SCOPE OF WORK

Task 1: Project Management

This budget amendment includes additional time for project management by Geoff Reilly (Principal) and Jennie Anderson (Project Manager). This includes (but not limited to): project scheduling; budgeting/invoicing; management & coordination of CAJA staff; oversight of production and circulation of EIR and notices; review of EIR sections for quality assurance; oversight of document format and word processing; and coordination with County staff and preparation of status updates.

Task 2: Update Administrative Draft EIR (ADEIR)

The following items will be considered as part of this ADEIR update: 1) the applicant's request that a modified site plan be analyzed as a project alternative in the EIR; and 2) the need to update certain EIR sections based on the delay in the process causing some information to be out of date (including, but not limited to: EIR related projects list; air quality; biological resources; hydrology and water quality; population & housing; public services; traffic counts; utilities & service systems; and cumulative impacts per the new related projects list). This update includes the completion of a reasonable level of revised graphics, as well as updates to the existing appendices (if necessary).

Section I (Summary)

Updates to this section include the following:

- Add Alternatives summary, including summary of new alternative requested by applicant.
- Update Table I-1 (Summary of Significant Environmental Impacts and Mitigation Measures).

Section II (Environmental Setting)

Updates to this section include the following:

• Update Table II-1 (Related Projects List, County and City of San Mateo).

Section IV (Environmental Impact Analysis)

Section IV.B (Air Quality)

In October 2007, Governor Schwarzenegger signed SB 97, which requires the Governor's Office of Planning and Research to prepare CEQA guidelines for the mitigation of greenhouse gases (GHGs) emissions. The Office of Planning and Research must prepare these guidelines and transmit them to the Resources Agency by July 1, 2009. The Resources Agency must then certify and adopt the guidelines by January 1, 2010. The Office of Planning and

Research and the Resources Agency are required to periodically review the guidelines to incorporate new information or criteria adopted by the ARB pursuant to AB 32. The Office of Planning and Research has established a web-page for the purposes of sharing ideas, but specifically that the list of environmental documents containing GHG emissions analysis does not necessarily imply an Office of Planning and Research endorsement. As of the date of this amendment no established guidelines have been adopted. On June 1, 2005 BAAQMD's board of directors adopted the establishment of a BACPP.

The proposed project would generate emissions that have been classified as GHGs. While no single anthropogenic source can generate enough GHGs to affect climate change, the combined emissions from all the sources in a region can. These emissions do not currently have established thresholds at the federal, state or local levels. CAJA will update and review the Air Quality impact analysis to ensure it addresses GHGs. This includes, but is not limited to:

- CAJA will review and weigh the analyses against the recommendations of the BAAQMD's BACPP and will also incorporate any information from the BAAQMD's Rules and Regulations.
- The review will also check for consistency with the GHG reduction strategies outlined in the CAT 2006 Report that was prepared for Governor Schwarzenegger and the California Legislature. The CAT report outlines mitigation measures that can reduce the emissions of GHGs.
- CAJA will incorporate any feasible, County-approved GHG mitigation measures into the ADEIR.
- After consultation with the County the approved GHG analysis will be incorporated in the updated ADEIR, and any regulatory or public comments will be addressed.

Section IV.C (Biological Resources)

The tasks presented in the biological resources scope of work are based on our cursory review of the existing Vegetation and Wildlife Section of the ADEIR (hereafter referred to as the Biological Resources Section) submitted to the County for review in September 2004 and the biological report for the federally-endangered mission blue butterfly prepared by TRA in September 2005. Per Chris Nagano of U.S. Fish and Wildlife Service (USFWS) regarding the adequacy of the aforementioned butterfly report, as host lupine plant species and two butterfly eggs that could be from a variety of Lycaenidae butterflies that use lupines (including Mission blue and Pardalis blue) were observed during the 2005 butterfly survey conducted by TRA, USFWS will assume presence of the mission blue butterfly on-site. Therefore, as outlined below, the primary task within this scope will involve reviewing and updating the existing ADEIR Biological Resources Section; however, an additional survey for special-status plants is recommended as an "optional task" in order to ensure that the most recent information is used in updating the ADEIR and to ensure that potential impacts of the project are adequately addressed.

The additional survey for special-status plants are recommended because the biological studies used to prepare the Biological Resources Section of the ADEIR are approximately four years old² and, in accordance with the

Personal communication by TRA with C. Nagano of USFWS. August 2007.

The Biological Report completed by R. Villasenor & Associates was used to prepare the Biological Resources Section of the ADEIR and is dated July 1, 2003; the field survey for the report was conducted on May 18, 2003.

California Department of Fish and Game's (CDFG) Guidelines for Assessing Effects of Proposed Projects on Rare, Threatened and Endangered Plants and Natural Communities³, project sites with inventories older than three years from the current date of the project amendment submission will likely need additional surveys. This additional survey for special-status plants is included below as an "optional task" so that it could be easily omitted from the scope of work and cost estimate in case (1) further review of the Biological Resources Section and other available information or informal consultation with the regulatory and resource agencies indicates that it is not necessary. If this optional task is determined necessary and is not completed, it is possible that it may be added to the updated ADEIR as mitigation measures; however, this would result in a less satisfactory analysis of project impacts.

Review and Update Biological Resources Section of ADEIR

The Biological Resources Section of the ADEIR will be reviewed and updated, as necessary, to ensure that (1) the description of the biological resources on the project site, including vegetation communities, wildlife, special-status species, and sensitive natural communities, is consistent with existing site conditions; (2) the assessment of potential impacts of the project is accurate relative to site plan revisions and/or project alternatives; and (3) the recommendations to minimize and mitigate potentially significant impacts on sensitive resources are adequate. Methods used to review and update the Biological Resources Section will include the following subtasks.

- a) Review Biological Information: Background research will be conducted for the project site and vicinity which will be compared to the information contained in the existing ADEIR section to determine consistency. The background research will include a review of (but is not limited to): (1) occurrences of special-status plant and animal species and sensitive natural communities recorded in the California Natural Diversity Database (CNDDB); (2) plant species listed in the California Native Plant Society's (CNPS) Electronic Inventory; (3) plants and animals listed on the USFWS list of federal endangered and threatened species that occur in or may be affected by projects in the San Mateo U.S. Geological Survey (USGS) 7.5-Minute Quadrangle; (4) information on special-status plant and animal species maintained by the County; (5) any biological resources reports prepared by the Applicant's consultants since submittal of the ADEIR to the County in September 2004 (e.g., the biological report for the mission blue butterfly survey prepared by TRA in September 2005); and (6) any comments provided by regulatory and resource agencies for the project. As necessary, representatives from the regulatory and resource agencies will be informally contacted to obtain any site-specific information and clarify sensitivity of biological resources. Based on the results of the background information, the list of special-status plant and animal species and sensitive natural communities that are known to or that have the potential to occur in the vicinity of the project site will be updated, as necessary.
- b) Conduct Reconnaissance-Level Field Visit: A reconnaissance-level field survey will be conducted to assess and confirm that the existing conditions on the site, the potential presence of special-status species or sensitive communities, and potential impacts of the project have not substantially changed since the submittal of the ADEIR to the County. If changes in the site conditions, potential presence of sensitive biological resources, or project impacts are noted, the ADEIR will be updated to reflect such differences.
- c) Review Regulatory Information: The following sources will be reviewed to ensure that the regulatory framework of the Biological Resources Section is adequately discussed, that potential impacts to biological

³ California Department of Fish and Game. 2000. Guidelines for Assessing Effects of Proposed Projects on Rare, Threatened, and Endangered Plants and Natural Communities. Unpublished information sheet. May 2000.

resources are properly identified, and that mitigation measures comply with all natural resource regulatory requirements: (1) San Mateo County General Plan; and (2) relevant federal and state laws (e.g., Federal and State Endangered Species Acts, Clean Water Act, Porter-Cologne Water Quality Act, California Fish and Game Code, Migratory Bird Treaty Act). As necessary, representatives from the regulatory and resource agencies will be informally consulted to obtain clarification on survey protocols and guidance on mitigation requirements. Based on the results of the review of the regulatory information, potential impacts of the project to biological resources and prescribed mitigation measures will be updated, as necessary.

- d) Prepare Update of Biological Resources Section of ADEIR: The Biological Resources Section of the ADEIR will be updated based on the results of subtasks a c above, including (but not limited to): (1) the onsite location and extent of sensitive biological resources; (2) potential impacts to these resources from the project (construction and post-construction operations); (3) and measures to mitigate for significant impacts as feasible. In addition, (4) cumulative impacts of the project on sensitive biological resources will be updated, as necessary, and (5) any new project alternative(s) will be analyzed.
- e) Revise Biological Resources Section of ADEIR: Following the County's review of the ADEIR, the Biological Resources Section will be revised, as necessary, and the revised Biological Resources Section will be prepared for public review. Following public review of the DEIR, responses will be prepared for comments pertaining to biological resource issues in the FEIR.

Optional Task (Special-Status Plant Survey)

Based on the results of the review of existing information, special-status plant surveys will be scheduled for species considered to have a "moderate" or "high" potential to occur on the project site. Methods used to complete the special-status plant survey will include the following subtasks.

- a) Conduct Special-Status Plant Surveys: At least two special-status plant surveys will be scheduled. Surveys for special-status plants will be scheduled to coincide with the reported blooming periods of those species identified as having a "moderate" or "high" potential for occurrence on the project site. Each survey will be conducted within the boundaries of the site to methods recommended by the CDFG, USFWS, and CNPS. These methods include recording all plant species observed as identified to the level necessary to determine their sensitivity status, and completing a California Native Species Field Survey Form for any sensitive plants or communities identified during the surveys. Any special-status plant species observed on the site during surveys will be photographed and mapped (using GPS and/or available aerial photographs). Information will also be recorded on the estimated population size and extent, associated plant species, and other site conditions.
- b) Prepare Report and Maps: Following the completion of all specials-status plant surveys, a report will be prepared that will summarize the survey methods and results, including the locations, extents, and population sizes of any special-status plant species observed. The report will also include a map depicting any special-status plant species observed as mapped in the field, photographs of any special-status plants observed, and a complete floristic list of all plant species observed during the surveys. A draft of this will be submitted in electronic format (PDF) to the County for review and comment. If necessary, the draft will be revised, and the final special-status plant survey report will be prepared. A copy of the final report will be attached to the EIR as an appendix. Also, as mentioned above, California Native Species Field Survey Form will be prepared for any special-status species found during the surveys, and will be submitted to the CNDDB.

Section IV.E (Hydrology & Water Quality)

The following hydrology & water quality ADEIR updates will be completed by the EIR subconsultant, Schaaf & Wheeler:

- Review applicant's new hydrology report in light of new water quality and runoff criteria.
- Prepare a review letter.
- Respond to comments submitted on ADEIR and DEIR.

Section IV.H (Population & Housing)

Updates to this section include the following:

• Update existing conditions, analysis and mitigation (if appropriate) based on the Association of Bay Area Government (ABAG) Projections 2007.

Section IV.I (Public Services)

Updates to this section include the following:

• Update existing conditions (e.g., crime rates, emergency calls, school enrollment, parkland acreage, etc.), impacts and mitigation (if appropriate) for Police Protection, Fire Protection, Schools, Recreation/Parks, and Road Maintenance.

Section IV.J (Transportation/Traffic)

The following transportation/traffic ADEIR updates will be completed by the EIR subconsultant, Hexagon Transportation Consultants:

- Hexagon will obtain new traffic counts on the six study roadways.
- Hexagon will compare the new counts to the counts included in the 2004 study. If the new counts reasonably match, no further update will be necessary. If the new counts are higher, Hexagon will confer with CAJA to determine the appropriate next steps.

Section IV.K (Utilities & Service Systems)

Updates to this section include the following:

- Verify and update capacity for collection, treatment and disposal of wastewater.
- Verify and update availability of water supply to meet demand, treatment and conveyance of water supply.
- Verify and update solid waste generation and disposal capacity.

Section(s) IV (Regulatory Framework)

• The regulatory framework in each respective environmental topic section will be updated, if applicable.

Section(s) IV (Cumulative Impacts)

• The cumulative impacts and mitigation (if appropriate) in each respective environmental topic section will be updated based on more current related projects lists from County of San Mateo and City of San Mateo.

Section VI (Alternatives to the Proposed Project)

Updates to this section include the following:

- Add qualitative description and analysis of new alternative requested by applicant. This analysis will be commensurate with the level of detail already provided in the ADEIR Alternatives to the Proposed Project Section.
- Formulate new conclusion on environmentally superior alternative, if applicable, based on new alternative.

Deliverables: Five (5) copies of the updated ADEIR will be submitted for County review.

Task 3: Preparation and Circulation of the DEIR

CAJA will address all of the County's comments on the updated ADEIR. This amendment assumes one-round of review by the County and all comments made on the updated ADEIR will be submitted to CAJA in one consolidated set. After the review of the document, CAJA staff will address all comments and will prepare and submit one (1) electronic PDF version of the Screencheck Draft EIR (SDEIR) to the County to confirm that all requested changes have been incorporated into the document. This SDEIR will be submitted to the County for approval as a DEIR. Once the County approves the SDEIR, CAJA will produce 20 copies of the DEIR for use by the County during the prescribed 45-day public review period, which includes 15 copies for the State Clearinghouse (to be submitted by CAJA). CAJA will also prepare and submit the Notice of Completion (NOC) to the State Clearinghouse per the CEQA requirements.

This amendment assumes that the County will reproduce and circulate additional copies of the DEIR for use during the public review period. This task is not included within our amendment; however (if requested), CAJA can be available to assist the County with this task utilizing a time and materials rate based on our current fee schedule.

Additionally, it is assumed in this amendment that CAJA will publish and distribute a Notice of Availability (NOA) for the DEIR utilizing all three NOA noticing options as outlined in Section 15087(a)(1),(2),(3) of the CEQA Guidelines (although only one is required to fulfill the 45-day public review period, it is recommended by CAJA to utilize all three noticing methods during the public review period). This includes: 1) publication of the NOA in a local newspaper, 2) posting the NOA on- and off-site, and 3) direct mailing of the NOA to contiguous property owners. Further, the NOA will be sent to applicable state and local agencies; individuals that commented on during the Notice of Preparation (NOP) or scoping meeting process and that have requested to be notified throughout the EIR process; as well as the applicable County Clerk to post during the 45-day review period.

Deliverables: One (1) electronic PDF copy of the SDEIR; 20 bound copies of the DEIR and appendices and one electronic PDF format on a CD (15 copies for the State Clearinghouse). The DEIR will be in 8.5-inch x 11-inch, black and white format; color where applicable.

Task 4: Preparation of FEIR and Mitigation Monitoring Program (MMP)

The number of comments received at the end of the 45-day review period and the level of effort involved with preparing responses varies widely between projects. Following closure of the 45-day DEIR public comment period, CAJA staff will prepare responses to all written and oral comments received on the DEIR and will make any changes to the DEIR resulting from responses to comments. The FEIR will ultimately include the following chapters: Introduction, Response to Comments, Corrections and Additions to the DEIR, Mitigation Monitoring Program (MMP). CAJA will prepare the Administrative Final EIR (AFEIR) and submit 5 copies to the County for one round of review. After the review of the document, CAJA staff will address all comments and will prepare and submit one electronic PDF version of the Screencheck Final EIR (SFEIR) to the County to confirm that all requested changes have been incorporated into the document. Once the SFEIR is approved for release as the FEIR, CAJA will produce 20 copies (includes 15 copies for State Clearinghouse) of the FEIR for use by the County to reproduce and circulate to all appropriate commenting agencies and individuals ten days prior to certification of the EIR. This amendment assumes that the County will reproduce and circulate additional copies of the FEIR for use during the review period. This task is not included within our amendment; however (if requested), CAJA can be available to assist the County with this task utilizing a time and materials rate based on our current fee schedule.

Although not required under CEQA, CAJA can prepare and provide the County with a NOA for the FEIR. This task is not included within our amendment; however (if requested, due to the controversial nature of the project), CAJA can be available to assist the County with this task utilizing a time and materials rate based on our current fee schedule. CAJA would distribute the NOA to the following entities as outlined under Task 2.

In accordance with CEQA Guidelines Section 15075, CAJA will prepare and file the Notification of Determination (NOD) with the applicable County Clerk and State Clearinghouse (if necessary) within five days of certifying the EIR and approving the project.

Deliverables: Five (5) hard copies of the AFEIR; one (1) electronic (PDF format) of the SFEIR; 20 hard copies and one (1) electronic (PDF) of the FEIR (includes 15 copies for the State Clearinghouse); and one (1) electronic (scanned PDF format) copy of the County Clerk stamped NOD as proof of receipt and compliance with CEQA.

Task 5: Hearings and Meetings

While a public hearing on the Draft EIR during the 45-day review period is not required by CEQA (Section 15087(i), CEQA Guidelines), this amendment includes attendance by one CAJA staff member, but not its subconsultants, at one public hearing either on the DEIR during the 45-day review period or on the FEIR certification/final decision on the project. If the County chooses to hold a public hearing during the 45-day Draft EIR review period, County staff will schedule the meeting and arrange for the meeting space. CAJA highly recommends that if many people are expected to attend the public meeting and comment, a court reporter should be present to record all comments. CAJA will prepare a topic-by-topic matrix summarizing all written and oral comments submitted during the hearing. The matrix will also include recommended approaches for responses made by CAJA staff and identification of any additional analyses that could be required.

This amendment includes the attendance of Ms. Anderson at two Planning Commission hearings and one Board of Supervisors hearing. Additionally, four hours have been included in this amendment for attendance by Mr. Reilly at the abovementioned meetings. CAJA staff will be available to give a presentation related to the CEQA process, analysis, and conclusions. Additional County-requested hearings and meetings attendance will be billed on a time-and-materials basis based on our current fee schedule.

Deliverables: One (1) memo summarizing all substantive points made by the public hearing commenters.

Task 6: Statement of Facts and Findings (Optional)

As an option in this amendment, prior to consideration of the proposed project and subsequent to certification of the FEIR, CAJA staff will prepare the Statement of Facts and Findings (the Findings) for any significant environmental effects identified in the EIR. The Findings will individually identify the significant environmental effects of the proposed project and provide a reasoned discussion of the appropriate findings.

Deliverables (Optional): Ten (10) copies of the findings will be provided, as well as an electronic PDF copy.

Task 7: Statement of Overriding Considerations (Optional)

As an option in this amendment, prior to consideration of the proposed project and subsequent to certification of the Final EIR, CAJA will prepare the Statement of Overriding Considerations in accordance with the specifications of Section 15093 of CEQA (if applicable). The Statement of Overriding Considerations will describe why the benefits of the project outweigh its significant and unavoidable effects.

Deliverables (Optional): Ten (10) copies will be provided, as well as an electronic PDF copy.

Cost and Schedule

The schedule is dependent on receipt of the amended authorization to proceed, as well as the completion of updated traffic counts. Hexagon Transportation Consultants has indicated that it could take a few weeks to initiate the new traffic counts. CAJA would submit the updated ADEIR (ADEIR #2) for County review approximately six weeks from receipt of the updated traffic counts. As shown in the attached Cost Amendment (Table 1), the total cost for the new scope of work with optional tasks is \$53,405, based on our billing rates from 2005.

Table 1 Thomas Subdivision EIR Revised Cost Amendment February 2008

		Hours	i Hourly Rate	(Con
LABOR COSTS				
Task 1. Project Management				
Budgeting and Scheduling	Geoff Reilly	4	\$160.00	\$640.0
	Jennie Anderson	2	\$135.00	\$270.0
Coordination with applicant team, County & team subconsultants	Geoff Reilly	6	\$160.00	\$960.0
·	Jennie Anderson	6	\$135.00	\$810.0
Document Review/Quality Assurance	Geoff Reilly	4	\$160.00	\$640.0
	Jennie Anderson	4	\$135.00	\$540.0
Administrative	Mitzi Kato	4	\$55.00	
Task 2. Update and Circulation of ADEIR	WIIZI KAIO	4	\$33.00	\$220.0
Summary	Jennie Anderson	8	\$135.00	\$1,080.0
Environmental Setting (Related Projects List)	Patricia Preston	6	\$90.00	\$540.0
	1 44 10 14 1 100 10 11	ŭ	\$70.00	9340.0
Environmental Impact Analysis				
Air Quality	Michael Wolfe	8	\$125.00	\$1,000.0
Biological Resources	Shannon Lucas	3		-
Diological Resources			\$125.00	\$375.0
	Aindrea Jensen	44	\$115.00	\$5,060.0
Hydrology & Water Quality	Schaaf & Wheeler	Subconsi	ltant	\$2,000.00
	•			
Population & Housing	Jennie Anderson	6	\$135.00	\$810.0
Public Services	Patricia Preston	12	\$90.00	\$1,080.0
Transportation/Traffic	Hexagon	Subconsi	ultant	\$2,500.00
Utilities & Service Systems	Joni Goshorn	12	\$100.00	\$1,200.0
[·				
Regulatory Framework	Joni Goshorn	8	\$100.00	\$800.0
Cumulative Impacts	Jennie Anderson	6	\$135.00	\$810.0
Alternatives to the Proposed Project				
1	Jennie Anderson	16	\$135.00	\$2,160.0
Appendices	Patricia Preston	2	\$90.00	\$180.00
Task 3. Preparation and Circulation of the DEIR		-		\$100.00
Screencheck Draft EIR	Geoff Delile	6	\$160.00	5050 00
Section Dray and	Geoff Reilly		\$160.00	\$960.00
	Jennie Anderson	8	\$135.00	\$1,080.00
D4 FM	Joni Goshorn	8	\$100.00	\$800.00
Draft EIR	Jennie Anderson	10	\$135.00	\$1,350.00
d.	Joni Goshorn	6	\$100.00	\$600.00
Notice of Completion (NOC)	Patricia Preston	1	\$90.00	\$90.00
Notice of Availability (NOA)	Joni Goshorn	5	\$100.00	\$500.00
	Patricia Preston	4	\$90.00	\$360.00
Task 4. Preparation and Circulation of FEIR and MMP**	7 44 10 14 17 10 310 11	•	330.00	3300.00
Response to Comments on Draft EIR	Geoff Reilly	8	61/0.00	
Response to Comments on Drujt BIK		-	\$160.00	\$1,280.00
	Jennie Anderson	16	\$135.00	\$2,160.00
l	Joni Goshorn	8	\$100.00	\$800.00
Administrative Final EIR	Jennie Anderson	6	\$135.00	\$810.00
·	Patricia Preston	4	\$90.00	\$360.00
Screencheck Final EIR	Jennie Anderson	6	\$135.00	\$810.00
Final EIR	Jennie Anderson	4	\$135.00	\$540.00
	Joni Goshorn	4		
Mitigation Monitoring Program			\$100.00	\$400.00
Notice of Determination (NOD)	Jennie Anderson	6	\$135.00	\$810.00
	Joni Goshorn	1	\$100.00	\$100.00
Task 5. Hearings and Meetings				
Public Hearing (1 - DEIR or FEIR), PC (2), BOS (1)	Jennie Anderson	16	\$135.00	\$2,160.00
	Geoff Reilly	4	\$160.00	\$640.00
Graphics	*			
or apartic				
A .	Scott Johnson	22	\$65.00	\$1,430.00
GIS (Biological)	Chad Flynn	8	\$100.00	\$800.00
	Chad i lyini			
EXPENSES		SUBI	OTAL LABOR COSTS	\$42,515.00
Printing and Reproduction***				
Notices (NOA, NOC, NOD)				\$250.00
Administrative Draft EIR (5)				\$500.00
Draft EIR (20)				\$2,200.00
Administrative Final EIR (5)				\$350.00
Final EIR (20)				
Circulate NOA, NOC, Braft EIR, Final EIR, NOD				\$1,200.00
Graphics/Map Reproductions				\$200.00
		•		\$100.00
Other Mailing/Courier Expenses				\$150.00
Travel Expenses/Misc. Materials				\$200.00
		SUBT	OTAL EXPENSES****	\$5,150.00
OPHIONAL TACKS			TOTAL	\$47,665.00
OPTIONAL TASKS				
Optional Sub-Task 2. Special-Status Plant Surveys	Aindrea Jensen	Fixed i	Fee	\$4,660.00
Optional Task 6. Statement of Facts and Findings	Jennie Anderson	4	\$135.00	\$540.00
Optional Task 7. Statement of Overriding Considerations		4		
Abuser 1 and to continue of continue considerations	Jennie Anderson	4	\$135.00	\$540.00
				\$5,740.00
		TOTAL WIT	TH OPTIONAL TASKS	\$53,405.00
		.0170 (11)	OI IIOMID IMBRO	323,403.00
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* Additional out-of-scope requested and approved hours will be billed at a Time & Materials rate ut	tilizing			
* Additional out-of-scope requested and approved hours will be billed at a Time & Materials rate ut CAJA's current fee schedule.	tilizing			
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