public hearing, attend up to four conference calls.

1.5 Initiate subconsultant.

Task 2  Research, Technical Analysis, and Communications

2.1 Obtain and review the following documentation:

- Soils/Geotechnical Study, if available;
- Hazardous Materials Study, if available; and
- Other relevant studies that may have been prepared.

2.2 Conduct a site investigation to document existing conditions on the project site and in the vicinity, document land uses, and take photographs.

2.3 Conduct a biological resources evaluation. An EMC Planning Group biologist will conduct a background data search to determine biological resources known to occur
in the vicinity of the project site. These data will be obtained from the California Department of Fish and Wildlife California Natural Diversity Database, the California Native Plant Society Inventory of Rare and Endangered Plants, the U.S. Fish and Wildlife Service Endangered Species Program and National Wetlands Inventory, and aerial photographs.

The biologist will perform a reconnaissance-level field survey of the project site in order to (1) identify the principal plant communities present; (2) evaluate the potential for special-status species and habitats, wildlife movement corridors, jurisdictional wetlands/waterways, protected trees, and other significant biological resources to occur; and (3) identify and map any observed locations of special-status species and/or habitats

2.4 Conduct a cultural resources evaluation. This scope of services includes an intensive-level survey of the property and the completion of a report of findings by an EMC Planning Group archaeologist. An archival search of the cultural resources within the project site boundaries and nearby will be done using the Northwest Information Center of the California Historical Resources Information System (CHRIS), affiliated with the State of California Office of Historic Preservation (OHP) in Sacramento.

2.5 Keith Higgins, traffic engineer, will prepare a preliminary traffic impact report to identify traffic issues in the vicinity and how the project may add to the issues. The scope of work is included as Attachment A.

2.6 Assist with compliance with AB32, which requires Native American tribal consultation.

2.7 Contact the air district and County environmental health department to meet the requirements of CEQA Statutes section 21151.4 and CEQA Guidelines section 15186 (c)(2), School Facilities, regarding facilities within one-fourth mile of the proposed site that might reasonably be anticipated to emit hazardous emissions or handle hazardous or acutely hazardous material, substances, or waste.

2.8 Draft a letter giving notice of proposed acquisition to the Monterey County Planning Commission pursuant to CEQA Statutes section 21151.2.

Task 3 Prepare Draft Initial Study/Mitigated Negative Declaration

3.1 Prepare the draft initial study and mitigated negative declaration. The initial study will address all environmental issues in the state-provided example environmental checklist including aesthetics, agriculture and forestry resources, air quality, biological resources, cultural resources, geology and soils, greenhouse gas emissions, hazards and hazardous materials, hydrology and water quality, land use and planning, mineral resources, noise, population and housing, public services,
recreation, transportation/traffic, tribal cultural resources, and utilities and service systems. Provide (1) electronic copy to the district for review and comment.

**Task 4 Prepare Public Review Initial Study/ Mitigated Negative Declaration, Noticing, and Document Distribution**

4.1 Revise the initial study and mitigated negative declaration and provide thirty (30) hard copies and one (1) electronic copy.

4.2 Prepare notice of intent to adopt a negative declaration; file the notice of intent with the Monterey County Clerk Recorder.

4.3 Arrange for the notice of intent to be published in the local newspaper and posted at the project site. The newspaper will invoice the district directly.

Note: Filing costs and publication costs are not included in the budget.

4.4 Prepare notice of completion for submission to State Clearinghouse along with the documents.

4.5 Distribute documents to State Clearinghouse and appropriate local, regional, and federal agencies.

**Task 5 Prepare Response to Comments and Mitigation Monitoring Program**

5.1 Prepare draft response to comments and mitigation monitoring program for review and comment by district staff.

5.2 Prepare final response to comments and final mitigation monitoring program.

This scope assumes that no more than five (5) comment letters would be received and that responses to the comment letters would not require additional analysis.

**Task 6 Prepare Carmel Unified School District Board Package Including Staff Report, Resolutions, and CEQA Findings**

6.1 Prepare draft board package with staff report, resolutions, and CEQA findings, for review and comment by district staff.

6.2 Prepare final board package with staff report, resolutions, and CEQA findings.

**Task 7 Attend Public Hearing**

7.1 Attend one district board public hearing for adoption of the negative declaration and approval of the proposed project.
Task 8 Prepare and File Notice of Determination

8.1 Prepare notice of determination and file with Monterey County Clerk Recorder and with the State Clearinghouse. When filing the notice of determination, the county clerk collects a fee, which is currently approximately $2,331. EMC Planning Group will obtain a check from the district for this fee prior to filing.

Task 9 Prepare a Records Package

9.1 Prepare a package of the district’s record of compliance with CEQA for use in implementation of the project.

3.0 BUDGET AND SCHEDULE

A budget is presented on the following page. Five (5) months are anticipated for project completion.
<table>
<thead>
<tr>
<th>Task</th>
<th>EMC Planning Group Inc.</th>
<th>Total Hours</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td>Senior Principal</td>
<td>$210.00</td>
<td>$210.00</td>
</tr>
<tr>
<td></td>
<td>Archaeologist</td>
<td>$155.00</td>
<td>$155.00</td>
</tr>
<tr>
<td></td>
<td>Associate Planner</td>
<td>$130.00</td>
<td>$130.00</td>
</tr>
<tr>
<td></td>
<td>Assistant Planner</td>
<td>$115.00</td>
<td>$115.00</td>
</tr>
<tr>
<td></td>
<td>Senior Biologist</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td></td>
<td>Assistant Biologist</td>
<td>$105.00</td>
<td>$105.00</td>
</tr>
<tr>
<td></td>
<td>Graphics</td>
<td>$115.00</td>
<td>$115.00</td>
</tr>
<tr>
<td></td>
<td>Admin./ Production</td>
<td>$95.00</td>
<td>$95.00</td>
</tr>
<tr>
<td>1. Management/Consultation/Administration</td>
<td>8.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>2. Research, Technical Analysis, and Communications</td>
<td>8.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>3. Prepare Draft IS/SMND</td>
<td>5.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>4. Prepare Public Review Documents</td>
<td>1.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>5. Prepare Response to Comments and MMRP</td>
<td>1.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>6. Prepare CUSD Board Package</td>
<td>4.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>7. Attend One Public Hearing</td>
<td>4.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>8. Prepare and File Notice of Determination</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>9. Prepare Record's Package</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Subtotal (Hours)</td>
<td>31.0</td>
<td>15.0</td>
<td>94.0</td>
</tr>
<tr>
<td>Subtotal (Cost)</td>
<td>$6,510.00</td>
<td>$2,325.00</td>
<td>$12,220.00</td>
</tr>
<tr>
<td>Additional Costs</td>
<td>$842.40</td>
<td>$203.00</td>
<td>$725.00</td>
</tr>
<tr>
<td>Production Costs</td>
<td>$1,035.00</td>
<td>$1,605.00</td>
<td>$31,395.00</td>
</tr>
<tr>
<td>Travel Costs</td>
<td>$75.00</td>
<td>$75.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>Postal/Deliverables</td>
<td>$203.00</td>
<td>$203.00</td>
<td>$203.00</td>
</tr>
<tr>
<td>Miscellaneous (WWAC and CNDDB Records Search)</td>
<td>$725.00</td>
<td>$725.00</td>
<td>$725.00</td>
</tr>
<tr>
<td>Administrative Overhead 10%</td>
<td>$184.24</td>
<td>$184.24</td>
<td>$184.24</td>
</tr>
<tr>
<td>Total</td>
<td>$2,028.64</td>
<td>$2,028.64</td>
<td>$2,028.64</td>
</tr>
</tbody>
</table>

Subconsultant Fees

<table>
<thead>
<tr>
<th>Subconsultant</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keith Higgins, Traffic Engineer</td>
<td>$6,900.00</td>
</tr>
<tr>
<td>Subconsultant Overhead 10%</td>
<td>$690.00</td>
</tr>
<tr>
<td>Total</td>
<td>$7,590.00</td>
</tr>
</tbody>
</table>

Total Costs: $41,011.64

NOTE: This proposal is valid for 90 days
ATTACHMENT A

Traffic Issues Study Scope of Work
June 14, 2018

Teri Wissler Adam
EMC Planning Group
301 Lighthouse Avenue, Suite C
Monterey, CA 93940

Re: Proposal for Carmel Middle School Athletic Field Expansion Traffic Issues Study, Carmel Valley, California

Dear Teri,

As you requested, this is a proposal to prepare a preliminary assessment of traffic issues associated with the development of about 8 acres of currently vacant land immediately west of the existing Carmel Middle School campus for athletic fields. The site may be used for a variety of activities, including practice fields and competitive sports for the Middle School and High School and competitive sports for community organizations such as baseball, softball, soccer. Other community activities may also take place. The proposed uses including specific facilities and size, frequency and time of day of activities have not been determined. This initial evaluation will identify traffic and parking issues that may need to be addressed by the project as it is formulated. A formal traffic analysis may be needed when the project is ready to move forward with a specific description.

I have prepared numerous traffic studies for projects in the study area over the past 38 years. These include the Carmel Valley Master Plan, Cottages at Carmel, Carmel Rio Road Subdivision, Quail Lodge, Quail Meadows, Santa Lucia Preserve, Carmel Valley Ranch and various retail projects along Rio Road and Carmel Rancho Boulevard. In addition, I designed traffic signals at various intersections along Carmel Valley Road and Carmel Rancho Boulevard. Most recently, I completed the traffic study for the Rio Ranch Marketplace which has not been circulated to the public. Finally, I prepared a preliminary traffic and parking evaluation for Carmel Middle School as a part of the planning for Measure A, the Carmel Unified School District bond measure to fund capital projects at schools throughout the District. I am very familiar traffic related issues in the project vicinity and the preferred methodologies to be used for traffic analyses in the area. This will be helpful in efficiently identifying project traffic issues and solutions.
Issues to be addressed in this preliminary study include:
1. Highway 1 impacts, because Highway 1 currently operates deficiently
2. Highway 1 / Carmel Valley Road
3. Carmel Valley Road 2-lane section east of Rancho San Carlos Road
4. Project access and internal circulation
   a. During school dismissal times if traffic will be added by after-school activities involving off-campus participants
   b. During weekend activities
   c. During special events
5. Project parking
   a. During school dismissal times if traffic will be added by after-school activities involving off-campus participants
   b. During weekend activities
   c. During special events
6. Pedestrian and bicycle facilities

A. SCOPE OF WORK

The following intersections and road segments are proposed to be discussed using information from available reports:

1. Intersections
   a. Carmel Valley Road / Highway 1
   b. Carmel Valley Road / Carmel Rancho Boulevard
   c. Carmel Valley Road / Rancho San Carlos Road
   d. Carmel Valley Road / Carmel Middle School Driveway

2. Road segments
   a. Highway 1 north of Carmel Valley Road
   b. Carmel Valley Road
      i. Highway 1 – Carmel Rancho Boulevard
      ii. Carmel Rancho Boulevard – Rancho San Carlos Road
      iii. East of Rancho San Carlos Road

Task 1 – Existing Traffic Conditions

Based on information available in recent traffic studies, traffic conditions at the intersections and road segments listed above will be discussed including their relationship to the proposed project. A site visit would be helpful to confirm existing conditions. However, school is not in session until mid-August. Instead, I will consult with District representatives to ascertain the District’s evaluation of current conditions for this qualitative assessment.
Task 2 – Possible Project Off-site Impacts

A qualitative discussion will be provided of potential project impacts throughout the study area.

Task 3 – Project Vehicular Access and Internal Circulation

Project access and internal circulation will be qualitatively discussed. This will include pick up and drop off operations, the Carmel Valley Road / Carmel Middle School Driveway intersection, on-site queuing and channelization.

Task 4 – Project Pedestrian and Bicycle Access

The adequacy of bike and pedestrian facilities serving the project vicinity will be qualitatively discussed.

Task 5 – Parking

Project parking demand will be qualitatively discussed for up to three project alternatives.

Task 6 – Planned Improvements

Improvements already planned for the street network in the project vicinity will be discussed.

Task 7 – Miscellaneous Correspondence / Coordination

Various project-related correspondence will take place while performing this study.

Task 8 – Documentation

A letter report providing the findings and conclusions of this analysis will be prepared. The report will include appropriate tables and graphics. The report will initially be prepared as a draft report for your review. Your comments will be incorporated into a final report for use by the School District.

Not included in the above scope of work are additional analyses beyond what are specifically outlined above, including but not limited to, the evaluation of potential environmental impacts of recommended mitigations, sight distance analyses, design of any roadway feature or traffic control device, on or off-street parking analyses, cost estimates for recommended mitigation measures, cost allocation formulas for recommended mitigation measures, traffic impact fee calculations, attendance at public hearings, attendance at meetings, evaluation of more than one project site plan, a review of the project’s CEQA document, and more than five copies of any draft or final report.

Any work required in addition to that described under the Scope of Work will be considered extra work. Receipt of written authorization for any additional work beyond our Scope of Work will be required prior to performing any work not specifically described in this proposal.
B. BUDGET

The "not-to-exceed" fee for this Scope of Work is $6,900. A detailed breakdown of the individual costs associated with each task is included as Attachment A. The project fee may be adjusted if extensive delays outside of the Consultant's control are incurred in the commencement or during the execution of the project. Invoices will be deemed accurate and accepted by the client unless questions are submitted in writing within 14 days of the date of the invoice.

If you have any questions regarding the contents of this proposal or need additional information, please do not hesitate to contact me at your convenience. Thank you for the opportunity to assist you with this project.

Respectfully submitted,

Keith B. Higgins, PE, TE

enclosure
## Project Work Task

<table>
<thead>
<tr>
<th>Project Work Task</th>
<th>Keith Higgins</th>
<th>Project Engineer</th>
<th>Admin. Assist. III</th>
<th>Total Hour</th>
<th>Total Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Exist, Background and Cumulative Scenarios</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>$620</td>
</tr>
<tr>
<td>2. Discuss Project Impacts</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>$310</td>
</tr>
<tr>
<td>3. Discuss Project Vehicular Access and Internal Circulation</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>$310</td>
</tr>
<tr>
<td>4. Discuss Project Pedestrian and Bike Access</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>$620</td>
</tr>
<tr>
<td>5. Discuss Parking</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>$620</td>
</tr>
<tr>
<td>6. Planned Improvements</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>$620</td>
</tr>
<tr>
<td>7. Miscellaneous Correspondence / Coordination</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>$620</td>
</tr>
<tr>
<td>8. Documentation</td>
<td>6</td>
<td>2</td>
<td>1</td>
<td>8</td>
<td>$2,280</td>
</tr>
<tr>
<td>Draft Report</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>$830</td>
</tr>
<tr>
<td>Final Report</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Hours</strong>:</td>
<td>20</td>
<td>3</td>
<td>0</td>
<td>23</td>
<td>$6,830</td>
</tr>
<tr>
<td><strong>Staff Expenses</strong>:</td>
<td>$6,200</td>
<td>$630</td>
<td>$0</td>
<td></td>
<td>$6,830</td>
</tr>
<tr>
<td><strong>Travel Expenses</strong>:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$60</td>
</tr>
<tr>
<td><strong>Traffic Counts</strong>:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Not Included</td>
</tr>
<tr>
<td><strong>Printing, Shipping, etc.</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$10</td>
</tr>
<tr>
<td><strong>Total Costs</strong>:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$6,900</td>
</tr>
</tbody>
</table>

**Notes:**

1. This fee estimate is based on hourly rates effective until December 2018.