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1355 Peachtree Street, NE  
 Suite 790  
 Atlanta, Georgia 30309

## Client Authorization

New Contract: Date: May 24, 2019  
 Amendment No.: 4 Project No.: 38663.00

Project Name: Spaceport Camden

|           |                         | Cost Estimate                                |   |
|-----------|-------------------------|--|---|
|           |                         | Amendment                                    | Contract Total                                      |
| To:       | Steve Howard            |  |   |
|           | County Administrator    |  |   |
|           | Camden County           | Labor:                                       | \$25,000      \$110,000                             |
|           | P.O. Box 99             | Expenses:                                    | <u>Included</u> <u>Included</u>                     |
|           | Woodbine, Georgia 31569 | TOTAL:                                       | <b>\$25,000      \$110,000</b>                      |
| E-mail:   | showard@co.camden.ga.us | <input type="checkbox"/> Lump Sum            | <input checked="" type="checkbox"/> Time & Expenses |
|           |                         | <input type="checkbox"/> Lump Sum + Expenses |   |
|           |                         | <input type="checkbox"/> Cost + Fixed Fee    | <input type="checkbox"/> Labor Multiplier           |
| Phone No: | 912-510-0464            | Estimated Date of Completion:                | December 2019                                       |

### Scope of Services

In March 2017, Camden County requested that VHB prepare a Scope of Services for an on-call, peer review and environmental/technical services contract for documentation prepared in support of the Federal Aviation Administration (FAA) Spaceport Camden Environmental Impact Statement (EIS). The Not-to-Exceed Contract Amount was \$10,000. A \$25,000 amendment (Amendment No. 1) was approved by Camden County on January 29, 2018. A 2<sup>nd</sup> \$25,000 amendment (Amendment No. 2) was approved by Camden County on July 16, 2018. A 3<sup>rd</sup> \$25,000 amendment (Amendment No. 3) was approved by Camden County on November 19, 2018.

As indicated in the original Scope of Services, the primary tasks include:

- Task 1: Project Management
- Task 2: Peer Review
- Task 3: Exploration & Development of Mitigation
- Task 4: Public Outreach & Communications

This contract amendment (Amendment No. 4) provides an additional \$25,000 in funding to augment the existing tasks. As approved by Camden County on May 3, 2018, this contract amendment also continues on-call services, to include assistance with interagency coordination and the FAA Launch Site Operator License application.

Work under this contract will continue as defined in the original Scope of Services dated April 18, 2017. Services provided will continue to be billed on a time and materials basis using VHB's standard billing rates as provided to Camden County on March 3, 2017. Camden County will only be billed for actual hours worked and expenses charged to this contract.

Prepared By: Elyse Mize

Department Approval: Nancy Barker

Please execute this Client Authorization for VHB to proceed with the above scope of services at the stated estimated costs. No services will be provided until it is signed and returned to VHB.

Subject to attached terms & conditions.

Subject to terms & conditions in our original agreement dated 4/18/17.

Authorization

By: [Signature]

Print: Nancy Barker

Title: Regional Manager

Date: 5/30/19

Client Authorization (Please sign original and return)

By: [Signature]

Print: James H. Starline

Title: Chairman, Bd. of Commissioners

Date: 06/18/2019



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## Client Authorization

New Contract:

Date: November 5, 2018

Amendment No.: 3

Project No.: 38663.00

Project Name: Spaceport Camden

|   | Cost Estimate                                |   |
|---|--|---|
|   | Amendment                                    | Contract Total                                      |
| To: Steve Howard<br>County Administrator<br>Camden County<br>P.O. Box 99<br>Woodbine, Georgia 31569 | Labor: \$25,000                              | \$85,000  |
|   | Expenses: <u>Included</u>                    | <u>Included</u>                                     |
|   | <b>TOTAL: \$25,000</b>                       | <b>\$85,000</b>                                     |
| E-mail: showard@co.camden.ga.us   | <input type="checkbox"/> Lump Sum            | <input checked="" type="checkbox"/> Time & Expenses |
|   | <input type="checkbox"/> Lump Sum + Expenses |   |
|   | <input type="checkbox"/> Cost + Fixed Fee    | <input type="checkbox"/> Labor Multiplier           |
| Phone No: 912-510-0464  | Estimated Date of Completion: February 2019  |   |

### Scope of Services

In March 2017, Camden County requested that VHB prepare a Scope of Services for an on-call, peer review and environmental/technical services contract for documentation prepared in support of the Federal Aviation Administration (FAA) Spaceport Camden Environmental Impact Statement (EIS). The Not-to-Exceed Contract Amount was \$10,000. A \$25,000 amendment (Amendment No. 1) was approved by Camden County on January 29, 2018. A 2<sup>nd</sup> \$25,000 amendment (Amendment No. 2) was approved by Camden County on July 16, 2018.

As indicated in the original Scope of Services, the primary tasks include:

- Task 1: Project Management
- Task 2: Peer Review
- Task 3: Exploration & Development of Mitigation
- Task 4: Public Outreach & Communications

This contract amendment (Amendment No. 3) provides an additional \$25,000 in funding to augment the existing tasks. As approved by Camden County on May 3, 2018, this contract amendment also continues on-call services, to include assistance with interagency coordination and the FAA Launch Site Operator License application.

Work under this contract will continue as defined in the original Scope of Services dated April 18, 2017. Services provided will continue to be billed on a time and materials basis using VHB's standard billing rates as provided to Camden County on March 3, 2017. Camden County will only be billed for actual hours worked and expenses charged to this contract.

Prepared By: Elyse Mize

Department Approval: Nancy Barker

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Subject to attached terms & conditions.

Subject to terms & conditions in our original agreement dated 4/18/17.

Authorization

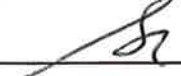
By: 

Print: Nancy Barker

Title: Regional Manager

Date: 11/5/18

Client Authorization *(Please sign original and return)*

By: 

Print: Steve Howard

Title: County Administrator

Date: 11/19/18



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## Client Authorization

New Contract:

Date: June 29, 2018

Amendment No.: 2

Project No.: 38663.00

Project Name: Spaceport Camden

|           |   | Cost Estimate                                |   |
|-----------|---|--|---|
|           |   | Amendment                                    | Contract Total                                      |
| To:       | Steve Howard<br>County Administrator<br>Camden County<br>P.O. Box 99<br>Woodbine, Georgia 31569 | Labor: \$25,000                              | \$60,000  |
|           |   | Expenses: <u>Included</u>                    | <u>Included</u>                                     |
|           |   | <b>TOTAL: \$25,000</b>                       | <b>\$60,000</b>                                     |
| E-mail:   | showard@co.camden.ga.us   | <input type="checkbox"/> Lump Sum            | <input checked="" type="checkbox"/> Time & Expenses |
|           |   | <input type="checkbox"/> Lump Sum + Expenses |   |
|           |   | <input type="checkbox"/> Cost + Fixed Fee    | <input type="checkbox"/> Labor Multiplier           |
| Phone No: | 912-510-0464  | Estimated Date of Completion: February 2019  |   |

### Scope of Services

In March 2017, Camden County requested that VHB prepare a Scope of Services for an on-call, peer review and environmental/technical services contract for documentation prepared in support of the Federal Aviation Administration (FAA) Spaceport Camden Environmental Impact Statement (EIS). The Not-to-Exceed Contract Amount was \$10,000. A \$25,000 amendment (Amendment No. 1) was approved by Camden County on January 29, 2018.

As indicated in the original Scope of Services, the primary tasks include:

- Task 1: Project Management
- Task 2: Peer Review
- Task 3: Exploration & Development of Mitigation
- Task 4: Public Outreach & Communications

This contract amendment (Amendment No. 2) provides an additional \$25,000 in funding to augment the existing tasks. As approved by Camden County on May 3, 2018, this contract amendment also adds a new task for additional on-call services, to include assistance with interagency coordination and the FAA Launch Site Operator License application.

Work under this contract will continue as defined in the original Scope of Services dated April 18, 2017. Services provided will continue to be billed on a time and materials basis using VHB's standard billing rates as provided to Camden County on March 3, 2017. Camden County will only be billed for actual hours worked and expenses charged to this contract.

Prepared By: Elyse Mize

Department Approval: Nancy Barker

---

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Subject to attached terms & conditions.

Subject to terms & conditions in our original agreement dated 4/18/17.

Authorization

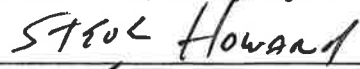
By: 

Print: Nancy Barker

Title: Regional Manager

Date: 7/9/18

Client Authorization *(Please sign original and return)*

By: 

Print: 

Title: County Administrator

Date: 7/10/18



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## Client Authorization

**New Contract:**

**Date:** April 11, 2017

**Amendment No.:**

**Project No.:** 81593.17

**Project Name:** Spaceport Camden

|            |   | Cost Estimate  |                    |
|------------|---|----------------|--------------------|
|            |   | Contract Total |                    |
| <b>To:</b> | Steve Howard<br>County Administrator<br>Camden County<br>P.O. Box 99<br>Woodbine, Georgia 31569 | Labor:         | \$10,000.00        |
|            |   | Expenses:      | Included           |
|            |   | <b>TOTAL:</b>  | <b>\$10,000.00</b> |

**E-mail:** showard@co.camden.ga.us

Lump Sum

Time & Expenses

Cost + Fixed Fee

Labor Multiplier

**Phone No:** 912-510-0464

**Estimated Date of Completion:** 18 Months

### Scope of Services:

#### Introduction

Camden County has requested that VHB prepare a Scope of Services for an on-call, peer review and environmental/technical services contract for documentation prepared in support of the Federal Aviation Administration (FAA) Spaceport Camden Environmental Impact Statement (EIS). The Not-to-Exceed Upset Limit for this contract is \$10,000.00.

This contract will be billed on a time and materials basis using VHB's standard billing rates as provided to Camden County on March 3, 2017. Camden County will only be billed for actual hours worked and expenses charged to this contract.

The primary tasks include:

- Task 1: Project Management
- Task 2: Peer Review
- Task 3: Exploration & Development of Mitigation
- Task 4: Public Outreach & Communications

#### Task 1: Project Management

VHB will lead this task throughout the duration of the contract. Specific efforts that will be routinely completed under the Project Management task include:

- Tracking the project budget and schedule for deliverables



Ref: 81593.17  
April 11, 2017  
Page 2

- Managing submittal of deliverables
- Coordinating various assignments with team members
- As requested, participating in meetings with the project team (e.g., Camden County, Leidos, & the FAA)
- Coordinating with the Spaceport Camden Project Manager
- Preparing written monthly progress reports and invoices

Deliverables:

- Monthly progress reports and invoices.
- Written responses to questions from Spaceport Camden.

#### **Task 2: Peer Review**

At the request of the Spaceport Camden Project Manager, VHB will review and comment on documentation prepared in support of the Spaceport Camden EIS. This documentation may include, but is not limited to, components of the Spaceport Camden EIS, technical reports, lead or cooperating agency comments on the Spaceport Camden EIS, agency consultation documentation, public meeting materials, public comments on the Spaceport Camden EIS, and the FAA's Record of Decision.

For each document the Spaceport Camden Project Manager requests review of, VHB assumes completion of one technical review and submittal of one file that contains edits, comments, and recommendations. VHB will focus on compliance with the Council on Environmental Quality (CEQ) National Environmental Policy Act (NEPA) Regulations (40 Code of Federal Regulations [CFR] 1500-1508); FAA Order 1050.1F, Environmental Impacts: Policies and Procedures; 14 CFR § 420.15(b), Environmental Review Requirements for Licenses to Operate a Launch Site; and 14 CFR §§ 433.7 and 433.9, Environmental Review Requirements for Licenses to Operate a Reentry Site. VHB will review other similar FAA Office of Commercial Space Transportation (AST) NEPA documents to screen for consistency with typical agency approaches and characterization of potential environmental impacts.

Depending on the type of document being reviewed, VHB assumes delivery of either:

1. A stand-alone technical memorandum that summarizes VHB's review and identifies key edits, comments, and recommendations; or
2. A track-changes version of the original file that includes redline edits and recommendations in side bar comments.

The format of VHB's review will be approved by the Spaceport Camden Project Manager prior to each submittal. VHB will address any questions, concerns, or comments from the Spaceport Camden Project Manager in writing or via a conference call. In order to reduce duplication of effort and ensure consistency with prior FAA instructions and guidance, VHB assumes the Spaceport Camden Project Manager will provide VHB with relevant project files, as needed (e.g., initial drafts, previous FAA comments, revised drafts).





Ref: 81593.17  
April 11, 2017  
Page 3

### **Task 3: Exploration and Development of Mitigation**

Under the direction of the Spaceport Camden Project Manager, VHB will work with the Spaceport Camden Project Team to facilitate the early identification of proposed mitigation to address potentially unresolved environmental issues. Consistent with FAA Order 1050.1F, Paragraph 4-4, VHB will explore options that avoid impacts; minimize impacts; rectify impacts by repairing, rehabilitating, or restoring the environment; reduce or eliminate impacts over time by preservation and maintenance operations; or compensate for impacts by replacing or providing substitute resources. Potential mitigation options presented by VHB will follow the guidance provided in CEQ's Memorandum on the Appropriate Use of Mitigation and Monitoring and Clarifying the Appropriate Use of Mitigated Findings of No Significant Impact, 76 Federal Register 3843 (January 21, 2011).

In order to inform development of viable mitigation options, VHB assumes the Spaceport Camden Project Manager will provide VHB with all relevant project files, as needed (e.g., cooperating agency or consulting agency comments/concerns, any existing mitigation commitments with federal, state, or local agencies).

#### **Deliverables:**

- Technical memorandum(s) that provide recommendations regarding potential mitigation options.

### **Task 4: Public Outreach & Communications**

At the request of the Spaceport Camden Project Manager, VHB will work with the Spaceport Camden Project Team on an effective public outreach approach for the draft and final Spaceport Camden EIS. Building on the relationships already established by the Spaceport Camden Project Manager, VHB will work on strategies for communicating with key stakeholders, including the Spaceport Camden Steering Committee, Spaceport Camden Environmental Subcommittee, Camden County Joint Development Authority, opposition groups, residents, the media, and other interested stakeholders. The goal of VHB's recommendations is to tailor the messaging surrounding the draft and final EIS to ensure it is consistent with the FAA's conclusions, educates all members of the public on the NEPA process, and accurately communicates the findings of the environmental review in the appropriate context. VHB's approach will be informed by the FAA's recently published Community Involvement Manual.

#### **Deliverables:**

- Technical memorandum(s) that provide recommendations regarding effective public education, outreach, and messaging strategies.

#### **Work Period:**

VHB will begin work immediately after contract signature and Scope of Services approval. VHB assumes Tasks 2 and 3 will conclude after issuance of the FAA's Record of Decision; however, work under Task 4 may continue if the FAA grants Camden County a Launch Site Operator License.

#### **Additional Assumptions:**

Spaceport Camden will review deliverables and provide comments within ten business days.



Ref: 81593.17  
April 11, 2017  
Page 4

Prepared By: **Elyse Mize**

Department Approval: **Nancy Barker**

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Subject to attached terms & conditions.

Subject to terms & conditions in our original agreement dated

**Vanasse Hangen Brustlin, Inc. Authorization**

**Client Authorization** *(Please sign original and return)*

By: 

By: 

Print: Nancy Barker

Print: Steve Howard

Title: Regional Manager

Title: County Administrator

Date: April 11, 2017

Date: 4/18/17



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## Client Authorization

New Contract:

Date: June 29, 2018

Amendment No.: 2

Project No.: 38663.00

Project Name: Spaceport Camden

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|-----------|---|--|---|
|           |   | Amendment                                    | Contract Total                                      |
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|           |   | Expenses: <u>Included</u>                    | <u>Included</u>                                     |
|           |   | <b>TOTAL: \$25,000</b>                       | <b>\$60,000</b>                                     |
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|           |   | <input type="checkbox"/> Lump Sum + Expenses |   |
|           |   | <input type="checkbox"/> Cost + Fixed Fee    | <input type="checkbox"/> Labor Multiplier           |
| Phone No: | 912-510-0464  | Estimated Date of Completion: February 2019  |   |

### Scope of Services

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Department Approval: Nancy Barker

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Subject to attached terms & conditions.

Subject to terms & conditions in our original agreement dated 4/18/17.

Authorization

By: 

Print: Nancy Barker

Title: Regional Manager

Date: 7/9/18

Client Authorization (Please sign original and return)

By: 

Print: 

Title: County Administrator

Date: 7/10/18