

DEPARTMENT OF  
PLANNING AND BUILDING

**CITY OF SACRAMENTO  
CALIFORNIA**

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February 5, 2002

City Council  
Sacramento, California

Honorable Members in Session:

**SUBJECT: SUPPLEMENTAL CONTRACT WITH CH2MHILL FOR CONSULTANT SERVICES FOR AN AMOUNT NOT TO EXCEED \$270,000 AND THE NATOMAS BASIN HABITAT CONSERVATION PLAN AND INCIDENTAL TAKE PERMIT SCHEDULE**

**LOCATION:** North and South Natomas  
**COUNCIL DISTRICT:** Council District 1

**RECOMMENDATION:** This report recommends that the City Council approve the execution of a contract amendment with CH2MHill for completion of the Environmental Impact Report/ Environmental Impact Statement (EIR/ EIS) for the Natomas Basin Habitat Conservation Plan (NBHCP) to authorize additional payments not to exceed \$270,000. This report also provides the Council with information related to the schedule for completing the Incidental Take Permits related to the NBHCP.

**CONTACT PERSONS:** Carol Shearly, Natomas Manager, (916) 808-5893

**FOR COUNCIL MEETING OF:** February 12, 2002

**SUMMARY:** On November 14, 2000, Professional Services Contract No.2000-178 was approved between the City and CH2MHill for completing the EIR/ EIS for the NBHCP for a total not to exceed \$339,940. To complete the environmental document, the City would like to extend the contract with CH2MHill up to an additional \$270,000 bringing the total contract for the work up to a total of \$609,940. The scope of work for the additional amount is attached to the supplemental agreement as Exhibit A-1. Also, the anticipated schedule for completing the revised NBHCP, the EIR/ EIS and the issuance of the Incidental Take Permits is attached as Exhibit B.

**COMMITTEE/COMMISSION ACTION:** None

**BACKGROUND INFORMATION:** On November 14, 2000, the City Council adopted a Professional Services Contract with CH2MHill to complete the Natomas Basin Habitat Conservation Plan EIR/ EIS for an amount not to exceed \$339,940. The costs of the contract are to be shared equally with Sutter County.

To complete the EIR/ EIS, the City would like to extend the contract with CH2MHill up to an additional \$270,000. bringing the total contract to \$609,940. The supplemental amount would also be shared equally with Sutter County.

The reasons for the large increase in the cost to complete the EIR/ EIS include:

- 1) An additional Scoping Period was needed due to a Revised Notice of Intent and Notice of Preparation for the EIR/ EIS to include RD1000 and Natomas Mutual;
- 2) Consultant was asked to prepare multiple Administrative Drafts of the EIR/ EIS due to the multiple revisions of the Habitat Conservation Plan;
- 3) Consultant was asked to prepare a Biological Resources Technical Memorandum to supplement the Habitat Conservation Plan;
- 4) A Public Health and Safety analysis was needed in the EIR/ EIS based on comments received from Sacramento International Airport;
- 5) Consultant was asked to complete a GIS database for land use types throughout the Natomas Basin as the basis for the biological resource and other analyses;
- 6) Consultant was asked to make graphics for the HCP; and
- 7) Consultant was asked to attend more meetings than in the original Scope of Work.

City staff believes that the consultant is doing an excellent job completing the EIR/ EIS and it is appropriate to authorize the increase in contract amount to get the environmental document completed in a timely manner. The original Scope of Work was an estimation of the effort it would take to complete the document. CH2MHill has analyzed completion of the tasks in the original Scope of Work and, from the current vantage point, has a more accurate idea of the resources necessary to complete the work. Therefore, City staff believes that the proposed supplement will be adequate to complete the work.

Schedule - Exhibit B identifies the projected schedule to complete the revised NBHCP and obtain the Incidental Take Permits required to allow development to proceed beyond the limited development in the Settlement Agreement. According to the schedule, the City will not obtain the permits until late in the 2002 construction season. Therefore, the City will continue to issue grading permits for the remaining limited development, approximately 600 acres, allowed in the Settlement Agreement.

Extend Settlement Agreement - In the event that additional development beyond the limited development allowed in the agreement is desired, City staff requests the Council authorize the City Manager to negotiate with parties to the Settlement Agreement to amend the agreement to extend it beyond its current expiration date of October 1, 2002, and to allow additional limited development to proceed that meets specific criteria. Specific criteria might include, as an example, planning entitlements have been approved by Planning Commission or City Council, as applicable.

**FINANCIAL CONSIDERATIONS:** The authorization of this supplement to the original contract will allow, pursuant to CEQA and NEPA, the completion of the EIR/ EIS undertaken to analyze potential environmental impacts of the Natomas Basin HCP. Like the original contract, the amount of this

supplemental contract will be funded equally by the City of Sacramento and Sutter County. The City and Sutter County will each pay \$135,000 of the supplemental contract. RD1000 and Natomas Mutual Water Company may contribute to the funding of the EIR/ EIS. The contract will be financed by North Natomas development impact fees (CIP #NF01). Project time will be tracked under Job No. 5949. There will be no impact on the general fund.

**ENVIRONMENTAL CONSIDERATIONS:** The authorization of this supplement to the original contract will allow, pursuant to CEQA and NEPA, the completion of the EIR/ EIS undertaken to analyze potential environmental impacts of the Natomas Basin HCP.

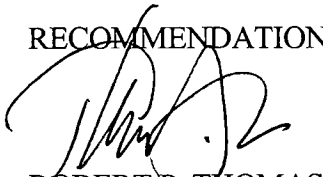
**POLICY CONSIDERATIONS:** Approval of the requested City Council action will result in the preparation of an EIR/ EIS for the proposed project, the Natomas Basin HCP. The adoption of the Natomas Basin HCP and approval of the EIR/ EIS is required for the issuance of an Incidental Take Permit to allow development in the Natomas Basin. The EIR/ EIS is an informational document which will inform public agency decisionmakers and the general public of the significant environmental effects of a project, identify possible ways to minimize the significant environmental effects, and describe potential alternatives to the project.

**ESBD CONSIDERATIONS:** The original Request for Proposal process used to select CH2MHill for this project complied with the City's policies regarding emerging and small businesses. It is appropriate to select CH2MHill to complete the project.

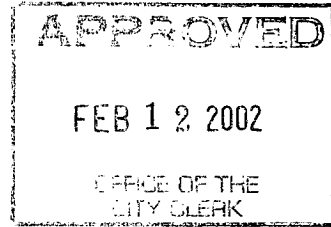
Respectfully Submitted,

  
CAROL SHEARLY  
Natomas Manager

RECOMMENDATION APPROVED:

  
ROBERT P. THOMAS  
City Manager

Attachments: Resolution to Execute Supplemental Contract with CH2MHill and Authorize City Manager to Negotiate Amendment of Settlement Agreement  
Exhibit A-1 - Revised Scope of Work  
Exhibit B - Incidental Take Permit Schedule



**RESOLUTION NO. 2002-076**

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF: \_\_\_\_\_

**A RESOLUTION AUTHORIZING THE CITY MANAGER OR HIS  
DESIGNEE TO EXECUTE AN AMENDMENT TO THE CONSULTANT  
AND PROFESSIONAL SERVICES AGREEMENT (AGREEMENT NO. 2000-  
178) WITH THE CH2MHILL CONSULTANT TEAM TO COMPLETE THE  
PREPARATION OF AN EIR/ EIS FOR THE NATOMAS BASIN HABITAT  
CONSERVATION PLAN PROJECT**

WHEREAS, the City is required to prepare an EIR pursuant to the California Environmental Quality Act (CEQA) and CEQA Guidelines and the USFWS is required to prepare an EIS pursuant to the National Environmental Protection Act (NEPA) for the Natomas Basin Habitat Conservation Plan and Incidental Take Permit application;

WHEREAS, on November 14, 2000, City Council executed a contract with CH2MHill to complete the EIR/ EIS for the Natomas Basin Habitat Conservation Plan for an amount not to exceed \$339,940;

**NOW BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT:**

1. The City Manager is authorized to execute a Supplemental Agreement to Agreement No. 2000-178 with CH2MHill for an amount not to exceed \$270,000 to complete the EIR/ EIS for the Natomas Basin Habitat Conservation Plan (see attached Exhibit A-1 - Revised Scope of Work);
2. The City Manager is authorized to execute or modify the Memorandum of Understanding with Sutter County extending the provisions to equally share the cost of the original agreement to this supplemental agreement; and

**CITY CLERK USE ONLY**

**RESOLUTION NO:** \_\_\_\_\_

**ADOPTED:** \_\_\_\_\_

3. The City Manager is authorized to negotiate with all parties to the Agreement to Settlement Litigation related to the Natomas Basin Habitat Conservation Plan to amend said agreement to extend the term of the agreement, currently October 1, 2002, to allow additional limited development subject to specific criteria, and other amendments as may be needed.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
CITY CLERK USE ONLY

RESOLUTION NO: \_\_\_\_\_

ADOPTED: \_\_\_\_\_

## I. Revised Scope of Work (February 1, 2002)

### Summary of Activities

#### ***Task 1: Kickoff Meeting/Meeting Attendance***

**Additional Meetings/Preparation of Minutes.** CH2M HILL's scope of work stated that the project manager and one additional staff person would attend up to 6 progress team meetings for the preparation of the Draft EIR/EIS. We have attempted to accommodate the additional meetings and preparatory tasks into our original budget estimate. The extent of additional involvement, however, makes it necessary that we identify this effort as additional level-of-effort.

As of January 9, 2002, CH2M HILL has participated in 21 more project progress meetings than originally scoped. We anticipate that CH2M HILL will attend 11 additional meetings (projected up through June 2002), for a total of 32 team meetings. This assumes attendance by 2 CH2M HILL staff. Meetings are assumed to be held in Sacramento. CH2M HILL has also organized, prepared support materials, coordinated, and prepared and distributed summaries of the meetings, including follow-up with individual team members. This also was not included in the originally scoped LOE.

Prior to the involvement of the Planning Dynamics Group in December 2001, CH2M HILL coordinated individually with and managed interaction among client team members for preparing the HCP and the EIR/EIS.

#### ***Task 2: Public Outreach***

**Scoping Summary Report.** CH2M HILL's current scope of work identified preparation of a draft scoping summary report. Although CH2M HILL prepared the draft scoping report within its original budget, efforts required by CH2M HILL to respond to comments and prepare a final report, and to update the report as a result of the second scoping period, resulted in additional LOE for this task. CH2M HILL received this direction from the City at the February 7, 2001, team meeting.

**Revised Notice of Intent.** Preparation of a revised NOI by CH2M HILL was not included in the current scope of work. At the request of the city at the April 4, 2001, team meeting, CH2M HILL prepared a revised NOI to include RD 1000 and Natomas Mutual as part of the project proponents, and coordinated its distribution, review, and revision among team members.

#### ***Task 3: Prepare Administrative Draft EIR/EIS***

**Additional Administrative Drafts.** CH2M HILL's November 2000 SOW included preparation of one Administrative Draft EIR/EIS. To date, we have prepared a preliminary Administrative Draft and two full Administrative Drafts, and are embarking on the preparation of a third Administrative Draft. The revisions to the Administrative Draft are based on interim revisions to the Habitat Conservation Plan in 2001.

The preliminary draft included the Purpose and Need, Alternatives, and Affected Environment sections, and was revised two times. The direction to prepare this preliminary draft was received during the January 7, 2001, conference call at which the client team requested that CH2M HILL prepare, coordinate review, and revise these sections prior to the preparation of a full Administrative Draft EIR/EIS. Two rounds of comments were received from the reviewers and incorporated into a revised Administrative Draft. The LOE to prepare, print and distribute this preliminary draft is additional to the preparation of the Administrative Draft EIR/EIS.

Subsequent to the preparation of this first Administrative Draft EIR/EIS (September 2001), CH2M HILL received direction in November 2001, to prepare a second Administrative Draft EIR/EIS. CH2M HILL's work activities included updating the document to reflect changes in the Project Description (i.e., the Natomas Basin HCP), to complete sections that were not completed for the September 2001 document (e.g., Executive Summary, impacts to Water Resources and Public Health/Safety), and to update the analysis of impacts to biological resources. This second Administrative Draft (December 2001) was circulated on December 14, 2001. The level of effort to update the September 2001 document to reflect changes in the Project Description, respond to comments, print, and distribute the December 2001 Administrative Draft EIR/EIS is additional to the November 2000 scope of work.

On January 23, 2002, the client team requested that CH2M HILL prepare a third Administrative Draft EIR/EIS. The basis for this additional product is to incorporate changes to the HCP that resulted from meetings with the California Department of Fish and Game and the U.S. Fish and Wildlife Service. Work activities include updating the document to reflect changes in the Project Description and incorporating comments received on the second Administrative Draft. This level of effort to update the December 2001 document to reflect changes in the Project Description and to prepare, respond to comments, print, and distribute a third Administrative Draft EIR/EIS is additional to the project scope. (A date for submittal of the third Administrative Draft has not been established and is contingent on completing the HCP.)

**Biological Resources Technical Memorandum.** At the July 25, 2001, team meeting, the client team requested that CH2M HILL prepare a Technical Memorandum assessing the impacts to species of implementing the HCP measures. This work is not included in the November 8, 2000, scope of work. CH2M HILL completed the Technical Memorandum on October 31, 2001, including three rounds of review and comment. Subsequent to the completion of the final Technical Memorandum, the City, at a team meeting on January 23, 2002, directed CH2M HILL to update the Technical Memorandum to reflect changes made to the HCP in the interim between October 2001 and January 2002. This additional scope to update the October 2001 Technical Memorandum is also additional to the November 2000 scope of work.

**GIS Database Development and Refinement.** CH2M HILL's scope of work assumed that analysis of biological resources through development and refinement of the GIS database would not require additional data collection to develop the appropriate level of analysis. The LOE required for this task is additional to the November 2000 Scope of Work. Because sufficient information regarding the extent and quality of habitat in the Natomas Basin was not available, CH2M HILL has, at the request of the client team,

conducted the activities outlined below. These items were discussed during the February 7, 2002, team meeting and refined in subsequent meetings.

- Coordinated with and managed May Consulting in their field data collection effort.
- Processed data collected by May Consulting to conform (using an approach developed by CH2M HILL and agreed upon by the City, Sutter county, USFWS, and CDFG) to quantifying habitat, ground-truthing the mapping effort with known information, and matching the information to conform to a 1997 baseline.
- Coordinated individually with client team members to ground truth data representation and assumptions.
- Digitized habitat information provided by May at a level of detail greater than existing data sources.
- Post-processed comments (e.g., canal detail, species occurrences) from the USFWS and others on the client team.

CH2M HILL's efforts to refine the GIS database are not anticipated to continue based on the finalization of the HCP. If additional refinements to the GIS database are requested subsequent to the completion of the Draft HCP, further review of the effect on the Scope of Work could be warranted.

**Public Health and Safety.** In the November 8, 2000 scope of work, preparation of a Public Health and Safety analysis was not identified. As a result of public scoping comments submitted by Sacramento International Airport, CH2M HILL has prepared a Public Health and Safety analysis with regard to potential increased bird strikes associated with creation of habitat reserves near the Sacramento International Airport. This effort required consultation with Sacramento International Airport, research into FAA requirements, and coordination with the biological resources analysis to describe the potential for increased risk associated with the HCP.

**Graphics.** The November 8, 2000 scope of work includes preparation of graphics for the EIR/EIS. The client team requested, in June 2001, that we provide graphics support for the HCP. Where possible, we have attempted to accommodate this effort in parallel with our scoped task for preparation of EIR/EIS graphics. The additional preparation, coordination, and revision efforts, however, have exceeded our capacity to overlap the two tasks and is considered as additional LOE. This is additional scope to the November 2000 Scope of Work.

## Labor and Expenses

Presented below by task (in accordance with the November 2000 Scope of Work) are the costs for the activities summarized above as additional LOE or out of scope tasks.

**TABLE 1**  
Summary of Costs for Contract Modification 1

Task	Labor Cost	Expense Cost	Total Cost
1 – Project Meetings	\$27,144	\$2,201	\$29,345
2 – Public Outreach	\$5,158	\$357	\$5,515
3 – Administrative Draft EIR/EIS	\$217,078	\$16,470	\$233,548
Total	\$249,380	\$19,028	\$268,408

## II. Summary of Remaining Scoped Tasks (per November 8, 2000 Scope of Work)

The following is a description of the remaining tasks for the EIR/EIS process, from this point forward. The following supplements the current scope of work dated November 8, 2000.

### **Task 2.2. Public Hearing Support**

Subsequent to the release of the DEIR/DEIS (see below), CH2M HILL will provide logistical support for up to three meetings in support of the DEIR/DEIS. On the basis of our experience, we suggest that two of these meetings be held on a single day (afternoon and evening) and the third be held the following evening. We also recommend that these meetings be held approximately one month after the release of the Draft EIR/EIS. The review period is expected to be 60 days, in accordance with the USFWS's five-points policy.

#### Assumptions

- Three public meetings will be held to receive comment on the Draft EIR/EIS, and will be attended by CH2M HILL's PM and one Staff
- The DEIR/DEIS meetings will be held on 2 consecutive days (2 meetings on day 1 and one meeting on day 2)
- The Lead Agencies will arrange logistics for the meetings, including scheduling venues
- The Lead Agencies will develop and maintain the mailing lists for the project.

#### Deliverables

- CH2M HILL meeting support and attendance

### ***Task 3: Prepare Administrative Draft***

CH2M HILL assumes that this third Administrative Draft EIR/EIS will be subject to full review by the permitting agencies. As described in Section 3.4 of the November 8, 2000, Scope of Work, CH2M HILL will incorporate comments and produce a Screencheck. The following assumptions are provided for this task:

#### Assumptions

- The number of comments to be received on the third Administrative Draft is unknown because this document will undergo review for the first time by the USFWS's Regional Office and the Office of the Solicitor. For budgeting purposes, an LOE of 40 hours is included.
- CH2M HILL will incorporate responses to comments on the third Administrative Draft into a Screencheck document for the Draft EIR/EIS. CH2M HILL anticipates that the Screencheck will be a clearance-to-print review document requiring minimal revisions.
- CH2M HILL will produce 10 copies of the Screencheck.
- It is assumed that discussion of comments on the third Administrative Draft EIR/EIS will be attended by the CH2M HILL PM and one Staff. These meetings are assumed to take place in Sacramento at a regularly scheduled client team meeting; travel to the USFWS Regional Office will not be required.

#### Deliverables

- Third Administrative Draft EIR/EIS (30 copies) GBC bound
- Screencheck (10 copies) GBC bound

### ***Task 4. Prepare DEIR/DEIS***

Upon receiving clearance to proceed, CH2M HILL will prepare a master copy of the DEIR/DEIS and print and distribute 100 copies of the document to an approved list of recipients. CH2M HILL will also coordinate distribution of the DEIR/DEIS to the U.S. Environmental Protection Agency and the State Clearinghouse. The DEIR/DEIS will be available to the public for a 60-calendar-day review period. During that time period, CH2M HILL will provide logistical support for the public meetings on the DEIR/DEIS (see Task 2.2 above).

#### Assumptions

- Notification of the availability of the HCP will be prepared separately by the USFWS and provided to CH2m HILL for inclusion in the EPA and State Clearinghouse distribution.

#### Deliverables

- Draft EIR/EIS - one camera-ready original and 100 copies.
- Draft and Final Notice of Completion/Notice of Availability.

### **Task 5. Prepare AFEIR/AFEIS**

This task includes responding to comments on the DEIR/DEIS and preparing the AFEIR/AFEIS. To streamline the preparation of these drafts, CH2M HILL will include only the responses to comments and any substantive or procedural changes to the DEIR/DEIS in the FEIR/FEIS. No additional appendices will be included. CH2M HILL will assist the Lead Agencies in categorizing and responding to comments received from the public and agencies on the DEIR/DEIS. CH2M HILL has developed and will use templates to track comments to ensure that the classification of comments are conducted in a way that captures accurately the comments received and minimizes administrative delays associated with assemble of comments.

Comments on the Draft EIR/EIS (or summaries of comments) and the responses to those comments will be included in the AFEIS/AFEIR. We assume that amendments to the DEIR/DEIS will appear as errata in the AFEIR/AFEIS in response to public comments and further review by the City and USFWS and as additional information, corrections, modifications, and changes. The AFEIS/AFEIR will be submitted to the Lead Agencies for their review and comment. A total of 25 copies of the AFEIR/AFEIS will be printed and distributed by CH2M HILL.

The AFEIR/AFEIS will be revised based on review comments received from the Lead Agencies. Ten copies of the Screencheck will be resubmitted to the Lead Agencies for a clearance-to-print review document requiring minimal revisions.

### Assumptions

- The number of comments to be received on a EIR/EIS with a high public profile, such as the Natomas Basin HCP EIR/EIS, is subject to variability. For budgeting purposes, the November 2000 scope estimated a total of 160 hours for this activity. Additional LOE could be required depending on the number of comments received on the Draft EIR/EIS. Preparation of responses to comments can require considerable effort, depending on factors such as the nature of the comments received. A LOE exceeding the budget estimate would require additional discussions on scope.
- One review cycle of the Draft Responses to Comments will be conducted with the Lead Agencies. This will be conducted electronically via e-mail distribution and at regularly scheduled team meetings.
- Response to Comments meetings will be attended by the CH2M HILL PM and one Staff. These meetings are assumed to take place in Sacramento during the regularly scheduled team meetings.
- The responses to comments will be coordinated with the client team via the meetings discussed above and will be used as the basis for the Final EIR/EIS, which requires responses to individual comments received on the Draft EIR/EIS.

### Deliverables

- Responses to Comments (Draft and Final)
- Twenty copies of the Administrative Final EIR/EIS

- Ten copies of the Screencheck Final EIR/EIS

#### ***Task 6. Prepare Final EIR/EIS and MMP***

Upon approval of the Screencheck and receipt of the clearance-to-print, 100 copies of the FEIR/FEIS will be printed and distributed to an approved list of recipients provided by the client team. As noted in Task 5, the FEIR/FEIS will comprise the responses to comments, copies of the comment letters, and any changes resulting from consideration of updated material available in the interim between drafts or attributable to comments received. CH2M HILL will also prepare the Mitigation Monitoring Plan (MMP) for the DEIR. To expedite this project work product, we will prepare a draft MMP during the DEIR/DEIS review period and revise it on the basis of changes, if any, to mitigation measures after all comments on the DEIR/DEIS have been received and summarized.

#### Assumptions

- CH2M HILL anticipates that the Screencheck will be a clearance-to-print review document requiring minimal revisions.
- The MMRP is budgeted at 24 hours and will be prepared in a table format that summarizes mitigation responsibilities.

#### Deliverables

- Final EIR/EIS – one camera-ready original and 100 copies.
- Draft and Final MMP.

#### ***Task 7. Prepare Public Record***

CH2M HILL will prepare products in support of the public record as follows.

- **Activity 7.1 Prepare Record of Decision (ROD) and Findings of Fact.** CH2M HILL will prepare a Draft ROD that discusses significant, new public review comments received on the Final EIR/EIS. CH2M HILL will submit the Draft ROD to the USFWS for finalization. The Final ROD (prepared by USFWS) will include the rationale for the Government's decision. CH2M HILL will prepare the Draft Findings of Fact for consideration and finalization by the CEQA Lead Agencies.
- **Activity 7.2 Prepare Notice of Availability (NOA).** CH2M HILL will prepare two (2) different draft NOAs (one for the DEIR/DEIS and the other for the FEIR/FEIS). The client team will coordinate and arrange for the publication of the NOP in local newspapers.
- **Activity 7.3 Administrative Record Index.** CH2M HILL will prepare a draft index for the Administrative Record (AR) for the EIR/EIS. The index will include CH2M HILL's draft structure for the AR, including recommended document categories and a proposed document numbering outline to accommodate effective tracking of key documents prepared in support of the EIR/EIS.

#### Assumptions

- The Lead Agencies will assemble and maintain the Administrative Index.

- The Draft Findings of fact will be up to 10 pages in length
- The FEIR/FEIS will comprise responses to comments, and minimal changes to the Draft EIR/EIS based on updated information.
- The Draft ROD will be up to 10 pages in length
- CH2M HILL will provide USFWS with the Draft ROD electronically for its use in preparing the Final ROD.

Deliverables

- Draft Administrative Record Index
- NOA for DEIR/DEIS and FEIR/FEIS

**Natomas Basin HCP Schedule** (given status as of 10/25/01)

<b>Final Review Drafts</b>	<u>Target date</u>	<u>Document/version</u>	<u>FWS/CDFG review</u>
	11/02/01	NBHCP/review draft	11/02/01 - 12/01/01
	11/09/01	Tech Memo/final review draft	11/09/01 - 11/15/01
	11/16/01	EIR/EIS/final review draft	11/16/01 - 12/15/01
	??/??/01	IA/final review draft	?? /??/01 - 12/15/01

*Note: If all issues are resolved during review, the following schedule applies:*

	<u>Date</u>	<u>Document/version</u>	<u>Notes</u>
<b>Internal Review Public Drafts</b>	12/15/01 - 12/31/01	All documents/public drafts	2 wks to incorporate comments
<b>Submit to DOI Office of Policy</b>	1/03/02 - 1/31/02	All documents/public drafts	4 week review (may take 1-8 weeks)
<b>Camera Ready Drafts</b>	1/31/02 - 2/14/02	All documents/public drafts	includes copying, production, & mailing
<b>Submit to Federal Register</b>	2/14/02 - 3/01/02	All documents/public drafts	takes 2-3 weeks
<b>Public Review Period</b>	3/01/02 - 5/01/02	All documents/public drafts (likely to receive comments last week)	60-day review
<b>Prepare Response to Comments, Final Documents, Review</b>	5/01/02 - 6/12/02	All documents/draft finals	requires all parties to prepare responses
<b>Submit to DOI Office of Policy</b>	6/12/02 - 6/26/02	All documents/final documents	2 week review (may take 1-8 weeks)
<b>Camera Ready Final Documents</b>	6/26/02 - 7/10/02	All documents/final documents	includes copying, production, & mailing
<b>Submit to Federal Register</b>	7/10/02 - 7/26/02	All documents/final documents	takes 2-3 weeks
<b>30-day Cooling Off Period</b>	7/26/02 - 8/25/02	All documents/final documents	begin preparing BO, findings, etc.
<b>Finalize ROD/ Findings/B.O.</b>	8/25/02 - 9/16/02	All documents/final documents	includes responding to comments received
<b>Permit Decisions</b>	9/16/02		