



## REGULAR MEETING AGENDA

**Date:** 9/20/2022  
**Time:** 6:00 p.m.  
**Location:** [Zoom.us/join](https://zoom.us/join) – ID# 831 3316 9409

### NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

Consistent with Government Code section 54953(e), and in light of the declared state of emergency, and maximize public safety while still maintaining transparency and public access, members of the public can listen to the meeting and participate using the following methods.

#### How to participate in the meeting

- Submit a written comment online up to 1-hour before the meeting start time:  
[city.council@menlopark.org](mailto:city.council@menlopark.org)  
Please include the agenda item number you are commenting on.
- Access the meeting real-time online at:  
[Zoom.us/join](https://zoom.us/join) – Meeting ID 831 3316 9409
- Access the meeting real-time via telephone at:  
(669) 900-6833  
Meeting ID 831 3316 9409  
Press \*9 to raise hand to speak
- Watch meeting:
  - Cable television subscriber in Menlo Park, East Palo Alto, Atherton, and Palo Alto:  
Channel 26

Note: City Council closed sessions are not broadcast online or on television and public participation is limited to the beginning of closed session.

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the City's website [www.menlopark.org](http://www.menlopark.org). The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information ([menlopark.org/agenda](http://menlopark.org/agenda)).

According to City Council policy, all meetings of the City Council are to end by midnight unless there is a super majority vote taken by 11:00 p.m. to extend the meeting and identify the items to be considered after 11:00 p.m.

**Regular Session ([Zoom.us/join](https://zoom.us/join) – ID# 831 3316 9409)**

**A. Call To Order**

**B. Roll Call**

**C. Agenda Review**

**D. Public Comment**

Under “Public Comment,” the public may address the City Council on any subject not listed on the agenda. Each speaker may address the City Council once under public comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The City Council cannot act on items not listed on the agenda and, therefore, the City Council cannot respond to non-agenda issues brought up under public comment other than to provide general information.

**E. Presentations and Proclamations**

- E1. Certificate of Recognition: Olivia Hom, Menlo Park Sister Cities Young Artists and Authors Showcase winner ([Attachment](#))

**F. Study Session**

- F1. Direction for city hosted events and observances including events based on holidays of religious origin ([Staff Report #22-188-CC](#)) ([Presentation](#))

**G. Consent Calendar**

- G1. Adopt a resolution to continue conducting the City’s Council and advisory body meetings remotely due to health and safety concerns for the public and to authorize the use of hybrid meetings ([Staff Report #22-177-CC](#))
- G2. Adopt a resolution updating the City’s conflict of interest code ([Staff Report #22-176-CC](#))
- G3. Authorize the city manager to enter into an agreement with the City of Redwood City for annual maintenance of Atherton Channel ([Staff Report #22-178-CC](#))
- G4. Award a construction contract to Blue Flame Crew West, LLC for the Bedwell Bayfront Park landfill leachate and gas collection systems improvement project ([Staff Report #22-179-CC](#))
- G5. Waive the second reading and adopt an ordinance repealing and replacing Menlo Park Municipal Code Section 2.04.190 relating to filling City Council vacancies ([Staff Report #22-180-CC](#))
- G6. Adopt a resolution establishing the process for appointment of candidates to City Council seats to fill vacancies ([Staff Report #22-181-CC](#))
- G7. Adopt a resolution amending City Council Policy CC-22-004 Commissions/Committees Policies and Procedures, Roles and Responsibilities ([Staff Report #22-182-CC](#))

G8. Authorize the city manager to enter into a contract with ICF Jones and Stokes Inc. to prepare an environmental impact report for the proposed master plan project at 333 Ravenswood Avenue (Parkline) for the amount of \$688,817 and future augments as may be necessary to complete the environmental review for the proposed project ([Staff Report #22-183-CC](#))

G9. Approve the Parks and Recreation Commission's 2022-23 work plan ([Staff Report #22-184-CC](#))

## H. Regular Business

H1. Adopt resolutions authorizing staff to submit applications to the San Mateo County Transportation Authority for Measure A & W Pedestrian and Bicycle Program ([Staff Report #22-185-CC](#))

## I. Informational Items

I1. City Council agenda topics: October 2022 ([Staff Report #22-186-CC](#))

I2. Police department quarterly update – Q4 May 2022 – July 2022 ([Staff Report #22-187-CC](#))

## J. City Manager's Report

## K. City Councilmember Reports

## L. Adjournment

At every regular meeting of the City Council, in addition to the public comment period where the public shall have the right to address the City Council on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Council on any item listed on the agenda at a time designated by the chair, either before or during the City Council's consideration of the item.

At every special meeting of the City Council, members of the public have the right to directly address the City Council on any item listed on the agenda at a time designated by the chair, either before or during consideration of the item. For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

Any writing that is distributed to a majority of the City Council by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available by request by emailing the city clerk at [jaherren@menlopark.org](mailto:jaherren@menlopark.org). Persons with disabilities, who require auxiliary aids or services in attending or participating in City Council meetings, may call the City Clerk's Office at 650-330-6620.

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports by accessing the City website at [menlopark.org/agenda](http://menlopark.org/agenda) and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at [menlopark.org/notifyme](http://menlopark.org/notifyme). Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 9/15/2022)

# CERTIFICATE OF RECOGNITION

Presented to

**Olivia Hom**

In appreciation for your artwork entry to Sister Cities International's  
annual Young Authors and Artists Authors Showcase  
representing Menlo Park, California.

Presented September 20, 2022

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Betsy Nash, Mayor  
City of Menlo Park



**STAFF REPORT**

**City Council**

**Meeting Date:**

**9/20/2022**

**Staff Report Number:**

**22-188-CC**

**Study Session:**

**Direction for city hosted events and observances including events based on holidays of religious origin**

**Recommendation**

Staff recommends that the City Council provide direction related to city-hosted community events and observances, including observances based on holidays of religious origin.

**Policy Issues**

City Council sets policy and goals and provides direction to staff regarding municipal projects and services to the Menlo Park community.

**Background**

City-owned facilities were closed to indoor public access March 12, 2020, due to the COVID-19 pandemic. This precaution was necessary to protect public health by minimizing opportunities for congregation, both by the public and employees. Due to the infeasibility of safely hosting in-person community events during the COVID-19 pandemic, and to comply with public health restrictions set by the County and State, city-hosted in-person community events were suspended during fiscal year 2020-21. Additionally, severe economic hardships predicated by the pandemic resulted in substantial reductions to City revenues, necessitating significant reductions to personnel and operating expenditures, and thus the City's capacity to deliver services to the community, in order to achieve a balanced fiscal year 2020-21 operating budget. City Council took the difficult but positive action to prioritize the City's limited resources in fiscal year 2020-21 to focus on the most critical needs.

On April 27, 2021, the City Council reviewed a phase-in sequence for safely and sustainably expanding access to public facilities and services, including community events and observances. It was noted that large-scale special events, whether indoors or outdoors, result in large, high-density gatherings of people from numerous households that carry the greatest risk of viral spread, and can take several months of advance planning and investment in financial and personnel resources to execute safely and effectively. For these reasons, large-scale events were proposed to be among the last city programs to reactivate.

On December 8, 2021, the Parks and Recreation Commission reviewed an anticipated timeline and format for City-organized community gatherings and observances, including COVID-19 precautions and rules; limited budget and staff capacity for large-scale community gatherings; other resource-intensive priority projects in progress such as the Menlo Park Community Campus opening in 2023; focus on smaller-scale events of fewer than 1,000 attendees in 2022-23; balancing traditions with evolving community needs; showcasing the Menlo Park community through culture, music and the arts; and connecting community events with volunteerism, fundraising, and community action to benefit all Menlo Park residents.

During fiscal year 2021-22, efforts to end the pandemic and achieve economic recovery at the national and local levels achieved some success. Changes to County and State public health restrictions and the advent of COVID-19 vaccines, combined with economic stimulus and recovery, provided the opportunity for City Council to restore and reactivate multiple city programs in the fiscal year 2021-22 operating budget. However, substantial surges in COVID-19 cases, driven by the Delta variant in the third and fourth quarters of 2021, and the Omicron variant in the fourth quarter of 2021 and first quarter of 2022, further delayed the reactivation timeline of other programs, for example gymnastics and large-scale community events, due to ongoing public health and safety concerns.

On June 17, 2022, the U.S. Food and Drug Administration (FDA) authorized emergency use of the Moderna COVID-19 Vaccine and the Pfizer-BioNTech COVID-19 Vaccine for children as young as six months of age. That authorization ensured that safe and effective COVID-19 vaccines are freely and widely available to the vast majority of residents who are medically eligible.

## **Analysis**

In 2022, the City resumed hosting some community events, starting with smaller-scale events that were expected to attract fewer than 500 attendees and were relatively simple to plan and execute, and for which cancellation would be less impactful in the event of changes in pandemic-related public health guidance. A tentative calendar of city-hosted community events in 2022-23 is included with this report in Attachment A.

### Key considerations

Staff seeks policy direction from City Council related to city-hosted community events and observances for the following key considerations:

1. City-hosted events based on holidays of religious origin. Provide policy direction to staff regarding the City's role as a local government agency in hosting, organizing, and using public funds toward community events based on holidays of religious origin, such as events based on the Christmas and Easter holidays.
2. Inclusion and belonging for all Menlo Park residents. Direct staff to use public resources to create events and experiences that are inclusive and foster a sense of belonging for all community members of every background, age, ability, income, religious belief or lack thereof, sexual orientation, and other lived experiences and characteristics that contribute to a vibrant and accepting community.

### Holiday tree-lighting

Christmas is a major Christian religious holiday commemorating the birth of Jesus Christ. A national holiday with a long tradition of nationwide observances in the United States, Christmas also is the centerpiece of the busiest retail shopping season of the year. Among the most well-known symbols of the Christmas holiday is the Christmas tree, typically an evergreen tree adorned with lights and other decorations that often includes a star at the apex of the tree symbolizing the Star of Bethlehem, or an angel to symbolize the angels mentioned in the accounts of the Nativity of Jesus. While the Christmas tree as a symbol has evolved in the United States to include some secular connotations, particularly in commercial spheres, it is widely known and recognized to be a symbol of the Christian religious holiday.

The City of Menlo Park has a long-standing annual tradition of adorning a large tree in Fremont Park with decorative lights during the Christmas holiday season, and in recent years also began hanging lights on a large tree at the corner of Newbridge Street and Willow Road. Additionally, the City traditionally has organized and hosted a community event, typically in the first week of December, to celebrate the lighting of the Fremont Park tree, inaugurate the holiday season, and encourage attendees to patronize Menlo Park businesses for their holiday shopping, dining, services and entertainment.

Some community members have expressed the view that the event's emphasis on a traditionally Christian religious symbol – a Christmas tree – is not inclusive to people of faiths other than Christianity or who do not participate in organized religion. Some community members have expressed that the event's focus on Christian symbolism can engender feelings of exclusion from a community event, as they do not feel that their faith or belief system is represented. Additionally, the use of taxpayer-funded public resources to display a traditionally Christian religious symbol in a public space can be seen by some as inconsistent with foundational principles of American secular governance and the separation of church and state.

The holiday tree lighting is a widely cherished local tradition in Menlo Park, and is by no means unique to our community. Governments at every level have and continue to display Christmas trees in public spaces every year, including at the seat of the federal executive branch, The White House. Typically, government-sponsored displays tend to focus on the more secular aspects of the Christmas holiday, such as shopping, feasting, spending time with family and friends, and gift-giving and de-emphasize its more overtly religious aspects. Many governments are careful to also recognize the holidays and observances of other belief systems that occur around the same time of the year as Christmas, for example Hanukkah, Kwanzaa and winter solstice.

#### Egg Hunt event

Easter is a major Christian holiday that commemorates the biblical resurrection of Jesus Christ from the dead, as described in the New Testament of the Christian Bible. Like Christmas, the Easter holiday has a long tradition of observances in the United States, and it too has become secularized in popular culture to some degree. One of the best-known symbols of this holiday is the Easter egg, which in the Christian religion is associated with Christ's biblical crucifixion and resurrection, and symbolizes the biblical tomb from which Christ emerged. The Easter egg has been popularized in secular American culture through the tradition of the children's Easter egg hunt, which continues to be widely practiced in both private and public settings, including with an annual children's Egg Hunt event in Menlo Park. Considerations about the underlying religious connotations of this City-hosted event are similar to those around the holiday tree lighting.

#### Recommendations for events based on holidays of religious origin

For the above reasons, staff recommends the City balance local tradition with inclusion and belonging for all residents when hosting events based on holidays of religious origin, as follows:

1. Light Up the Season holiday tree lighting. Focus this event on inclusion for all Menlo Park residents of all faiths and belief systems, including residents who do not participate in organized religion. Continue the longstanding tradition of lighting trees in public spaces at Fremont Park and the Willow/Newbridge intersection to signal the official start of the holiday shopping and celebratory season. Continue to organize and host a community event in Fremont Park to inaugurate the season and ceremonially illuminate the tree. Focus the Fremont Park event on encouraging residents to patronize local businesses to stimulate the local economy and aid small businesses' pandemic recovery efforts during the holidays and year-round. In addition to the tree lighting, staff recommends adding a new feature in the event program for 2022 in which Menlo Park school children from diverse faiths and belief systems share on stage what the holiday season means to them and the many diverse ways Menlo Park families celebrate the season.
2. Egg Hunt. Continue the longstanding tradition of inviting local children and families to engage in the annual springtime activity of hunting for eggs. Focus this event on inclusion for all Menlo Park residents of all faiths and belief systems by incorporating and/or sharing popular elements of spring renewal holidays and celebrations found in diverse cultures around the world, such as Passover, Holi, Ramadan, and vernal equinox. Staff has developed a partnership with San Mateo County Parks to host the 2023 Egg Hunt as well as the 2022 Halloween festival at Flood Park, to leverage the benefits of its 21 acres of

parkland featuring mature native Oak and Bay trees, festival-ready spaces and amenities, ample free parking, and its location in Menlo Park near the US-101 bicycle and pedestrian overcrossing.

#### Additional considerations for City-hosted events

Informed by previous direction received from City Council and with input from the Parks and Recreation Commission, the Library Commission, and other stakeholders, staff is planning to incorporate the following additional considerations into city-hosted events in 2022-23. Staff seeks City Council's feedback on these considerations as well as any other elements that City Council desires to incorporate into City-hosted events. The following considerations are numbered for convenience only, and are in no particular order or priority:

1. Leverage existing and new partnerships to deliver community events. Potential partners include business associations such as the Chamber of Commerce, service clubs such as Rotary, Lions and Kiwanis, neighborhood advocacy groups such as Belle Haven Action, local agencies such as Menlo Fire and school districts, and community-based organizations and nonprofits.
2. Establish criteria for event partnerships, including roles and responsibilities, cost sharing, staff and financial support, desired goal and outcomes for community events, for example: economic development, small business support, showcasing Menlo Park's attributes, community action and volunteerism, and community pride and spirit.
3. Set clear goals and guidelines for sponsors of community events, including criteria for sponsor recognitions and the process for evaluating sponsorship offers.
4. Evaluate the cost-benefit of mass gatherings such as parades and festivals that carry increased risk and involve substantial investment of city resources in the form of staff capacity, public safety and public works resources, and financial outlay.
5. Align event production with recent revisions to the municipal code related to the special events ordinance, film permits ordinance, and parks and recreation ordinance. One potential example of this consideration is a community event for which an external partner is serving as the lead event organizer in partnership with the City or at the City's request: working with the external partner early in the event planning process to establish clear roles and responsibilities and identify which aspects of the ordinances and/or permit requirements may apply to the event.

#### Next steps

Staff will incorporate City Council's feedback and direction into the planning process for city-hosted events, and will report back to City Council for additional direction and potential budget authorizations, if needed, in the context of the midyear budget review tentatively in January/February 2023.

#### **Impact on City Resources**

A summary of the estimated impacts to City resources of City-hosted events in 2022-23 is in Attachment A. City-hosted events and observances typically require substantial outlays of public resources in the form of staff time/effort and out-of-pocket expenditures. Estimated total out-of-pocket expenditures for city-hosted events in fiscal year 2022-23 are \$143,000, which includes an estimated \$55,000 to install holiday lights on large trees in Fremont Park and at the corner of Newbridge/Willow. Estimated total staff time and effort needed to produce city-hosted events in fiscal year 2022-23 is approximately 600-800 staff hours. City Council's adopted fiscal year 2022-23 operating budget includes sufficient resources allocated to support these costs.

#### **Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the



Environment.

**Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

**Attachments**

A. Tentative calendar of city-hosted community events in 2022-23

Report prepared by:

Natalya Jones, Library and Community Services Supervisor

Sean Reinhart, Library and Community Services Director

FY 2022-23 CITY-SPONSORED EVENTS - PARTIAL TENTATIVE CALENDAR

\*\* All dates and event listings are tentative and subject to change \*\*

List does not include:

- Small scale programs routinely hosted by senior center, library, childcare centers, and other City divisions.
- Events hosted by third parties (for example: Bon Marche, Wine Walk, Off the Grid, etc.)

2022					
Date (tentative)	Community event	Proposed location/s	Estimated staff time/effort*	Estimated City expenditures (not including staff costs)	Estimated number of attendees
Jul 13	Summer Concert #1	Fremont Park	low	\$5,500	280
Jul 20	Summer Concert #2	Fremont Park	low	\$5,500	180
Jul 27	Summer Concert #3	Fremont Park	low	\$5,500	150
Aug 3	Summer Concert #4	Fremont Park	low	\$5,500	230
Aug 10	Summer Concert #5	Fremont Park	low	\$5,500	250
Aug 17	Summer Concert #6	Fremont Park	low	\$5,500	500
Aug 19	Summer Concert #7	Belle Haven School Field	low	\$5,500	130
Aug 26	Summer Concert #8	Belle Haven School Field	low	\$5,500	110
Sep 24	Belle Haven resource fair	Belle Haven School Field	high	\$5,500	400
Oct 30	Halloween celebration	Flood Park (in partnership with San Mateo County Parks)	high	\$7,500	600
Nov TBD	Tree light installation	Fremont Park + Newbridge/Willow	low	\$55,000	-
Dec 2	Light up the Season event	Fremont Park	high	\$7,500	600
2023					
Jan 21	Winter movie	M-A Performing Arts Center	low	\$500	100
Feb 25	Winter movie	M-A Performing Arts Center	low	\$500	100
Feb 2023	Black History Month celebration	Burgess Park + Belle Haven School Field	medium	\$2,500	250
Feb TBD	Youth Poetry Contest	City Council Chambers	medium	\$500	200
Mar 25	Summer Camp resource fair	Burgess Park + Belle Haven School Field	medium	\$1,000	150
Apr 8	Egg Hunt	Flood Park (in partnership with San Mateo County Parks)	very high	\$7,500	800
May TBD	Youth Poster Exhibition	Main Library + Belle Haven Branch	medium	\$500	100
Jun 17	Juneteenth celebration	Belle Haven School Field	medium	\$3,000	250
July 4	Independence Day parade	Santa Cruz Ave	very high	\$7,500	1,000+
TBD	MPCC grand opening	MPCC + Kelly Park	very high	TBD	800
<b>TOTAL FY 2022-23</b>				<b>\$143,000</b>	

\* Staff time to plan/execute events is estimated as follows: Low = 1-20 total hours staff time. Medium = 21-40 hours. High = 41-60 hours. Very high = 61+ hours.



**STAFF REPORT**

**City Council Meeting Date:** 9/20/2022  
**Staff Report Number:** 22-177-CC

**Consent Calendar:** **Adopt a resolution to continue conducting the City's Council and advisory body meetings remotely due to health and safety concerns for the public and to authorize the use of hybrid meetings**

**Recommendation**

Staff recommends that the City Council adopt a resolution (Attachment A) to continue conducting the City's Council and advisory body meetings remotely due to health and safety concerns for the public and to authorize the use of hybrid meetings and direct staff to begin the process of bringing advisory body meetings to a hybrid platform.

**Policy Issues**

Assembly Bill 361 (AB 361) was signed into law September 16, 2021 allowing cities to continue holding virtual meetings during any emergency proclaimed by the governor. AB 361 sunsets January 1, 2024. The City Council would need to declare every 30 days that the City's legislative bodies must continue to meet remotely in order to ensure the health and safety of the public.

**Background**

The California Legislature approved AB 361, which was signed by the governor September 16, 2021 for signature. The bill allows local legislative bodies to continue to meet remotely through January 1, 2024. A local agency will be allowed to continue to meet remotely when:

- The local agency holds a meeting during a declared state of emergency
- State or local health officials have imposed or recommended measures to promote social distancing
- Legislative bodies declare the need to meet remotely due to present imminent risks to the health or safety of attendees

The City meets the requirements to continue holding meetings remotely in order to ensure the health and safety of the public:

- The City is still under a local state of emergency
- County Health urges that all individuals in public spaces maintain social distancing and wear masks

In March 2020, due to the COVID-19 pandemic, all advisory body meetings were canceled until June 2020. Since that time, all meetings have been conducted virtually. On August 23, the City Council requested that staff begin the process of bringing advisory body meetings to a hybrid platform.

Staff has connected with advisory body members to ensure that current meeting start times and days will work for in-person and hybrid meetings. Staff has also begun to identify the needs to conduct advisory body meetings on a hybrid platform and will return to the City Council in October with an implementation

schedule.

### **Analysis**

The City is still under a local state of emergency and the emergency findings required under AB 361 are still in effect. San Mateo County is still in the High/Red COVID-19 Community Level category and the Centers for Disease Control and Prevention (CDC) recommends the use of masks indoors in public. The resolution authorizes the use of hybrid meetings, whereby City Councilmembers, participants, and staff may choose to attend either remotely or in person.

Although the City has returned to in-person meetings, due to the prevalence of BA strains of the SARS-CoV-2 virus overtaking other variants in San Mateo County, the City Council finds that reducing the number of persons present in City Council chambers is necessary to reduce imminent health risks associated with large groups and/or members of varying households gathering indoors.

### **Impact on City Resources**

There is no impact on City resources.

### **Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it is an organizational structure change that will not result in any direct or indirect physical change in the environment.

### **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### **Attachments**

A. Resolution

Report prepared by:

Judi A. Herren, Assistant to the City Manager/City Clerk

**RESOLUTION NO. XXXX****RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK AND ON BEHALF OF COMMISSIONS AND COMMITTEES CREATED BY THE CITY COUNCIL PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54952(b) AUTHORIZING TELECONFERENCE MEETINGS IN COMPLIANCE WITH AB 361 (GOVERNMENT CODE SECTION 54953(e)) TO CONTINUE TO ALLOW MEMBERS OF THE PUBLIC TO SAFELY PARTICIPATE IN LOCAL GOVERNMENT MEETINGS**

WHEREAS, the City Council is committed to ensuring public access to observe and participate in local government meetings; and

WHEREAS, all meetings of the City Council and other legislative bodies created pursuant to Government Code Section 54952(b) are open and public, as required by the Ralph M. Brown Act, so that any member of the public may participate in local government meetings; and

WHEREAS, the AB 361, codified at Government Code section 54953(e), makes provisions for remote teleconferencing participation in local government meetings, without compliance with the requirements of 54953(b)(3), during a Governor-proclaimed state of emergency and if the local legislative body determines, by majority vote, that as a result of the emergency, meeting solely in person would present imminent risks to the health or safety of attendees; and

WHEREAS, on March 4, 2020, Governor Newsom proclaimed a State of Emergency due to the outbreak of respiratory illness due to a novel coronavirus (now known as COVID-19) and that State of Emergency is still in effect in the State of California; and

WHEREAS, on March 11, 2020 the City Council proclaimed the existence of a local state of emergency within the City, pursuant to Section 8625 of the California Emergency Services Act in response to the COVID-19 pandemic; and

WHEREAS, COVID-19 continues to threaten the health and lives of City residents; and

WHEREAS, the SARS-CoV-2 Delta and Omicron Variants are highly transmissible in indoor settings; and

WHEREAS, the Omicron subvariants of the SARS-CoV-2 virus is overtaking other variants in San Mateo County; and

WHEREAS, according to data from the County's Health Administrator and County website, the County is averaging approximately 14 new cases per 100,000 of COVID-19 per day; and

WHEREAS, although the City has returned to in-person meetings, due to the prevalence of BA strains of the SARS-CoV-2 virus overtaking other variants in San Mateo County, the City Council finds that reducing the number of persons present in City Council chambers is necessary to reduce imminent health risks associated with large groups and/or members of varying households gathering indoors; and

WHEREAS, the State of California and the City of Menlo Park continue to follow safety measures in response to COVID-19 as ordered or recommended by the Centers for Disease Control and Prevention (CDC), California Department of Public Health (DPH), and/or County of

San Mateo, as applicable, including facial coverings when required; and based upon that guidance, in-person attendance indoors at public meetings continues to present a health risk for certain segments of the population, necessitating the need to reduce the number of in-person meeting attendees; and

WHEREAS, the City Council, acting as a legislative body pursuant to Government Code section 54952(a) and for the benefit of the commissions, committees and other bodies that were created by the City Council pursuant to Government Code section 54952(b) (collectively referred to as “Legislative Bodies”), finds that the current conditions meet the circumstances set forth in Government Code section 54953(e)(3) to allow Legislative Bodies to continue to use teleconferencing to hold open and public meetings if the Legislative Bodies comply with the requirements set forth in Government Code section 54953(e)(2) to ensure the public can safely participate in and observe local government meetings.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Menlo Park that the City Council does hereby:

1. Find that current conditions authorize teleconference public meetings of Legislative Bodies. Based on the California Governor’s continued declaration of a State of Emergency and current conditions, the City Council finds that meeting in person, without the option for certain populations and persons to participate remotely, would present imminent risks to the health or safety of attendees. The City Council does therefore find that Legislative Bodies and members of Legislative Bodies of the City may elect to use teleconferencing to hold public meetings in accordance with Government Code section 54953(e)(2) to ensure members of the public have continued access to safely observe and participate in local government meetings.
2. Authorize Legislative Bodies to conduct teleconference meetings. The Legislative Bodies are hereby authorized to take all actions necessary to carry out the intent and purpose of this Resolution, including conducting open and public meetings in accordance with Government Code section 54953(e)(2) and other applicable provisions of the Brown Act.
3. Authorize Legislative Bodies to conduct hybrid meetings. The Legislative Bodies are hereby further authorized to conduct meetings in a “hybrid” format, where both members of the Body may elect to be present in person, utilizing appropriate distancing and masking practices, or participate by teleconferencing technology. Such meetings of the Legislative Bodies that occur using teleconferencing technology will provide an opportunity for any and all members of the public who wish to address Legislative Bodies and will otherwise occur in a manner that protects the statutory and constitutional rights of parties and the members of the public attending the meeting via teleconferencing.

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I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the twentieth day of September, 2022, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this \_\_\_ day of September, 2022.

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Judi A. Herren, City Clerk



## STAFF REPORT

### City Council

**Meeting Date:** 9/20/2022  
**Staff Report Number:** 22-176-CC

**Consent Calendar:** Adopt a resolution updating the City's conflict of interest code

### Recommendation

Staff recommends that the City Council adopt a resolution (Attachment A) updating the City's conflict of interest code.

### Policy Issues

The proposed action is consistent with City policy.

### Background

The Political Reform Act requires every local government agency to review its conflict of interest code biennially. A conflict of interest code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700.) Menlo Park's conflict of interest code requires disclosure of financial interests of certain employees, consultants and members of boards and commissions if these persons are likely to be involved in decision-making that could affect their own financial interests.

All public officials must comply with the State's general conflict of interest laws by abstaining from influencing or making decisions that would affect their own financial interests. State law requires that these public officials disclose economic interests that could be impacted by the officials' decisions. Whether the official is required to disclose their economic interest(s) is determined by their position being listed in either Government Code Section 87200 or the local agency's conflict of interest code. Each employee who holds a position designated in Section 87200 or the City's conflict of interest code must disclose specified types of financial interests in a report, Form 700, that is filed annually with the city clerk. The City's local conflict of interest code does not include the City Council, Planning Commission, city manager, city attorney, treasurer or administrative services director, because these positions are subject to Form 700 filing requirements pursuant to Government Code Section 87200. The Independent Redistricting Commission, Complete Streets Commission, and Housing Commission are currently included in the City's local conflict of interest code.

### Analysis

Following the City Council's latest updates to the Menlo Park Municipal Code, the City Council directed staff to add the following commissions to the conflict of interest code:

- Complete Streets Commission
- Housing Commission
- Independent Redistricting Commission (Commissioners and Alternate Commissioners)



The City Council last amended the Menlo Park conflict of interest code December 7, 2021, by Resolution No. 6688. State law requires every local governmental agency to periodically review its conflict of interest code to determine whether it is accurate and up-to-date.

The proposed amendments to the list of designated positions attached to the resolution include additions, deletions and renaming of positions in order to align with the City's current job classifications and duties.

### **Impact on City Resources**

There is no impact on City resources.

### **Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it is an organizational structure change that will not result in any direct or indirect physical change in the environment.

### **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### **Attachments**

A. Resolution

Report prepared by:

Judi A. Herren, Assistant to the City Manager/City Clerk

**RESOLUTION NO. XXXX**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK  
AMENDING THE CITY'S CONFLICT OF INTEREST CODE FOR DESIGNATED  
EMPLOYEES, CONSULTANTS, BOARDS, ADVISORY BODIES, AND  
COMMISSIONS OF THE CITY OF MENLO PARK**

WHEREAS, provisions of the Political Reform Act require local agencies to adopt and promulgate conflict of interest codes; and

WHEREAS, the Fair Political Practices Commission (FPPC) has adopted a regulation, Title 2, Division 6, California Code of Regulations section 18730, which contains the terms of a model conflict of interest code which meets the requirements of the Political Reform Act; and

WHEREAS, Title 2 California Code of Regulations section 18730 has been incorporated by reference in the City's Conflict of Interest Code; and

WHEREAS, the City's Conflict of Interest Code also includes, Exhibit A – 2022 Conflict of Interest Code detailing the designated positions and disclosure categories; and

WHEREAS, said Exhibit contains the listing of designated positions and disclosure categories which have been reviewed, and this review has disclosed that they should be amended to reflect current conditions; and

WHEREAS, the City of Menlo Park has previously adopted Resolution No. 6688, adopting a conflict of interest code for various City employees, consultants, boards, advisory bodies, and commissions.

NOW, THEREFORE, BE IT RESOLVED that the terms of Title 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the FPPC shall, along with Exhibit A – 2022 Conflict of Interest Code for the City of Menlo Park, which are attached hereto incorporated herein by reference, in which members, employees, and consultants are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the City of Menlo Park; and

BE IT FURTHER RESOLVED that all designated members, employees, and consultants of the City of Menlo Park set forth on Exhibit A –2022 Conflict of Interest Code shall file statements of economic interest with the City Clerk of the City of Menlo Park; and

BE IT FURTHER RESOLVED that Resolution No. 6688 is repealed by the adoption of this resolution, which shall control over prior versions.

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I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the twentieth day of September, 2022, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this \_\_\_ day of September, 2022.

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Judi A. Herren, City Clerk

APPENDIX  
CONFLICT OF INTEREST CODE – ~~2021-2022~~ UPDATE  
DESIGNATED POSITIONS  
AND DISCLOSURE OBLIGATIONS<sup>1</sup>  
PROPOSED ADOPTION MARCH 23, 2021-SEPTEMBER 20, 2022

Acting/Assistant City Attorney  
Advisory bodies related to land use, real property, and housing element  
Assistant Administrative Services Director  
Assistant City Manager  
Assistant Community Development Director  
Assistant Community Services Director  
Assistant Library and Community Services Director  
Assistant Library Services Director  
Assistant Public Works Director  
Assistant Public Works Director – Engineering  
Assistant Public Works Director – Maintenance  
Assistant Public Works Director – Transportation  
Assistant to the City Manager  
Associate Planner  
Business Manager  
Chief Water Operator  
City Arborist  
City Clerk  
Community Development Director  
Consultant/Contract employees  
Contract Planner  
Deputy City Clerk  
Deputy City Manager  
Deputy Community Development Director – Housing  
Economic Development Manager  
Engineering Services Manager/~~City Engineer~~  
Finance and Budget Manager  
Finance Director  
Housing and Economic Development Manager  
Housing Manager  
Human Resources Director  
Human Resources Manager  
Human Resources Technician I  
Human Resources Technician II  
Information Technology Manager  
Internal Services Manager  
Library and Community Services Director  
Library and Community Services Supervisor  
Library Services Manager  
Management Analyst II  
Network Administrator  
Permit Manager

<sup>1</sup> Positions covered under Government Code §87200 (City Council, Planning Commission, City Manager, City Attorney, and Administrative Services Director) are not covered by the local Conflict of Interest Code.

Planning Manager

Police Chief  
Police Commander  
Principal Planner  
Public Engagement Manager  
Public Works Director  
Public Works Superintendent  
Public Works Supervisor – Facilities  
Public Works Supervisor – Fleet  
Public Works Supervisor – Parks  
Public Works Supervisor – Streets

Public Works Supervisor – Trees

Recreation Coordinator

~~Recreation Supervisor~~

Revenue and Claims Manager  
Senior Civil Engineer

Senior GIS Analyst

Senior Human Resources Technician

Senior Management Analyst  
Senior Planner

Senior Project Manager

Senior Transportation Engineer

Senior Transportation Planner

Sustainability Manager

Transportation Consultant

Transportation Director

Transportation Manager

Consultants:

An individual is a consultant if either of the following apply:

1. the person serves in a staff capacity with the agency and in that capacity performs the same or substantially all the same duties for the agency that would otherwise be performed by a person holding a position specified or that should be specified in the City's Conflict of Interest Code; or
2. the person makes a governmental decision listed in 2 CCR Section 19701(a)(2).

The city manager and/or the city attorney may determine in writing that a particular consultant is hired to perform a range of duties that are limited in scope and thus is not required to comply with the disclosure obligations in the conflict of interest code. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The city manager's and/or the city attorney's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

Disclosure obligations:

All designated employees and consultants required to file under the City of Menlo Park conflict of interest code must disclose in the following categories as defined by the FPPC:

- Investments (stocks, bonds and other interests)
- Investments, income and assets of business entities/trust

- Interests in real property
- Income, loans and business positions (Income other than gifts and travel payments)
- Income – gifts
- Travel payments, advances and reimbursements



**STAFF REPORT**

**City Council**

**Meeting Date:** 9/20/2022  
**Staff Report Number:** 22-178-CC

**Consent Calendar:** Authorize the city manager to enter into an agreement with the City of Redwood City for annual maintenance of Atherton Channel

**Recommendation**

Staff recommends that the City Council authorize the city manager to enter into a three-year agreement (Attachment A), until October 31, 2025, with the City of Redwood City for annual maintenance of Atherton Channel (Channel.)

**Policy Issues**

This action is consistent with City policy and Municipal Code 12.42.14(3), which contemplates alterations to stream channels to accommodate floodwaters and reduce losses from floods. The agreement amount exceeds the city manager’s authority and requires City Council approval.

**Background**

Atherton Channel (Channel) drains a six-square mile watershed covering Atherton, portions of unincorporated San Mateo County, Redwood City and Menlo Park. The eastern section of the Channel runs parallel to Haven Avenue for approximately 1,000 feet between U.S. Highway 101 and the Bayfront Canal (Canal.) The Channel and Canal empty into Flood Slough through a tide gate control structure. This structure prevents San Francisco Bay water from flowing back into the Canal during high tides; it is operated and maintained by the City of Redwood City. With this structure in place, the water can only flow one direction, into San Francisco Bay.

The tide gates close automatically when tide levels in the Bay are high, which prevents the City’s storm water flow from emptying into Flood Slough. The Bayfront Canal and Atherton Channel Flood Protection and Ecosystem Restoration Project was meant to protect the area from the 100-year frequency of the storm event. In October 2017, Redwood City, Menlo Park, Atherton and the County (OneShoreline) entered into a memorandum of understanding (MOU) that established shared funding responsibilities for the design, environmental documentation, and land access agreements of a project to reduce the frequency and impacts of flooding. Work at the entrance to Bedwell Bayfront Park began in June 2021, and the Project’s major construction activities concluded in January. Construction of the Bayfront Canal and Atherton Channel Flood Protection and Ecosystem Restoration Project is nearing completion. Only the final punch list and site cleanup tasks remain.

Even with the completion of the project, regular maintenance of the Atherton Channel is needed to maintain the cross-sectional capacity of the Channel and minimize the effect of repetitive flooding events. The City has an annual maintenance program to remove debris and vegetation. The work is performed within a portion of the Channel between U.S. Highway 101 and Haven Avenue bridge (Attachment B.) Cleaning operations occur annually in September and October before the rainy season.

**Analysis**

Since 2002, the City has entered into contracts with the City of Redwood City to perform maintenance cleaning operations for the Channel. Redwood City currently maintains the Canal and has the equipment and experience necessary to maintain the Channel as well. In the past, Redwood City has completed the maintenance work in a timely, safe, and efficient manner that minimizes impacts to automotive and pedestrian traffic.

Redwood City staff has performed the maintenance of the Channel outside of normal working hours and duties. The labor hourly rate for the three-year agreement is \$204.46, which represents Redwood City’s fully burdened rate. This hourly rate has increased \$15.46 from the three-year agreement executed in 2019. Since maintenance of the Channel began in 2002, City staff has occasionally requested quotes from private contractors to ensure the City receives fair pricing. The bids received have typically been more than twice the Redwood City cost. Staff recommends entering into a three-year agreement with Redwood City to continue performing maintenance cleaning operations on the Channel.

**Impact on City Resources**

Maximum annual maintenance costs are delineated in the table below and totals \$150,000 over the next three-years, funded from the general fund. The adopted fiscal year 2022-23 budget includes sufficient funds for the first year. Funding for future years would be included in the fiscal year 2023-24 and fiscal year 2024-25 budgets.

Table 1: Atherton Channel cleaning services	
Fiscal year	Annual cost
2022-23	\$50,000
2023-24	\$50,000
2024-25	\$50,000
<b>Total</b>	<b>\$150,000</b>

**Environmental Review**

Department of Fish and Wildlife, acting as a lead agency, on its letter dated September 24, 2015 to the City, determined the project is exempt from California Environmental Quality Act (CEQA) and filed a notice of exemption.

**Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

**Attachments**

- A. City of Redwood City – draft agreement and scope of work
- B. Site plan-Atherton Channel maintenance



Report prepared by:

Esther Jung, Associate Civil Engineer  
Fariborz Heydari, Senior Civil Engineer

Reviewed by:

Tanisha Werner, Assistant Public Works Director

**AGREEMENT FOR SERVICES  
CITY OF REDWOOD CITY**

THIS AGREEMENT is made and entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 2022 (the “Effective Date”), by and between the CITY OF MENLO PARK, a municipal corporation of the State of California (“Menlo Park”), and CITY OF REDWOOD CITY a charter city and municipal corporation of the State of California. (“Redwood City”).

**RECITALS**

A. Menlo Park requires annual maintenance services for the Atherton Channel located in Menlo Park.

B. Redwood City has the necessary experience in providing such services.

NOW, THEREFORE, in consideration of these recitals and the mutual covenants contained herein, the Parties agree as follows:

1. Scope of Work. Subject to the terms and conditions of this Agreement, Redwood City shall provide those services described in Exhibit A, along with Exhibit A-1, the Streambed Alteration Agreement (SAA) between the State of California and Menlo Park and Exhibit A-2, the site plan, which documents are incorporated herein by reference. In summary, the scope of services includes but is not limited to vegetation and trash and debris removal from the channel and banks of the Atherton Channel located in Menlo Park.
2. Term. Unless terminated earlier pursuant to Section 17, the term of this Agreement will begin on the Effective Date and will end October 31, 2025.
3. Schedule. Redwood City will adhere to the schedule set forth in Exhibit “A”, provided, that Menlo Park, in its discretion, may grant reasonable extensions.
4. Time is of the Essence. Time is of the essence for each and every provision of this Agreement.
5. Compensation. Menlo Park will pay to Redwood City a not-to-exceed amount of One Hundred Fifty Thousand Dollars (\$150,000) for the completion of all the work and services described herein, which sum will include all costs or expenses incurred by Redwood City, payable as set forth in Exhibit “A”.

5.1 Contractor must submit applications for payment that contain the following:

5.1.1 A clear, detailed invoice reflecting Services for which Redwood City is billing Menlo Park;

5.1.2 A summary sheet showing hourly rates (if applicable);

5.1.3 Number of hours worked;

5.1.4 Any backup documentation reasonably necessary to substantiate the preceding items; and

5.1.5 Any changes to the anticipated work schedule.

5.2. The payment made to Redwood City pursuant to the Agreement will be the full and complete compensation to which Redwood City is entitled. Menlo Park will not make any federal or state tax withholdings on behalf of Redwood City or its officers, agents, employees, contractors, or subcontractors (collectively, "Redwood City Personnel"). Menlo Park will not be required to pay any workers' compensation insurance or unemployment contributions on behalf of Redwood City or any Redwood City Personnel.

6. Status of Redwood City. Redwood City will perform the Services as an independent contractor and not as an employee of Menlo Park. The persons used by Redwood City to provide services under this Agreement will not be considered employees of Menlo Park for any purposes.

7. Labor Code Prevailing Wage. To the extent required by law, Redwood City will comply with the requirements of the California Labor Code including but not limited to hours of labor, nondiscrimination, payroll records, apprentices, workers' compensation and prevailing wages. When prevailing wage rules are applicable, the following provisions apply:

7.1. No less than the general prevailing rate of per diem wages for holidays and overtime work, for each craft, classification or type of worker needed to execute the Services under this Agreement will be paid to all workers, laborers and mechanics employed in the execution of the Services by the Redwood City or any subcontractor doing or contracting to do any part of the Services.

7.2. The appropriate determination of the Director of the California Department of Industrial Relations will be filed with and available for inspection at Menlo Park offices.

7.3. Redwood City will post, at each job site, a copy of the prevailing rate of per diem wages.

7.4. The Redwood City will forfeit fifty dollars (\$50.00) for each calendar day or portion thereof for each worker paid less than the stipulated prevailing rates for any public work done under the Agreement by it or by any subcontractor under Redwood City.

8. Subcontracting. Redwood City will not subcontract any portion of the Services without prior written approval of the City Manager or their designee.

9. Other Contractors. Menlo Park reserves the right to employ other contractors in connection with the Services.

10. Indemnification.

Redwood City shall defend, hold harmless, and indemnify Menlo Park and its officers, employees, agents, and servants from any and all claims, suits, or actions of every name, kind, and description brought by a third party which arise out of the terms and conditions of this Agreement and which result from the acts or omissions of Redwood City or its officers, employees, agents, and servants.

Menlo Park shall defend, save harmless, and indemnify Redwood City and its officers, employees, agents, and servants from any and all claims, suits, or actions of every name, kind, and description brought by a third party which arise out of the terms and conditions of this Agreement and which result from the acts or omissions of Menlo Park or its officers, employees, agents and servants.

The duty of each party to defend, hold harmless, and indemnify the other as set forth herein shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

In the event of concurrent negligence (or intentional/reckless acts) of Redwood City or its officers, employees, agents and servants, on the one hand, and Menlo Park or its officers, employees, agents, and servants, on the other hand, then the liability for any and all claims for injuries or damage to persons and/or property which arise out of terms and conditions of this Agreement shall be apportioned according to the California theory of comparative fault.

11. Insurance. Redwood City is a government entity which is a member of a Bay Cities Joint Power Insurance Authority (BCJPIA) Accordingly, Redwood City will meet the following insurance standards or the substantial equivalent thereof: Redwood City will obtain and maintain for the duration of the Agreement and any and all amendments, insurance against claims for injuries to persons or damage to property which may arise out of or in connection with performance of the Services by Redwood City or Redwood City's agents, representatives, employees or subcontractors. The insurance carrier is required to maintain an A.M. Best rating of not less than "A-:VII".

11.1 Coverages and Limits. Redwood City, at its sole expense, will maintain the types of coverages and minimum limits indicated below, unless otherwise approved by City in writing. These minimum amounts of coverage will not constitute any limitations or cap on Redwood City's indemnification obligations under this Agreement.

11.1.1 Commercial General Liability Insurance. Redwood City will maintain occurrence based coverage with limits not less than \$2,000,000 per occurrence. If the submitted policies contain aggregate limits, such limits will apply separately to the Services, project, or location that is the subject of this Agreement or the aggregate will be twice the required per occurrence limit. The Commercial General Liability insurance policy will be endorsed to name the Menlo Park, its officers, agents, employees and volunteers as additional insureds, and to state that the insurance will be primary and not contribute with any insurance or self-insurance maintained by the Menlo Park.

11.1.2 Business Automobile Liability Insurance. Redwood City will maintain coverage with limits not less than \$1,000,000 per each accident for owned, hired and non-owned automobiles. For on-call services agreements, the Business Automobile Liability insurance policy will be endorsed to name the Menlo Park, its officers, agents, employees and volunteers as additional insureds, and to state that the insurance will be primary and not contribute with any insurance or self-insurance maintained by the Menlo Park.

11.1.3 Workers' Compensation Insurance. Redwood City will maintain coverage as required by the California Labor Code. The Workers' Compensation policy will contain an endorsement stating that the insurer waives any right to subrogation against the Menlo Park, its officers, agents, employees and volunteers.

11.1.4 Employer's Liability Insurance. Redwood City will maintain coverage with limits not less than \$1,000,000 per each accident for bodily injury or disease.

11.2. Notice of Cancellation. This insurance will be in force during the life of the Agreement and any extensions of it and will not be canceled without Redwood City providing thirty (30) days prior written notice to Menlo Park sent pursuant to the Notice provisions of this Agreement.

11.3 Providing Certificates of Insurance and Endorsements. Prior to Menlo Park's execution of this Agreement, Redwood City will provide to Menlo Park certificates of insurance and above-referenced endorsements sufficient to satisfaction of Menlo Park's Risk Manager. In no event will Redwood City commence any work or provide any Services under this Agreement until certificates of insurance and endorsements have been accepted by Menlo Park's Risk Manager. Notwithstanding the above, both Parties will have the right to self-insure against any and all perils and/or liabilities against which it would otherwise be required to insure and will also have the right to effect any such insurance by means of so called "blanket" or "umbrella" policies of insurance.

11.4 Failure to Maintain Coverage. If Redwood City fails to comply with these insurance requirements, then Menlo Park will have the option to declare Redwood City in breach, or may purchase replacement insurance or pay the premiums that are due on existing policies in order to maintain the required coverages. Redwood City is responsible for any payments made by Menlo Park to obtain or maintain insurance and Menlo Park may collect these payments from Redwood City or deduct the amount paid from any sums due Redwood City under this Agreement.

11.5 Submission of Insurance Policies. Menlo Park reserves the right to require, at any time, complete copies of any or all required insurance policies and endorsements.

12. Documents. If applicable, Redwood City shall deliver to Menlo Park, on request of Menlo Park's City Manager, copies of all original papers, documents and any other materials, in electronic or any other form, prepared by Redwood City pursuant to this Agreement.

13. Maintenance of Records. Redwood City will maintain complete and accurate records with respect to costs incurred under this Agreement. All records will be clearly identifiable. Redwood City will allow a representative of Menlo Park during normal business hours to examine, audit, and make transcripts or copies of records and any other documents created pursuant to this Agreement. Redwood City will allow Menlo Park to inspect of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

14. Notices. The name of the persons who are authorized to give written notices or to receive written notice on behalf of Menlo Park and on behalf of Redwood City under this Agreement.

For Menlo Park:  
City of Menlo Park  
Attention: City Manager  
701 Laurel Street  
Menlo Park, CA 94025

For Redwood City:  
City of Redwood City Public Works  
Services  
Attention: Wastewater Superintendent  
1400 Broadway Street  
Redwood City, CA 94063

Except as otherwise stated, all notices provided under this Agreement must be in writing and delivered by regular and certified mail. Each party will notify the other immediately of any changes of address that would require any notice or delivery to be directed to another address.

15. General Compliance with Laws. Redwood City will keep fully informed of federal, state and local laws and ordinances and regulations which in any manner affect those employed by Redwood City, or in any way affect the performance of the Services by Redwood City. Redwood City will at all times observe and comply with these laws,

ordinances, and regulations and will be responsible for the compliance of the Services with all applicable laws, ordinances and regulations.

16. Discrimination and Harassment Prohibited. Redwood City will comply with all applicable local, state and federal laws and regulations prohibiting discrimination and harassment.

17. Termination.

17.1 Either party upon tendering thirty (30) days written notice to the other party may terminate this Agreement.

17.2 If Redwood City materially fails or refuses to perform any of the provisions of this Agreement, and if Redwood City does not cure the default within fifteen (15) days of the Menlo Park providing a written notice specifying the nature of the default, Menlo Park may terminate this Agreement immediately by giving written notice to Redwood City.

17.3 If Menlo Park materially fails or refuses to perform any of the provisions of this Agreement, and if Menlo Park does not cure the default within fifteen (15) days of Redwood City providing a written notice specifying the nature of the default, Redwood City may terminate this Agreement immediately by giving written notice to City.

17.4 Within ten (10) days of termination pursuant to this Section 17 or of the natural expiration of this Agreement, Redwood City will be entitled to payment on a pro rata basis for the services performed as of the date of termination, to the extent they were performed in accordance with this Agreement.

18. Jurisdiction and Venue. Any action at law or in equity brought by either of the Parties for the purpose of enforcing a right or rights provided for by this Agreement will be tried in a court of competent jurisdiction in the County of San Mateo, State of California. The Parties waive all provisions of law providing for a change of venue in these proceedings to any other county.

19. Successors and Assigns. This Agreement will be binding upon the Parties and their respective successors and assigns. Redwood City may not assign this Agreement, nor any part of it, nor any monies due or to become due under it without the prior written consent of Menlo Park, which Menlo Park may not unreasonably withhold.

20. Paragraph Headings. Headings in this Agreement are for convenience only and are not part of any provision in this Agreement. No heading will be construed to change the meaning of any provision.

21. Entire Agreement; Conflicts. This Agreement, together with any other written document referred to or contemplated by it, along with any purchase order or task order

for this Agreement, embodies the entire Agreement and understanding between the parties relating to the subject matter of it. In case of conflict, the terms of the Agreement supersede any purchase order or task order and any other attachment or exhibit.

22. Amendments. This Agreement may only be amended, modified, waived or discharged in a writing signed by both Parties.

23. Authority. The individuals executing this Agreement and the instruments referenced in it on behalf of Redwood City each represent and warrant that they have the legal power, right and actual authority to bind Redwood City to the terms and conditions of this Agreement.

24. Electronic Signatures. If all Parties agree, electronic signatures may be used in place of original signatures on this Agreement. Each Party intends to be bound by the signatures on the electronic document, is aware that the other Parties will rely on the electronic signatures, and hereby waives any defenses to the enforcement of the terms of this Agreement based on the use of an electronic signature. After all Parties agree to the use of electronic signatures, all Parties must sign the document electronically.

*(Signature Page Follows)*



FOR CITY OF REDWOOD CITY:

\_\_\_\_\_  
By: Melissa Stevenson Diaz, City  
Manager

ATTEST:

\_\_\_\_\_  
Pamela Aguilar, City Clerk

\_\_\_\_\_  
Date:

FOR CITY OF MENLO PARK:

\_\_\_\_\_  
By: Justin Murphy, City Manager

ATTEST:

\_\_\_\_\_  
Judi Herren, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Mona E. Ebrahimi, City Attorney

\_\_\_\_\_  
Date:

## EXHIBIT "A"

### SCOPE OF SERVICES AND FEE

Redwood City shall perform removal of debris, trash, vegetation (in-stream and on banks) and roots as part of the annual flood control maintenance of Atherton Channel (Channel) and in accordance with the requirements of the City of Menlo Park's California Department of Fish and Wildlife (CDFW) Streambed Alteration Agreement (SAA) (Exhibit A-1).

The following tasks shall be performed on an annual basis, by October 31 of each year:

- A. Remove and dispose of trash and debris embedded within the Channel using hand tools and a clamshell bucket.
- B. Tree and Vegetation Removal:
  - a. Remove living vegetation in the Channel and on the lower half of the creek banks using hand tools. Trees and other woody vegetation shall only be trimmed, not removed, to the extent necessary to allow a specific level of access and for specific types of equipment (e.g. crane, clamshell bucket) or to restore normal streamflow.
  - b. Remove vegetation and mow levee slopes and top of bank using hand tools.
  - c. Remove trees, shrubs, and emergent wetland plants from the Channel if they are below ordinary high water and are restricting the capacity of the Channel or are causing erosion.
  - d. Prune branches overhanging the Channel and impacting water flows. Branches in the lower third of any woody plant and less than three (3) inches in diameter may be trimmed.
  - e. Trim understory ground cover and vines (e.g., mugwort, blackberry, ferns) only as needed.
  - f. Cut off woody and herbaceous plants, fallen trees or trunks lodged in the bed or bank causing flow restriction at the bed or bank invert with small tools and remove with winch and cable. Root structures shall not be excavated or disturbed. No vegetation shall be removed by excavation or cutting off below the soil.
  - g. No equipment shall be operated within the drip line of trees. Protective fencing shall be placed around the drip lines to prevent compaction of the root zone. No bulldozers, backhoes, or other heavy equipment shall be used to remove trees.
- C. Remove and dispose of invasive, non-native plants using hand tools.
- D. All personnel/work crew shall receive educational training on species that may be present at the site before being allowed to work on site. The training will be conducted by a qualified biological monitor or biologist under contract with Menlo Park.
- E. Place spoils in areas where it could not enter the stream, riparian or wetland areas. To the extent possible, separate vegetation and recyclable materials.
- F. Allow wildlife to leave the project site unharmed if encountered during maintenance activities.
- G. Coordination of Work:

In order to satisfy specific conditions within the SAA, Menlo Park will utilize a biological services firm under separate contract. The general scope of work to be performed by the qualified biologists and biological monitors includes pre-construction bat surveys and reports, construction work area layout, education training, on-site biological construction monitoring and post-construction reporting. Redwood City will need to coordinate their schedule for performing the maintenance cleaning activities with the selected biological services firm to ensure conformance with all requirements in the SAA. This includes

providing adequate notice and coordination to ensure availability of the biological services firm to perform a pre-construction bat survey within 30 days of starting on-site work, to layout the work area, and to perform education training and site monitoring during all on-site maintenance cleaning activities.

**Protection of Channel:**

Pursuant to the SAA, the following measures shall be taken to protect the Channel:

- A. A clamshell bucket and hand tools shall be used to remove vegetation from the Channel.
- B. No equipment shall be placed or operated in the Channel.
- C. Mowing shall only occur on top of bank above ordinary high water level and shall not occur within the Channel or lower bank.
- D. Staging and storage areas for equipment, materials, fuels, lubricants and solvents shall be located away from the wetted areas.
- E. Any equipment or vehicles operated adjacent to the creek areas shall be checked and maintained daily to prevent leaks of materials into the water. Vehicles must be moved 150 feet away from the stream prior to refueling and lubrication.
- F. All workers shall decontaminate waders, boots and other clothing that will come in direct contact with the water to prevent the spread of aquatic diseases. The decontamination of clothing and equipment shall comply with the methods included in the SAA - Avoidance and Minimization Measures Item 2.6 (Exhibit A-1). These methods are summarized below, and one or more of these methods shall be used:
  - a. All equipment shall be dried in an upland location following last aquatic use. The minimum drying time depends on the average daytime temperatures, at least 7 days of drying time for average daytime temperatures more than 80 °F and at least 30 days of drying time for average daytime temperatures less than 80 °F.
  - b. Scalding water wash (at least 140 °F) with varying high and low pressure spray to dislodge pathogens and vegetation.
  - c. Freezing at a temperature less than 32 °F for more than 72 hours.
  - d. Soaking in a hospital-grade disinfectant solution for at least two minutes. Disinfected clothing and equipment shall be thoroughly rinsed in a water bath before entering the stream.

Repeat decontamination is required only if the equipment/clothing is removed from the site, used within a different waterbody, and returned to the project site.

**Site Considerations**

Staging and access for the project will be from the public right-of-way on Marsh Road and Haven Avenue, adjacent to the Channel. No equipment, with the exception of hand tools and clamshell bucket, shall be allowed within the Channel.

Due to site constraints, traffic control will be required. The City of Menlo Park shall provide traffic control devices (e.g. cones, barricades, warning signs, etc.) and other incidentals to control automobile traffic safety around the sites. The City of Menlo Park shall close the sidewalk next to the Channel and re-direct pedestrian traffic while work is in progress. Redwood City shall handle worksite safety and work equipment traffic control if it is required, which shall comply with all City of Menlo Park standards. Construction operations shall be conducted in such a manner to cause as little inconvenience to vehicle and pedestrian traffic as possible.

Redwood City shall follow all City of Menlo Park NPDES requirements and Best Management Practices (e.g. straw or fiber rolls, storm drain filters) to keep miscellaneous litter and trash out of

the Channel and storm drains during work activities. Redwood City shall keep the work area and right-of-way clean of debris from project activities. After removal of spoils, Redwood City shall leave the area in as clean a condition as it was before the work.

Disposal of materials removed from the Channel and banks shall be arranged by the City of Menlo Park.

Redwood City shall provide access to toilet facilities for its workers. There are no public facilities near the work site.

### **Regulatory Provisions**

The City of Menlo Park will provide Redwood City personnel with site-specific trainings necessary to perform work under the SAA. The City of Menlo Park will also arrange for any monitoring services (e.g. biological monitor) as required by the SAA.

### **Equipment**

Redwood City shall provide the necessary equipment (e.g. hand tools and a ten-ton telescopic crane truck with a clamshell bucket) for the project. The City of Menlo Park shall provide five yard dump trucks for vegetation and debris removal from job site. However, in the event of an unforeseen equipment failure such that the annual flood control maintenance cannot be completed prior to October 31 of that year, Redwood City shall notify City of Menlo Park, and at the discretion of the City of Menlo Park, there will be three alternatives to completing the project:

- The City of Menlo Park shall cover the cost of renting replacement equipment for Redwood City's use, or
- The City of Menlo Park shall pay for all services that were provided by Redwood City, and the City of Menlo Park will assume responsibility for completing the remainder of the project through other means, or
- After Redwood City is able to assess the extent of the equipment failure and provide an estimated timeline for repair or replacement, City of Menlo Park shall seek an extension approval from California Department of Fish and Wildlife so that the project can be completed by Redwood City, given this timeline is agreeable with the needs of the City of Menlo Park.

### **Scheduling and Hours**

The City of Menlo Park shall initiate scheduling with Redwood City each year. The City of Menlo Park shall provide Redwood City with as much advance notice as possible to arrange for personnel and equipment.

The period in which to conduct project activities shall follow the timeline specified in the SAA. The allowable working hours will be 9:00 AM to 3:00 PM on weekdays, 6:00 AM to 6:00 PM on weekends, except where otherwise specified by the City of Menlo Park. Project activities shall span between four (4) to six (6) working days each year, depending on site conditions. Working days are anticipated to be between ten (10) and twelve (12) hours in length.

## **2. Payment Terms**

Redwood City shall provide the services outlined herein on an hourly basis not to exceed \$150,000 for the length of the agreement, or an annual amount delineated in the table below. Fees will be billed based on actual hours worked and equipment used per the labor rate schedule and equipment schedule delineated below.

**Labor Rates**

<i>Classification</i>	<i>Hourly Rate</i>
Administrative Oversight	\$204.46
Lead PW Maintenance Worker	\$204.46
Equipment Operator	\$204.46
PW Maintenance Worker	\$204.46

**Equipment Rates**

Redwood City's equipment will be billed according to the Caltrans Equipment Rental Rates and Labor Surcharge fee schedule for the time period in which work activities are performed. Caltrans rental rates are available online at <http://www.dot.ca.gov/hq/construc/equipmnt.html>.

Anticipated equipment include:

- (1) Clamshell bucket
- (1) 10 Ton Telescopic Crane
- (1) Utility Truck
- (4) Hedge/Brush Trimmers

**Maximum Annual Not-to-Exceed Amount**

<i>Fiscal Year</i>	<i>Maximum Annual Not-to-Exceed Amount</i>
2022-2023	\$50,000
2023-2024	\$50,000
2024-2025	\$50,000



California Natural Resources Agency  
DEPARTMENT OF FISH AND WILDLIFE  
Bay Delta Region  
2825 Cordelia Road, Suite 100  
Fairfield, CA 94534  
(707) 428-2002  
[www.wildlife.ca.gov](http://www.wildlife.ca.gov)

GAVIN NEWSOM, Governor  
CHARLTON H. BONHAM, Director



## Exhibit A-1

October 28, 2019

Clarence Li  
City of Menlo Park Public Works Department  
701 Laurel Street  
Menlo Park, CA

Dear Mr. Li,

### **Extension of Lake or Streambed Alteration Agreement, Notification No. 1600-2013-0356-R3, Atherton Channel Flood Control Maintenance**

The California Department of Fish and Wildlife (CDFW) received your request to extend Lake or Streambed Alteration Agreement (Agreement) and extension fee, for the above referenced agreement. CDFW hereby grants your request to extend the Agreement expiration from December 31, 2019 to December 31, 2024. All other conditions in the original Agreement remain in effect.

Copies of the original Agreement and this letter must be readily available at project worksites and must be presented when requested by a CDFW representative or other agency with inspection authority.

If you have any questions regarding this letter, please contact Stephanie Holstege, Environmental Scientist at (707)210-5104, or by email at [stephanie.holstege@wildlife.ca.gov](mailto:stephanie.holstege@wildlife.ca.gov).

Sincerely,

Craig J. Weightman, Environmental Program Manager

ec: MIG, Inc.  
Tay Peterson  
[tpeterson@migcomm.com](mailto:tpeterson@migcomm.com)

Department of Fish and Wildlife  
Lieutenant Ober



1600-2013-0356R3

FOR DEPARTMENT USE ONLY				
Expiration Date	Abolished Project	Approved	Comments	Expires Date
10-10-19	597-	<input checked="" type="checkbox"/> Yes		10-28-19 - 12-31-24
Assigned to: Stephanie Holstege Lt. Ober				

**REQUEST TO EXTEND LAKE OR STREAMBED ALTERATION AGREEMENT**

Complete EACH field, unless otherwise indicated, and submit ALL required enclosures, attachments, and fee to the CDFW regional office that serves the area where the project will occur. Attach additional pages to notification, if necessary.

**1. APPLICANT REQUESTING EXTENSION**

*If the applicant is a business, agency, or utility, please include the name of the applicant's representative, who should be an employee of the applicant.*

Name	Clarence Li, Associate Civil Engineer
Business/Agency	City of Menlo Park Public Works Department
Mailing Address	701 Laurel Street
City, State, Zip	Menlo Park, California, 94025
Phone Number	650-330-6797
Email	

**2. CONTACT PERSON** (Complete only if different from applicant.)

Name	Tay Peterson
Business/Agency	MIG, Inc.
Mailing Address	2635 North 1st Street, Suite 149
City, State, Zip	San Jose, California, 95134
Phone Number	650-400-5767
Email	tpeterson@migcom.com

While an applicant is legally responsible for complying with Fish and Game Code section 1602 et seq., an applicant may designate and authorize an agent (e.g., lawyer, consultant, or other individual) to act as a Designated Representative. The Designated Representative is authorized to sign the notification and any agreement on behalf of the Applicant.

Do you authorize the Contact Person above to represent you as your Authorized Designated Representative?

Yes, I authorize.  No, I do not authorize.

**3. EXTENSION FEE**

Refer to the current fee schedule to determine the appropriate fee.

Extension Fee Included

*Note: CDFW is not required to determine whether an extension is complete or otherwise process the extension until CDFW has received the correct fee.*



**4. PROJECT INFORMATION**

Project Name (as identified in the Final Agreement)	Atherton Channel Flood Control Maintenance
Agreement Number	1600-2013-0356-R3
Original Expiration Date	December 31, 2019
New Expiration Date Requested	December 31, 2024
A. Describe the following: - The work that has been completed; - The work that needs to be completed; and - The amount of time needed to complete the work.	
Please see the attached supplemental page.	
<input checked="" type="checkbox"/> Continued on additional page(s)	
B. Explain the reason(s) for the extension request.	
Please see the attached supplemental page.	
<input checked="" type="checkbox"/> Continued on additional page(s)	

**5. SIGNATURE**

I hereby certify that to the best of my knowledge the information in this extension request ("request") is true and correct and that I am authorized to sign this request as, or on behalf of, the applicant. I understand that if any information in this request is found to be untrue or incorrect, CDFW may suspend processing this request or suspend or revoke any draft or final Lake or Streambed Alteration Agreement issued pursuant to this request. I understand also that if any information in this request is found to be untrue or incorrect, I and/or the applicant may be subject to civil or criminal prosecution.

  
 Signature of Applicant or Applicant's Authorized Representative

9-23-2019  
 Date

  
 Print Name

*Note: If approved, a copy of this form must be available at the work site with the original agreement.*





State of California – The Natural Resources Agency  
DEPARTMENT OF FISH AND WILDLIFE  
Bay Delta Region  
7329 Silverado Trail  
Napa, CA 94558  
(707) 944-5500  
[www.wildlife.ca.gov](http://www.wildlife.ca.gov)

EDMUND G. BROWN JR., Governor  
CHARLTON H. BONHAM, Director



September 24, 2015

Azalea Mitch  
City of Menlo Park, Engineering Division  
701 Laurel Street  
Menlo Park, California 94025

Subject: Final Lake or Streambed Alteration Agreement  
Notification No. 1600-2013-0356-R3  
Atherton Channel Flood Control Maintenance

Dear Ms. Mitch:

Enclosed is the final Streambed Alteration Agreement ("Agreement") for the Atherton Channel Flood Control Maintenance project ("Project"). Before the Department may issue an Agreement, it must comply with the California Environmental Quality Act ("CEQA"). In this case, the Department, acting as a lead agency, determined your project is exempt from CEQA and filed a notice of exemption ("NOE") on September 24, 2015.

Under CEQA, filing a NOE starts a 35-day period within which a party may challenge the filing agency's approval of the project. You may begin your project before the 35-day period expires if you have obtained all necessary local, state, and federal permits or other authorizations. However, if you elect to do so, it will be at your own risk.

If you have any questions regarding this matter, please contact Suzanne DeLeón, Environmental Scientist at (831) 440-9433 or [suzanne.deleon@wildlife.ca.gov](mailto:suzanne.deleon@wildlife.ca.gov).

Sincerely,

Craig J. Weightman  
Environmental Program Manager  
Bay Delta Region

cc: Lieutenant James Ober

*Conserving California's Wildlife Since 1870*

**CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE**  
BAY DELTA REGION  
7329 SILVERADO TRAIL  
NAPA, CALIFORNIA 94558  
(707) 944-5500  
[WWW.WILDLIFE.CA.GOV](http://WWW.WILDLIFE.CA.GOV)



**STREAMBED ALTERATION AGREEMENT**  
NOTIFICATION NO. 1600-2013-0356-R3  
Atherton Creek

CITY OF MENLO PARK  
ATHERTON CHANNEL FLOOD CONTROL MAINTENANCE

This Streambed Alteration Agreement (Agreement) is entered into between the California Department of Fish and Wildlife (CDFW) and the City of Menlo Park (Permittee) as represented by Azalea Mitch.

#### **RECITALS**

WHEREAS, pursuant to Fish and Game Code (FGC) section 1602, Permittee notified CDFW on September 6, 2013 that Permittee intends to complete the project described herein.

WHEREAS, pursuant to FGC section 1603, CDFW has determined that the project could substantially adversely affect existing fish or wildlife resources and has included measures in the Agreement necessary to protect those resources.

WHEREAS, Permittee has reviewed the Agreement and accepts its terms and conditions, including the measures to protect fish and wildlife resources.

NOW THEREFORE, Permittee agrees to complete the project in accordance with the Agreement.

#### **PROJECT LOCATION**

This Agreement authorizes routine maintenance in areas of Atherton Creek that fall under the jurisdiction and responsibility of the Permittee. Atherton Creek is tributary to Bayfront Canal which flows into Flood Slough and ultimately into San Francisco Bay; in Redwood City, State of California.

Project locations include:

Site 1: Atherton Creek between Highway 101 and Haven Avenue; Latitude 37°29'06.83"N, Longitude 122°10'54.50"W; adjacent to Assessor's Parcel Number (APN): 055-231-060 and including APN 055-232-110.

Version 000000

Notification # 800-2013-0355-R3  
Streambed Alteration Agreement  
Page 2 of 23

Site 2. Atherton Creek between Marsh Road and Rollson Road; Latitude 37°28'54.02"N, Longitude 122°11'01.07"W; adjacent to APNs: 055-251-250 and 055-251-350.

**PROJECT DESCRIPTION**

As part of routine maintenance activities, to maintain channel capacity and prevent flooding of adjacent commercial and industrial areas in the vicinity of Atherton Creek, the project includes removal of sediment, in-stream vegetation, vegetation on the bank, and debris and trash within the channel.

Routine maintenance activities authorized under this Agreement are limited to the following:

- *Removal of Sediment in the Stream Channel Bottom and around Bridges, Culverts, Storm Drain Outlets and Water Diversion Inlets* – Utilizing a clamshell bucket for removal of sediment in a concrete-lined portion and an earthen bottom portion of Atherton Creek to maintain channel capacity;
- *Removal of Obstructions around Structures and Facilities* – Utilizing hand tools and a clamshell bucket for removal of trash and debris embedded within the stream channel and utilizing hand tools where clamshell bucket cannot reach;
- *Vegetation Management within the Channel and Lower Stream Bank* - Utilizing hand tools for removal of living vegetation in the channel and on the lower half of the creek banks. Trees and other woody vegetation shall only be trimmed, not removed;
- *Vegetation Management on Upper Half of Bank and Top of Levee* - Utilizing hand tools for removal of vegetation and mowers for mowing levee slopes and top of bank;
- *Removal of Invasive, Non-native Plants* – Removal of invasive, non-native plants utilizing hand tools.

**PROJECT IMPACTS**

Existing fish or wildlife resources the project could substantially adversely affect include: saltmarsh harvest mouse, a species listed as Endangered under both the Endangered Species Act (ESA) and the California Endangered Species Act (CESA) and fully protected under FGC; saltmarsh common yellowthroat, designated as a Species of Special Concern, other migratory, foraging and nesting birds; bats; water quality; and temporary impacts to 950 linear feet of emergent vegetation.

The adverse effects the project could have on the fish or wildlife resources identified

above, without implementation of the Measures to Protect Fish and Wildlife Resources specified below, include: increase in sediment transport; increase in turbidity during project activities; reduction in water quality during project activities; direct take of species during project activities; change in gradient and cross-section of channel and disruption to nesting birds and other wildlife.

## MEASURES TO PROTECT FISH AND WILDLIFE RESOURCES

### 1. Administrative Measures

Permittee shall meet each administrative requirement described below.

- 1.1 Documentation at Project Site. Permittee shall make the Agreement, any extensions and amendments to the Agreement, and all related notification materials and California Environmental Quality Act (CEQA) documents, readily available at the project site at all times and shall be presented to CDFW personnel, or personnel from another state, federal, or local agency upon request.
- 1.2 Providing Agreement to Persons at Project Site. Permittee shall provide copies of the Agreement and any extensions and amendments to the Agreement to all persons who will be working on the project at the project site on behalf of Permittee, including but not limited to contractors, subcontractors, inspectors, and monitors.
- 1.3 Notification of Conflicting Provisions. Permittee shall notify CDFW if Permittee determines or learns that a provision in the Agreement might conflict with a provision imposed on the project by another local, state, or federal agency. In that event, CDFW shall contact Permittee to resolve any conflict.
- 1.4 Project Site Entry. Permittee agrees that CDFW personnel may enter the project sites at any time to inspect routine maintenance activities performed and to verify compliance with this Agreement.
- 1.5 Additional Measures. As a result of any field inspection, CDFW may require that additional measures be applied to specific activities to protect sensitive biological resources. Such measures may be amended into this Agreement with the agreement of both parties, or if an exception to authorized activities is identified, Permittee may be asked to submit separate written notification to CDFW pursuant to Measure 1.7.

- 1.6 Authorized Routine Maintenance Activities. Only those activities specifically described in the Project Description shall be conducted under this Agreement.
- 1.7 Exceptions to Authorized Activities. Permittee shall submit separate written notification (Forms FG 2023 and FG 2024) pursuant to Section 1602 of the FGC, together with the required fee prescribed in the CDFW Streambed Alteration Agreement fee schedule, and otherwise follow the normal notification process prior to the commencement of work activities in all cases where one or more of the following conditions apply:
  - The proposed work does not meet the criteria established for routine maintenance activities in the Project Description of this Agreement;
  - The nature of the proposed work is substantially modified from the work described in the Project Description of this Agreement;
  - CDFW advises Permittee that conditions affecting fish and wildlife resources have substantially changed at a specified work site or that such resources would be adversely affected by the proposed maintenance activity; and/or
  - The proposed work would adversely impact a State of California (State) Species of Special Concern or State or federally listed rare, threatened, endangered or candidate species or its habitat.
- 1.8 Traversing Another Property. To the extent that any provisions of this Agreement provide for activities that require Permittee to traverse another owner's property, such provisions are agreed to with the understanding that Permittee possesses the legal right to so traverse. In the absence of such right, any such provision is void.
- 1.9 Unauthorized Take. This Agreement does not authorize the take, including incidental take, of any State or federally listed threatened or endangered listed species, or of species that are otherwise protected under FGC. Permittee may be required, as prescribed in the California and U.S. Endangered Species Acts, to obtain take coverage for State and federally listed species prior to commencement of the project. Any unauthorized take of listed species may result in prosecution and nullification of this Agreement.

**2. Avoidance and Minimization Measures**

To avoid or minimize adverse impacts to fish and wildlife resources identified above, Permittee shall implement each measure listed below.

- 2.1 Work Location Restriction. At Site 1, to protect saltmarsh harvest mouse and other saltmarsh species, routine maintenance activities shall be limited to Atherton Creek upstream of the bridge at the intersection of 3723 South Haven and Bayfront Expressway.
- 2.2 Seasonal Work Period. To protect fish and wildlife and their habitats, work within the stream and riparian zone shall be limited to April 15 to October 31.
  - 2.2.1 Work Period Modification. If Permittee needs more time to complete project activities, work may be authorized outside of the work period and extended on a day-to-day basis by CDFW representative, Suzanne Deleon, at [suzanne.deleon@wildlife.ca.gov](mailto:suzanne.deleon@wildlife.ca.gov), or if unavailable, through contact with the CDFW Bay Delta Regional Office by mail, phone (707-944-5500) or fax (707-944-5553). Permittee shall submit a written request for a work period variance to CDFW for approval at least five (5) calendar days prior to November 1. The work period variance request shall: 1) describe the extent of work already completed; 2) detail the activities that remain to be completed; 3) detail the time required to complete each of the remaining activities; and 4) provide photographs of both the current work completed and the proposed site for continued work. Work period variances are issued at the discretion of CDFW. CDFW will review the written request to work outside of the established work period and may require additional measures to protect fish and wildlife resources as a condition for granting the variance. Any additional measures shall be made part of this Agreement.
- 2.3 Work Period in Dry Weather Only. Work within the stream and riparian zone shall be restricted to periods of no or low stream flow, low rainfall (less than ¼" per 24 hour period) and dry weather as allowed during the work period specified in Measure 2.1.
- 2.4 Weather Forecasts. Precipitation forecasts and potential increases in stream flow shall be considered when planning construction activities. Permittee shall monitor the 72-hour forecast from the National Weather Service (NWS; <http://www.nws.noaa.gov>). When there is a forecast of more than 40% chance of rain, or at the onset

of unanticipated precipitation, the Permittee shall remove all equipment and shall implement erosion and sediment control measures and all project activities shall cease.

- 2.5 No Equipment in Channel. No equipment shall be operated in a flowing stream at any time except as may be necessary to construct the dewatering system or divert water flow around the work site.
- 2.6 Decontamination of Clothing and Equipment. To prevent the spread of aquatic diseases, such as ranavirus, and invasive aquatic species, such as quagga mussel, Permittee shall decontaminate waders, boots and other clothing that will come in direct contact with the water. Decontamination of clothing and equipment shall be done through one or more of the following methods:
- Drying equipment in an upland location following last aquatic use. If average daytime temperatures exceed 80° F, drying times shall be at least 7 days. If average daytime temperatures are below 80° F, drying times shall be at least 30 days;
  - Scalding water wash (at least 140° F) with varying high and low pressure spray to dislodge pathogens, vegetation, and contaminated sediment;
  - Freezing at a temperature of less than 32° F for more than 72 hours; and/or
  - Soaking in a hospital-grade disinfectant solution for at least two minutes (or longer, based on product directions). To avoid harm to non-target species, disinfected clothing and equipment shall be thoroughly rinsed in a water bath before entering the stream.

Repeat decontamination is required only if the equipment/clothing is removed from the site, used within a different waterbody, and returned to the project site. Decontamination shall take place in an upland location, and any chemicals used during decontamination shall be prevented from entering water bodies or stormwater drains.

- 2.7 CDFW-Approved Qualified Biologist(s) and Biological Monitor(s). Permittee shall submit to CDFW for written approval, the names and resumes of all qualified biologists and biological monitors involved in conducting surveys and/or monitoring work.

A qualified biologist is an individual who shall have a minimum of five years of academic training and professional experience in biological sciences and related resource management activities with a minimum of two years conducting surveys for each species that may be present within the project area.

A biological monitor is an individual who shall have academic and professional experience in biological sciences and related resource management activities as it pertains to this project, experience with construction-level biological monitoring, be able to recognize species that may be present within the project area, and be familiar with the habits and behavior of those species.

- 2.8 **Nesting Bird Survey.** If project activities are scheduled during the nesting season of raptors and migratory birds, a focused survey for active nests of such birds shall be conducted by the CDFW-approved qualified biologist within 15 days prior to the beginning of project-related activities. Surveys shall be conducted in all suitable habitat located at project work sites and in staging and storage areas. The minimum survey radii surrounding the work area shall be the following: i) 250 feet for passerines; ii) 500 feet for other small raptors such as accipiters; iii) 1,000 feet for larger raptors such as buteos. The bird survey methodology and the results of the survey shall be submitted to CDFW prior to commencement of project activities.

Nesting seasons are typically defined as followed: i) March 15 to August 30 for smaller bird species such as passerines; ii) February 15 to September 15 for raptors.

- 2.9 **Active Nests.** If active nests are found, Permittee shall consult with CDFW and the USFWS regarding appropriate action to comply with the Migratory Bird Treaty Act of 1918 and the FGC. If a lapse in project-related work of 15 days or longer occurs, another focused survey shall be conducted before project work is reinitiated. If an active nest is found, Permittee shall consult with CDFW and the USFWS prior to resumption of project activities.

- 2.10 **Active Nest Buffers.** Active nest sites shall be designated as "Ecologically Sensitive Areas" (ESA) and protected (while occupied) during project activities with the establishment of a fence barrier surrounding the nest site. The typical minimum distances of the protective buffers surrounding each identified ESA are the following: i) 1,000 feet for large raptors such as buteos; ii) 500 feet for small raptors such as accipiters; iii) 250 feet for passerines. A biological monitor or qualified biologist shall monitor the behavior of the birds.



(adults and young, when present) at the nest site to ensure that they are not disturbed by project-related activities. Nest monitoring shall continue during project-related construction work until the young have fully fledged, are no longer being fed by the parents and have left the nest site, as determined by a biological monitor.

- 2.11 Nesting Habitat Removal or Modification. No trees, shrubs or wetland habitat shall be disturbed that contain active bird nests until all eggs have hatched, and young have fully fledged (are no longer being fed by the adults, and have completed left the nest site). To avoid potential impact to tree or shrub-nesting birds, any trimming or pruning of trees or shrubs shall be conducted during the time period of September 16 to February 14. No habitat removal or modification shall occur within the ESA fenced nest zone even if the nest continues to be active beyond the typical nesting season for the species (refer to Measure 2.8), until the young have fully fledged and will no longer be adversely affected by the project.
- 2.12 Bat Surveys. The qualified biologist shall survey the bridges for bats within a minimum of 30 days prior to the beginning of Project construction work planned either on or within 50 feet of the Bridge. The biologist shall make an effort to identify the bat species and its use of the bridge (maternity, bachelor, day roosting), but shall avoid disturbing bats during surveys. The pallid bat forms maternity or bachelor colonies from spring (March to May) until October, and although the young are weaned at 6 to 8 weeks of age, they are not self-sufficient until the fall. Bats may hibernate in the same structure as the spring/summer roost or in another nearby location. Permittee or qualified biologist shall notify CDFW within 24 hours if bats are found during surveys. CDFW may submit additional written avoidance, minimization and mitigation measures if bats are found in the project area. Those additional measures shall be considered part of this Agreement.
- 2.13 Bat Protection. Bats shall not be disturbed by any project-related activities without specific notice to and consultation with CDFW. Project activities shall not start under the bridges, or within 50 feet of the bridges, if bats are found nesting/roosting within them. If bats are documented using the bridge or bridges, the qualified biologist shall conduct weekly surveys until the bats have left the area for the fall/winter season.
- 2.14 Stream Diversion. If water is present in the channel during project activities, the water shall be diverted around the work area to isolate it. To isolate the work area, water tight coffer dams shall be constructed upstream and downstream of the work area and water

diverted through a suitably sized pipe, from upstream of the upstream coffer dam and discharged downstream of the downstream coffer dam. Coffers shall be constructed of a non-erodible material which does not contain soil or fine sediment. Coffers and the stream diversion system shall remain in place and functional throughout the construction period. If, the coffer dams or stream diversion fail, they shall be repaired immediately. Normal flow shall be restored to the affected stream immediately upon completion of work at that location.

2.15 Water Surface Elevation. Flows to downstream reaches shall mimic natural flow patterns. Said flows shall be of sufficient quality and quantity and appropriate temperature to support fish and other aquatic life both above and below the diversion structure. During dewatering of the channel, the decrease in water surface elevation (WSE) shall be controlled such that WSE does not change at a rate that increases turbidity to the creek that could be deleterious to aquatic life and the likelihood of stranding aquatic life up- and downstream of the creek.

2.16 Check for Stranded Aquatic Life. The biological monitor shall check daily for stranded aquatic life as the water level in the dewatering area drops. All reasonable efforts shall be made to capture and move all stranded aquatic life observed in the dewatered areas. Capture methods may include fish landing nets, dip nets, buckets and by hand. Captured aquatic life shall be released immediately in the closest body of water adjacent to the work site. This measure does not allow for the take or disturbance of any State or federally listed species.

2.17 Designation of Work Area. Prior to project activities, a biological monitor shall clearly mark/flag or erect temporary construction fencing to designate the work area and to delineate the areas that shall be avoided. The biological monitor shall clearly mark/flag all trees within the designated work area that shall be avoided. Flagging and or temporary construction fencing shall be removed immediately after the completion of construction work.

2.18 Trimming of Vegetation. Trimming is defined herein as the removal of vegetation to the extent necessary to allow a specific level of access and for specific types of equipment (e.g. crane, clambucket) or to restore normal streamflow. There shall be no vegetation removal in excess of what is necessary to allow the level of access needed or to restore normal streamflow. Trees, shrubs and emergent wetland plants may be removed from natural channels if they are below ordinary high water (OHW) and are restricting the

capacity of the stream channel or are causing erosion or flooding. Branches and/or limbs overhanging the channel and impacting water flows shall be properly pruned. Only those branches in the lower third of any woody plant and less than three (3) inches in diameter may be trimmed to accommodate maintenance activities. Understory ground cover and vines, such as mugwort, blackberry, and ferns, may be trimmed only as needed to accommodate maintenance activities. No bulldozers, backhoes, or other heavy equipment shall be used to remove tree branches or trees or remove sediment. No vegetation shall be removed by excavation or cutting off below the soil. All pruned material shall be removed from the area and properly disposed of.

- 2.19 Leave Wildlife Unharmed. If any wildlife is encountered during routine maintenance activities, said wildlife shall be allowed to leave the Project site unharmed.
- 2.20 Existing Access Roads. Access to the project sites shall be via existing roads and access ramps. The crane truck with bucket or any other heavy equipment shall be positioned on the existing paved road located outside the top-of-bank.
- 2.21 Dripline Protection. No equipment shall be operated within the dripline of trees. Protective fencing shall be placed around the driplines of those trees to prevent compaction of the root zone.
- 2.22 Spoils. Spoil shall not be placed where it could enter the stream, riparian or wetland areas. Spoil shall not be placed over riparian or wetland vegetation except as specifically noticed to and accepted by CDFW.
- 2.23 Education Session before Commencement of Work. The biological monitor or qualified biologist shall conduct an education session on species that may be present at the project work site. The training shall consist of basic identification of the species, their basic habits, how they may be encountered in the work area, and procedures to follow when they are encountered. Any personnel joining the work crew later shall receive the same training before beginning work. The penalties for noncompliance of conditions in this Agreement shall be relayed to all project personnel.
- 2.24 Stop Work Authority. The biological monitor or qualified biologist shall have the responsibility and authority of stopping the project if any crews or personnel are not complying with the provisions outlined in this Agreement.

- 2.25 Change of Conditions. If, in the opinion of CDFW, conditions arise, or change, in such a manner as to be considered deleterious to the stream or wildlife, operations shall cease until corrective measures approved by CDFW are taken.
- 2.26 Limitations on Sediment Removal. Annual sediment removal at the two sites shall be the following:
- Site 1. Haven Avenue to Bayshore. In 2015, 2017 and 2019, Permittee shall be authorized to remove up to 600 cubic yards (cy) of sediment as one continuous activity within the 1,000 linear-foot (lf) reach. Removal equipment shall be staged on the existing road located outside top-of-bank.
  - Site 2. Concrete-lined channel between Marsh Road and Rollson Road. In 2015, 2017 and 2019 Permittee shall be authorized to remove 200 cy of sediment as one continuous activity; limited to 750 lf.
- 2.27 Limitations on Sediment Removal around Bridges, Culverts, Storm Drains and Water Diversion Inlets. Annual sediment removal by hand tools around these structures shall not exceed 50 cy per site.
- 2.28 Limitations on Bank Stabilization/Bank Repair. This Agreement does not authorize placement of bank or channel fill, such as imported soils, riprap, etc.
- 2.29 Limitations on Vegetation Removal. The disturbance or removal of vegetation shall not exceed the minimum necessary to prevent potential flooding. Precautions shall be taken to avoid other damage to vegetation by work crew or equipment. Woody and herbaceous plants, fallen trees, or trunks or limbs lodged in the bed or bank causing flow restriction shall be cut off at the bed or bank invert with small tools and removed with winch and cable or other equipment operated from top of bank. Root structures are not to be excavated or disturbed.
- 2.29.1 Mowing. Mowing shall only occur on top of bank above Ordinary High Water and shall not occur within the stream channel or lower bank.
- 2.29.2 Limitation of Vegetation Removal in the Earthen Channel. Hand tools shall be used to weed or trim vegetation to clear the earthen channel.
- 2.29.3 Embedded Objects. Objects embedded/anchored in the

bank, such as tree stumps, shall not be removed during periods of heavy flow if removal would result in release of sediment into the channel. However, protruding objects that could capture additional debris and result in obstruction of the channel (e.g. the branches and trunk of a downed tree) may be trimmed. If an embedded object must be removed to prevent a debris jam, Best Management Practices (BMPs) (See Measure 2.33) shall be used to prevent release of sediment into the channel, and the bank shall be reseeded, re-vegetated, mulched and/or covered with erosion-control fabric following removal.

- 2.29.4 No Tree Removal. No trees over 4 inches diameter at breast height (DBH) shall be removed. Exceptions require the prior written approval of a CDFW representative. Any trees removed shall be replaced according to Measure 2.42 and exposed/ disturbed areas shall be re-vegetated as described in Measure 2.34.
- 2.30 Disposal of Invasive Plant Material. Invasive plant material removed during work activities shall be bagged and appropriately incinerated or disposed of in a landfill or permitted composting facility.
- 2.31 Removal of Native Material. Except as explicitly described in this Agreement, the removal of native soils, rock, gravel, vegetation, and vegetative debris from the stream bed or stream banks is prohibited.
- 2.32 Removal of Trash and Debris. Permittee shall remove all raw construction materials and wastes from work sites following the completion of maintenance activities. Food-contaminated wastes generated during work shall be removed on a daily basis to avoid attracting predators to work sites. All temporary fences, barriers, and/or flagging shall be completely removed from work sites and properly disposed of upon completion of maintenance activities. Permittee or its contractors shall not dump any litter or construction debris within the riparian/stream zone.
- 2.33 Erosion Control Best Management Practices (BMPs). All exposed soils within the work area shall be stabilized immediately following the completion of earthmoving activities to prevent erosion into the stream channel. Erosion control BMPs, such as silt fences, straw hay bales, gravel or rock lined ditches, water check bars, and broadcasted straw shall be used. Erosion control fabrics shall be constructed of biodegradable materials, such as coir or jute, unless otherwise authorized by CDFW. Erosion control BMPs shall be monitored during and after each storm event for effectiveness.

Modifications, repairs and improvements to erosion control BMPs shall be made as needed to protect water quality. At no time shall silt laden runoff be allowed to enter the stream or directed to where it may enter the stream.

- 2.34 Treat exposed areas. All exposed/disturbed areas and access points within the stream zone left barren of vegetation as a result of the project activities shall be restored by seeding with a blend of native erosion control propagules (seeds, cuttings and/or divisions) of locally-collected native plants. Local native grass species include meadow barley (*Hordeum brachyantherum* ssp. *californicum*), blue wildrye (*Elymus glaucus*), California brome (*Bromus carinatus*), creeping wildrye (*Elymus triticoides*), California oatgrass (*Danthonia californica*) and California melic (*Melica californica*). Locally native wildflower and/or shrub seeds may also be included in the seed mix. Re-vegetation shall be completed as soon as possible after construction activities in those areas cease. Seeding placed after October 15 must be covered with broadcast straw, jute netting, or similar erosion control blanket.
- 2.35 Erosion Control Methods. Other disturbed areas around the creek shall be revegetated with propagules (seeds, cuttings, divisions) of locally-collected native plants. If locally collected native plants are not available, sterile or short-lived revegetation plants shall be used (e.g. cereal barley, Regreen). Disturbed areas shall be protected with correctly installed erosion control measures (e.g. jute, certified weed free straw, coconut fiber, or coir logs). Materials containing monofilament or plastic or similar material containing netting shall not be used within the project area due to documented evidence of amphibians and reptiles becoming entangled or trapped in such material.
- 2.36 Prohibited Plant Species. Permittee shall not plant, seed, or otherwise introduce invasive plant species. Prohibited exotic plant species include those categorized as "High" and "Moderate" in the California Invasive Plant Council's Inventory Database, which is accessible at: <http://www.cal-ipc.org/pafl/>.
- 2.37 Staging and Storage Areas. Building materials and/or construction equipment shall not be stockpiled or stored where they could be washed into the water or where they will cover aquatic or riparian vegetation.
- 2.38 Equipment over Drip-pans. Staging and storage areas for equipment, materials, fuels, lubricants and solvents shall be located away from the wetted areas. Stationary equipment such as motors,

pumps, generators, compressors and welders, located within or adjacent to the creek shall be positioned over drip-pans.

- 2.39 Maintenance of Vehicles. Any equipment or vehicles driven and/or operated adjacent to the creek areas shall be checked and maintained daily to prevent leaks of materials that if introduced to water could be deleterious to aquatic life, wildlife or riparian habitat. Vehicles must be moved away 150 feet from the stream prior to refueling and lubrication.
- 2.40 Hazardous Materials. Any hazardous or toxic materials that could be deleterious to aquatic life that could be washed into state waters or its tributaries shall be contained in water tight containers or removed from the project site.
- 2.41 Debris and Waste Disposal. Permittee/ contractor shall not dump any litter or construction debris within the project area. All such debris and waste shall be picked up daily and properly disposed of at an appropriate site.
- 2.42 Tree Replacement. If trees need to be removed for routine maintenance activities and removal is approved by CDFW, trees shall be replaced at the following ratios (replacement trees to removed trees):
- Oaks – 6:1 ratio
  - For native trees other than oaks - 3:1 ratio
  - Non-native trees – 2:1 ratio.

Replacement trees shall consist of 5-gallon saplings, stakes, or other suitable nursery stock and shall be native species adapted to the lighting, soil and hydrological conditions at the replanting site. If replanting within the work area is infeasible due to slope steepness or other physical constraints, replacement trees may be planted at an alternate location along the stream corridor. Trees shall be replaced by December 31 of the year impacts occur in a location that is not subject to future maintenance or construction work. Permittee shall contact CDFW a minimum of 30 days prior to replanting work for review and written approval of the replanting site.

- 2.43 Re-vegetation Survivorship and Monitoring. To ensure a successful re-vegetation effort, all plants shall be monitored and maintained as necessary for eight (8) years. The following success criteria shall apply:

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- All plantings shall have a minimum of 80% survival at the end of 8 years.
- Vegetation cover shall consist of no more than 10% non-native species.
- If the survival and/or cover requirements are not meeting these goals, Permittee is responsible for replacement planting, additional watering, weeding, invasive exotic eradication, or any other practice, to achieve these requirements. Replacement plants shall be monitored with the same survival and growth requirements for five years after planting.

Re-vegetation monitoring shall be conducted annually for a period of eight (8) years to determine whether these goals have been met. If the survival and/or cover requirements are not projected to meet these goals, based on annual monitoring, Permittee is responsible for replacement planting, additional watering, weeding, invasive exotic eradication, or any other practice(s) that would to achieve these requirements.

### 3. Reporting Measures

Permittee shall meet each reporting requirement described below.

- 3.1 **Notification of Proposed Activities.** Permittee shall provide CDFW written notification of proposed routine maintenance activities to be performed in the upcoming year by March 15 each year. Notification reports shall describe the project location, general topography, hydrological features, vegetative cover within 50 feet of the work area, length and width of impact area, cubic yards of sediment to be removed and a detailed description of proposed modifications to the banks and/or channel. Reports shall be submitted to CDFW regardless of whether work is proposed.

CDFW shall append annual notification reports of proposed maintenance activities to this Agreement. For streamlined tracking, Permittee shall label annual notification reports according to the following convention: Exhibit C-[year] (e.g. Exhibit C-2015, Exhibit C-2016).

- 3.2 **Annual Reports for Completed Projects.** On an annual basis, Permittee shall provide CDFW written notification of maintenance projects completed. Annual reports shall include the project identification (site name and location), a brief project description, and the appropriate fee from the current CDFW Streambed Alteration



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Agreement Fee Schedule for work completed under this Agreement based upon the number of projects completed in the reporting period. The annual report is due on December 15 of each year. A report shall be submitted to CDFW regardless of whether work was completed. CDFW may terminate this Agreement if reports and fees are not submitted by this deadline.

- 3.3 Bird and Bat Survey Methods and Results. Permittee shall submit the bird and bat survey methodology and results to CDFW prior to commencement of project activities. Refer to Notification Number 1600-2013-0356-R3 when submitting the report to CDFW.
- 3.4 List of Nonnative Species. Permittee shall submit to CDFW within two weeks of project completion, a list of location and species of any non-native invasive species found in the project area.
- 3.5 Notification to the California Natural Diversity Database (CNDDDB). If any listed, rare, or special status species are detected during project surveys or on or around the project site during project activities, the Permittee shall submit CNDDDB Field Survey Forms to CDFW in the manner described at the CNDDDB website ([http://www.CDFW.ca.gov/biogeodata/cnddb/submitting\\_data\\_to\\_cnddb.asp](http://www.CDFW.ca.gov/biogeodata/cnddb/submitting_data_to_cnddb.asp)) within 14 working days of the sightings. Copies of such submittals shall also be submitted to the CDFW regional office as specified below.

**CONTACT INFORMATION**

Any communication that Permittee or CDFW submits to the other shall be in writing and any communication or documentation shall be delivered to the address below by U.S. mail, fax, or email, or to such other address as Permittee or CDFW specifies by written notice to the other.

To Permittee:

Azalea Mitch  
City of Menlo Park, Engineering Division  
701 Laurel Street  
Menlo Park, California 94025  
Phone (650) 330-6742  
Fax (650) 327-5497  
[aamitch@menlopark.org](mailto:aamitch@menlopark.org)

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To CDFW:

California Department of Fish and Wildlife  
Bay Delta Region  
7329 Silverado Trail  
Napa, California 94558  
Attn: Lake and Streambed Alteration Program – Suzanne DeLeón  
Notification #1600-2013-0356-R3  
Fax (707) 944-5553  
[Suzanne.DeLeon@wildlife.ca.gov](mailto:Suzanne.DeLeon@wildlife.ca.gov)

**LIABILITY**

Permittee shall be solely liable for any violations of the Agreement, whether committed by Permittee or any person acting on behalf of Permittee, including its officers, employees, representatives, agents or contractors and subcontractors, to complete the project or any activity related to it that the Agreement authorizes.

This Agreement does not constitute CDFW's endorsement of, or require Permittee to proceed with the project. The decision to proceed with the project is Permittee's alone.

**SUSPENSION AND REVOCATION**

CDFW may suspend or revoke in its entirety the Agreement if it determines that Permittee or any person acting on behalf of Permittee, including its officers, employees, representatives, agents, or contractors and subcontractors, is not in compliance with the Agreement.

Before CDFW suspends or revokes the Agreement, it shall provide Permittee written notice by certified or registered mail that it intends to suspend or revoke. The notice shall state the reason(s) for the proposed suspension or revocation, provide Permittee an opportunity to correct any deficiency before CDFW suspends or revokes the Agreement, and include instructions to Permittee, if necessary, including but not limited to a directive to immediately cease the specific activity or activities that caused CDFW to issue the notice.

**ENFORCEMENT**

Nothing in the Agreement precludes CDFW from pursuing an enforcement action against Permittee instead of, or in addition to, suspending or revoking the Agreement.

Nothing in the Agreement limits or otherwise affects CDFW's enforcement authority or that of its enforcement personnel.

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**OTHER LEGAL OBLIGATIONS**

This Agreement does not relieve Permittee or any person acting on behalf of Permittee, including its officers, employees, representatives, agents, or contractors and subcontractors, from obtaining any other permits or authorizations that might be required under other federal, state, or local laws or regulations before beginning the project or an activity related to it.

This Agreement does not relieve Permittee or any person acting on behalf of Permittee, including its officers, employees, representatives, agents, or contractors and subcontractors, from complying with other applicable statutes in the FGC including, but not limited to, FGC sections 2050 et seq. (threatened and endangered species), 3503 (bird nests and eggs), 3503.5 (birds of prey), 5650 (water pollution), 5652 (refuse disposal into water), 5901 (fish passage), 5937 (sufficient water for fish), and 5948 (obstruction of stream).

Nothing in the Agreement authorizes Permittee or any person acting on behalf of Permittee, including its officers, employees, representatives, agents, or contractors and subcontractors, to trespass.

**AMENDMENT**

CDFW may amend the Agreement at any time during its term if CDFW determines the amendment is necessary to protect an existing fish or wildlife resource.

Permittee may amend the Agreement at any time during its term, provided the amendment is mutually agreed to in writing by CDFW and Permittee. To request an amendment, Permittee shall submit to CDFW a completed CDFW "Request to Amend Lake or Streambed Alteration" form and include with the completed form payment of the corresponding amendment fee identified in CDFW's current fee schedule (see Cal. Code Regs., tit. 14, § 699.5).

**TRANSFER AND ASSIGNMENT**

This Agreement may not be transferred or assigned to another entity, and any purported transfer or assignment of the Agreement to another entity shall not be valid or effective, unless the transfer or assignment is requested by Permittee in writing, as specified below, and thereafter CDFW approves the transfer or assignment in writing.

The transfer or assignment of the Agreement to another entity shall constitute a minor amendment, and therefore to request a transfer or assignment, Permittee shall submit to CDFW a completed CDFW "Request to Amend Lake or Streambed Alteration" form and include with the completed form payment of the minor amendment fee identified in CDFW's current fee schedule (see Cal. Code Regs., tit. 14, § 699.5).

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#### EXTENSIONS

In accordance with FGC section 1605(b), Permittee may request one extension of the Agreement, provided the request is made prior to the expiration of the Agreement's term. To request an extension, Permittee shall submit to CDFW a completed CDFW "Request to Extend Lake or Streambed Alteration" form and include with the completed form payment of the extension fee identified in CDFW's current fee schedule (see Cal. Code Regs., tit. 14, § 699.5). CDFW shall process the extension request in accordance with FGC 1605(b) through (e).

If Permittee fails to submit a request to extend the Agreement prior to its expiration, Permittee must submit a new notification and notification fee before beginning or continuing the project the Agreement covers (Fish & G. Code, § 1605, subd. (f)).

#### EFFECTIVE DATE

The Agreement becomes effective after January 1, 2014 and CDFW's signature, which shall be: 1) after Permittee's signature; 2) after CDFW complies with all applicable requirements under the California Environmental Quality Act (CEQA); and 3) after payment of the applicable FGC section 711.4 filing fee listed at [http://www.wildlife.ca.gov/habcon/ceqa/ceqa\\_changes.html](http://www.wildlife.ca.gov/habcon/ceqa/ceqa_changes.html).

#### TERM

This Agreement shall expire on **December 31, 2019** unless it is terminated or extended before then. All provisions in the Agreement shall remain in force throughout its term. Permittee shall remain responsible for implementing any provisions specified herein to protect fish and wildlife resources after the Agreement expires or is terminated, as FGC section 1605(a) (2) requires.

#### AUTHORITY

If the person signing the Agreement (signatory) is doing so as a representative of Permittee, the signatory hereby acknowledges that he or she is doing so on Permittee's behalf and represents and warrants that he or she has the authority to legally bind Permittee to the provisions herein.

#### AUTHORIZATION

This Agreement authorizes only the project described herein. If Permittee begins or completes a project different from the project the Agreement authorizes, Permittee may be subject to civil or criminal prosecution for failing to notify CDFW in accordance with FGC section 1602.

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**CONCURRENCE**

The undersigned accepts and agrees to comply with all provisions contained herein.

**FOR CITY OF MENLO PARK**

Azalea Mitch  
Azalea Mitch  
Permittee

9/14/15  
Date

**FOR DEPARTMENT OF FISH AND WILDLIFE**

Craig J. Weightman  
Craig J. Weightman  
Environmental Program Manager

9/24/15  
Date

Prepared by: Suzanne DeLeón  
Environmental Scientist

Date Sent: December 13, 2013; September 11, 2015

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**EXHIBIT A**  
**DEFINITION OF TERMS**  
As used herein and for purposes of the Agreement

**Debris:** non-living vegetative or woody matter, trash, concrete rubble, etc. This definition does not include living vegetation.

**Emergency project:** is defined in the State Fish and Game Code, section 1600.

**Heavy equipment:** any equipment used that is larger than a pick-up truck.

**Natural channel:** a stream or watercourse that has not been modified by human acts such as lining the channel with cement, or creating an artificial channel for drainage or flood control. A natural channel may have in it erosion control structures, culverts or other minor modifications.

**Project:** a routine maintenance activity performed by Permittee during a given year. Each annual activity at one location shall be construed as one project for fee purposes. A project does not include minor debris removal by hand such as a shopping cart or a bag of garbage.

**Special-status species:** any species identified as a candidate or sensitive species in local or regional plans, policies or regulations, or listed by CDFW or the U.S. Fish and Wildlife Service. Plants on Lists 1A, 1B, or 2, published by the California Native Plant Society, are also considered special-status species for the purposes of this Agreement.

**Authorized Activities:**

**A. Vegetation Management:**

- A.1. **Woody and Herbaceous Vegetation.** Parts of woody and herbaceous plants, fallen trees, or trunks and limbs lodged in the bed or bank of the creek may be removed if such vegetation is causing streamflow restriction. Woody vegetation may be removed with a winch and cable. The main body of any heavy equipment used shall be operated from the top of bank. Root structures shall not be disturbed and the debris shall be disposed of at a location where it cannot re-enter State waters.
- A.2. **Removal of Native Trees and Shrubs.** Trees and shrubs (dead, dying or live) that are less than four (4) inches diameter at breast height (dbh) may be removed if these trees are located below the Ordinary High Water Mark of the Channel, and are restricting flow capacity and causing erosion or flooding.
- A.3. **Removal of Non-native Trees and Shrubs.** Non-native shrubs such as giant reed (*Arundo donax*), Scotch broom (*Genista monspessulana*), French broom (*Cytisus scoparius*) and pampas grass (*Cortaderia selloana*) may be removed in order to maintain channel capacity and improve native riparian habitat. Non-native trees such as *Eucalyptus* spp. and tree-of-heaven (*Ailanthus altissima*) that are less than four (4) inches dbh may also be removed. The root mass of any tree or shrub removed shall be left in place to maintain bank stability.
- A.4. **Habitat Enhancement.** Channel habitat may be enhanced with activities such as planting of native trees and shrubs that are appropriate to the local area and maintenance of the enhancement plantings.

**B. Debris and Sediment Removal**

- B.1. **Removal Quantities.** A one-time removal of a large quantity of sediment and debris, as stated below, at each site in the channel and around the bridges and culverts. After this one time removal, annual removal of small amounts of debris and sediment from within the channel and around bridges and culverts according to the following limits:
  - B.1.1. **Site 1, Haven Avenue to Bayshore.** Permittee shall be authorized to remove up to 600 cubic yards (cy) of sediment as one continuous activity within the 1000 linear-foot (lf) reach in years 2015, 2017 and 2019.
  - B.1.2. **Site 2, Concrete-lined channel between Marsh Road and Rollson Road.** Permittee shall be authorized to remove up to 200 cy of sediment as one continuous activity; limited to 750 lf of the creek channel.

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B.2. Sensitive Fisheries. Notwithstanding the foregoing, no routine maintenance shall be conducted in watercourses having sensitive fisheries without prior consultation with CDFW, at which time CDFW shall evaluate the project and add any additional conditions that it might see fit for the preservation of the resource.

This RMA shall be amended as a list of sensitive areas is developed.

C. Temporary Water Diversions

C.1. Temporary water diversions associated with other related maintenance activities using structures such as cofferdams not exceeding 3 feet in height or sumps, with or without pumps, provided that all water is discharged into a silt control structure before release and provided that the channel is restored to its original configuration after work is completed.

D. Exempt Activities

The following routine maintenance activities are not subject to the provisions of the RMA and are not subject to the provisions of Section 1600 of the FGC if performed within the parameters stated below.

a. Trash and debris removal by hand, not including silt removal (baby diapers, shopping carts, car bodies, metal, wood, plastic, etc).

b. Removal of fallen trees from the flow line of the channel that would cause flooding or serious erosion of the banks.

Note: Materials embedded in the bottom of the channel are subject to the provisions of Section 1600.



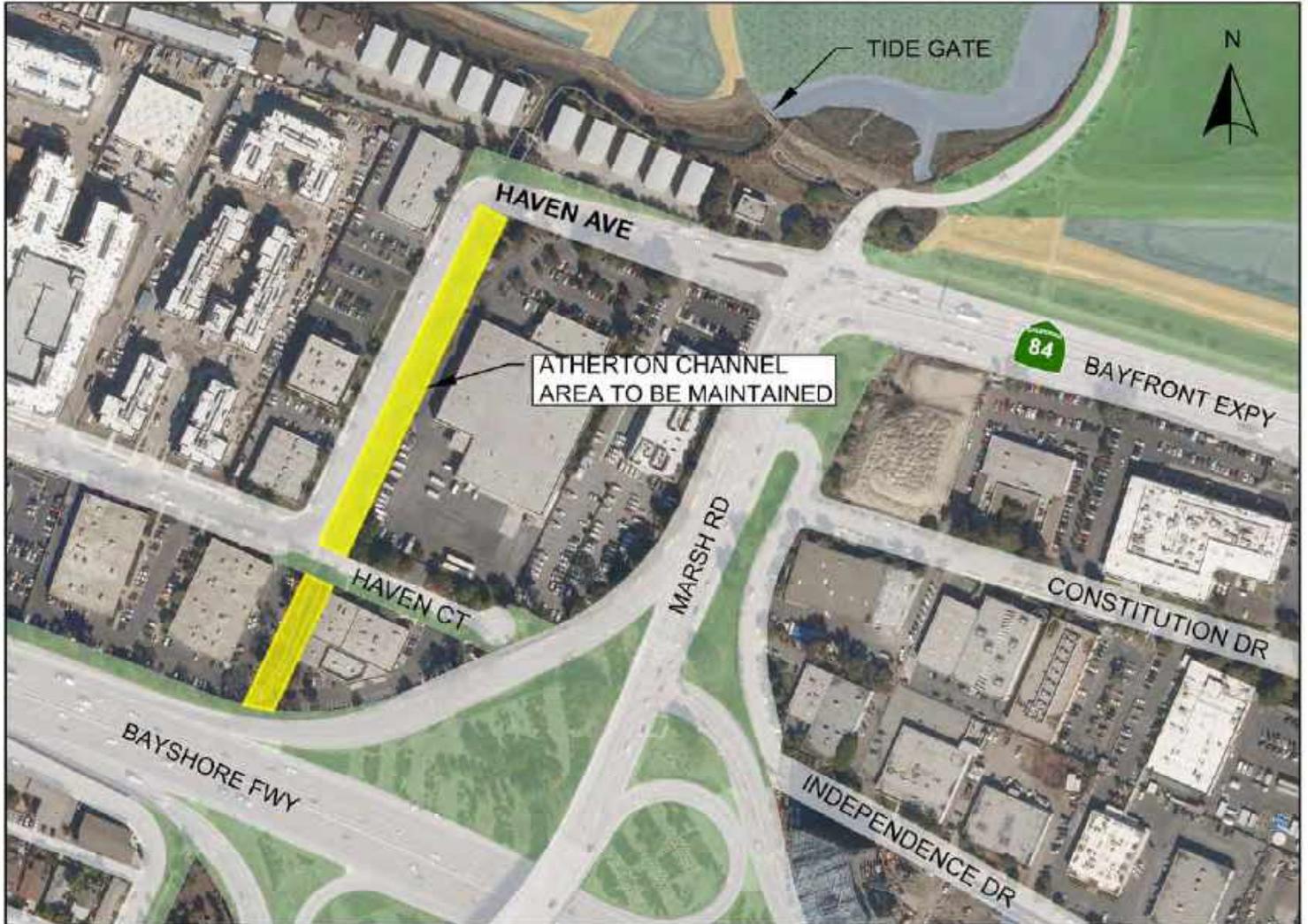
# City of Menlo Park: Atherton Channel

Exhibit A-2



Attachment D II, B, and C

# Site Plan: Atherton Channel Maintenance





## STAFF REPORT

**City Council Meeting Date:** 9/20/2022  
**Staff Report Number:** 22-179-CC

**Consent Calendar:** Award a construction contract to Blue Flame Crew West, LLC for the Bedwell Bayfront Park landfill leachate and gas collection systems improvement project

### Recommendation

Staff recommends that the City Council award a \$1,882,900 construction contract to Blue Flame Crew West, LLC (Attachment A) and approve contingency in the amount of \$380,000 (held by the City) for the construction of the Bedwell Bayfront Park Landfill leachate and gas collection system improvements (Project.)

### Policy Issues

The agreement is consistent with Goal LU-7 (land use) of the general plan land use element which is intended to “promote the implementation and maintenance of sustainable development, facilities and services to meet the needs of Menlo Park's residents, businesses, workers and visitors.”

### Background

#### Landfill history

The Bedwell Bayfront Park Landfill is a Class III non-hazardous solid waste management facility located at the north end of the City on San Francisco Bay at Bayfront Expressway and Marsh Road. The site is surrounded on three sides by the Don Edwards San Francisco Bay National Wildlife Refuge. Originally referred to as the Marsh Road Landfill, San Mateo County first established solid waste operations at the site in 1957. In 1968, the City of Menlo Park took over the responsibility of the landfill until its closure in 1984. In 1982, the City began the development of Bedwell Bayfront Park on the 160-acre site, of which the landfill covers 155 acres.

The critical aspect of maintaining the closed landfill includes managing the gases that are produced as the waste decomposes (primarily methane) and the water that infiltrates the refuse (known as leachate.) The landfill typically generates about 127 million standard cubic feet of landfill gas a year. About 3.5 million gallons of leachate are extracted from the landfill and discharged to the sanitary sewer annually through systems and regulatory permitting.

The gas collection and control system was installed in two phases, in 1984 and 1987. Since its construction, the City has performed periodic maintenance on it.

#### Design of landfill improvements

On August 14, 2019, the city manager entered into a professional services agreement with Golder Associates, Inc. (Golder) to conduct the evaluation phase of the project for a cost not to exceed \$56,300.

Golder submitted their phase one evaluation report July 13, 2020. It concluded that the existing leachate collection and gas collection and control systems do not require major replacement or expansion of extraction capacity to meet current regulatory requirements since they have continued to comply with the current Water Board and Air District permits. However, both systems are in need of maintenance repairs and upgrades to improve long-term operability and to make park use safe, particularly on the public access trail system. On December 21, 2020 the Air District issued a Notice of Violation citing two gas collection and control system wells that had leaks exceeding allowable methane gas limits at a November 12, 2020 site inspection. Both wells were repaired within the five-day Air District requirement and were found to be in compliance on the follow-up December 21, 2020 site inspection. These well leaks verify the need to perform the system improvements recommended in the Golder report.

On January 12, 2021, the City Council approved an amendment of the agreement with Golder to proceed with the design of the BBP landfill leachate and gas collection systems improvements. Design work was completed in July 2022 and the project plans and specifications were advertised for bidding July 28, 2022. Golder’s engineer’s estimate of the cost of construction of the proposed improvements was \$1,227,000.

**Analysis**

Project bids were opened August 24, 2022. The bid results are shown in Table 1 below:

Table 1: Bid results	
Bidder	Construction estimate
Engineer’s estimate	\$1,227,000
Blue Flame Crew West, LLC	\$1,882,900
Innovative Construction Solutions	\$2,022,923
SCS Engineers	\$2,254,043

The low bid of \$1,882,900 submitted by Blue Flame Crew West, LLC is about 53 percent higher than Golder’s engineer’s estimate of \$1,227,000. This difference is likely due Golder’s estimate being prepared in April 2022 and since that time material costs for the thermoplastic piping, landfill gas well heads, and precast concrete structures that will be needed for the project have more than doubled in price due to supply chain limitations and fuel costs. These underlying cost increases have also impacted other overall construction costs included in the bid including mobilization, surveying, traffic control and waste management. The Blue Flame Crew low bid and the second low bid submitted by Innovative Construction Solutions are within 7 percent of each other, which indicates that the low bid is currently competitive for the current San Francisco Bay Area construction contracting market conditions.

Blue Fame Crew is currently a sub-contractor to the landfill’s maintenance contractor APTIM and as such are very familiar with the landfill leachate and gas systems operations. They also have extensive experience in constructing similar improvements to other landfill leachate and gas system infrastructure including the Clover Flat Landfill in Calistoga, CA. Golder has worked with Blue Flame Crew on other projects and have stated that their project performance and completion have been consistently satisfactory. Staff determined the low bidder Blue Flame Crew to be both responsive and responsible per the project contract and public contracting code. Staff recommends that the City Council award a \$1,882,900 construction contract to Blue Flame Crew West, LLC and approve contingency in the amount of \$380,000 (held by the City.)

### Next steps

Subject to the City Council's award of contract, the project is tentatively scheduled for construction from November 2022 to May 2023. The contract has 100 working days. Before the start of work, Blue Flame Crew will coordinate with the Air District and Water Board to complete their respective permit applications for the work.

### **Impact on City Resources**

The capital improvement program budget includes the project to repair and upgrade both the gas collection and control and leachate collection systems at the landfill. The project currently has an available fund balance of \$4,017,997 from the landfill fund. The recommended contract award of \$1,882,900 to Blue Flame Crew plus contingency of \$380,000 results in a total construction cost of \$2,262,900. No additional appropriations are anticipated to complete this construction work at this time.

### **Environmental Review**

This project is categorically exempt under Section 15301 – Existing Facilities of the current California Environmental Quality Act (CEQA) Guidelines. This section allows for minor alterations of existing facilities as long as there is negligible or no expansion of use.

### **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### **Attachments**

A. Construction contract

Report prepared by:

Tanisha Werner, Assistant Public Works Director – Engineering

Reviewed by:

Nikki Nagaya, Public Works Director

**CONSTRUCTION AGREEMENT**

City Manager's Office  
701 Laurel St., Menlo Park, CA 94025  
tel 650-330-6620



Agreement #:

**AGREEMENT FOR SERVICES BETWEEN  
THE CITY OF MENLO PARK AND BLUE FLAME CREW WEST, LLC**

THIS CONSTRUCTION CONTRACT ("Contract") is made and entered into this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ ("Execution Date") by and between the CITY OF MENLO PARK, a California municipal corporation, ("City") and BLUE FLAME CREW WEST, LLC ("Contractor").

**RECITALS**

- A. Contractor is a California Corporation duly organized and in good standing in the State of California, License Number 993502. Contractor represents and warrants that it has the background and experience set forth in the Contractor's responses to the notice inviting bids.
- B. Contractor represents that it is duly licensed by the State of California and has the background, knowledge, experience and expertise to perform the obligations set forth in this Contract.
- C. On July 28, 2022 the City issued a Notice to Contractors inviting bids for the Project. A copy of the Contractor's Bid proposal and List of Subcontractors is attached herein and incorporated by this reference.
- D. The City desires to retain Contractor as an independent contractor to provide the construction and other services identified in this Contract for the Project upon the terms and conditions contained herein.

**AGREEMENT**

NOW, THEREFORE, in consideration of performance by the parties of the promises, covenants and conditions contained herein, the parties hereby agree as follows:

1. DEFINITIONS. Capitalized terms used throughout the Contract Documents shall have the meanings set forth in this Contract and/or the Special Provisions. If there is a conflict between the definitions in this Contract and the Special Provisions, the definitions in this Contract shall prevail.
2. PROJECT. The project is the construction of Bedwell Bayfront Park Landfill Leachate and Gas Collection Systems Improvement project ("Project"). The work includes all labor, materials, equipment, services, permits, licenses and taxes, and all other things necessary for Contractor to perform its obligations and complete the Project, including, without limitation, any Change Orders executed by City and Contractor in accordance with the requirements of the Contract Documents ("Work").

Contractor shall permit City (or its designees) access to the work area, Contractor's shop, or any other facility, to permit inspection of the Work at all times during construction and/or manufacture and fabrication. The granting of any progress payment, and any inspections, reviews, approvals or oral statements by any City representative, or certification by any governmental entity, shall in no way limit

Contractor's obligations under the Contract Documents.

### 3. CONTRACT DOCUMENTS.

3.1 List of Documents. The Contract Documents (sometimes collectively referred to as "Agreement" or "Bid Documents") consist of the following documents which are on file with the Public Works Department and are hereby incorporated by reference.

- 1) Subcontractors List
- 2) Change Orders
- 3) Field Orders
- 4) Construction Agreement
- 4) Bidding Addenda
- 5) Special Provisions
- 6) Project Plans and Drawings
- 7) Technical Specifications
- 8) City Standard Details
- 9) State of California Department of Transportation Specifications, 2006 Edition (Cal Trans specifications)
- 10) Bidder Certifications, Questionnaire and Statements
- 11) Reports listed in the Contract Documents
- 12) City of Menlo Park Waste Management Form, Waste Management Daily Transport Report
- 13) City of Menlo Park Truck Route Map and Regulations
- 14) Performance, Payment and Maintenance Bonds

3.2 Order of Precedence. For the purposes of construing, interpreting and resolving inconsistencies between and among the provisions of this Contract, the Contract Documents shall have the order of precedence as set forth in the preceding section. If a claimed inconsistency cannot be resolved through the order of precedence, the City shall have the sole power to decide which document or provision shall govern as may be in the best interests of the City.

4. PERMITS. Contractor, at its sole expense, shall obtain and maintain during the term of this Contract, all appropriate permits, licenses and certificates that may be required in connection with the performance of the Work, including, but not limited to, a City business license.

5. DEPARTMENT OF INDUSTRIAL RELATIONS. Pursuant to Labor Code Section 1771(a), Contractor represents that it and all of its Subcontractors are currently registered and qualified to perform public work pursuant to Labor Code Section 1725.5. Contractor covenants that any additional or substitute Subcontractors will be similarly registered and qualified. This Project is subject to compliance monitoring and enforcement by the DIR. It is the responsibility of the Contractor to ensure all DIR requirements and regulations are met and stay current. For more information, see <http://dir.ca.gov/Public-Works/SB854.html>.

6. TERM. This Contract is effective on the Execution Date set forth in the initial paragraph of this Contract and shall remain in effect until the Project has been satisfactorily completed by Contractor, unless earlier terminated pursuant to the terms of this Contract.

7. TIME OF COMPLETION. Time is of the essence with respect to all time limits set forth in the Contract Documents. Contractor shall commence the Work on the date specified in the City's Notice to Proceed. Contractor shall diligently prosecute the Work to Substantial Completion within 100 (one-hundred) working days after the date specified in the City's Notice to Proceed ("Contract Time"). The Contract Time may only be adjusted for extensions of time approved by the City and agreed to by

Change Order executed by City and Contractor in accordance with the requirements of the Contract Documents.

8. COMPENSATION. The City agrees to compensate Contractor for its satisfactory completion of the Work in compliance with the Contract Documents for the not to exceed amount of One-million eight-hundred eighty-two thousand and Nine hundred (\$1,882,900) ("Contract Sum"). Payment shall be as set forth in the Plans, Special Provisions and/or Technical Specifications. The Contract Sum may only be adjusted by Change Orders issued, executed and satisfactorily performed by Contractor in accordance with the requirements of the Contract Documents. The Contract Sum shall be adjusted (upward or downward) only to account for Change Orders. The Contract Sum is and shall be full compensation for all Work performed by Contractor. The Contract Sum shall cover all losses arising out of the nature of the Work or from the elements or any unforeseen difficulties or obstructions which may arise or be encountered in performance of the Work until its Acceptance by the City, all risks connected with the Work and any and all expenses incurred due to the suspension or discontinuance of the Work.

Should the City withhold retention in connection with the Work, Contractor may elect to substitute securities or direct payment to an escrow account, pursuant to Public Contract Code Section 22300 (incorporated herein by this reference).

Contractor shall submit all billings with all necessary invoices or other appropriate evidence of proper performance, after which City shall make payment within thirty (30) days. Upon City's written request, Contractor shall make available to City, its authorized agents, officers, or employees, any and all ledgers, books of accounts, invoices, vouchers, cancelled checks, and other records or documents evidencing or relating to the Work or the expenditures and disbursement charged to City, and all correspondence, internal memoranda, calculations, books and accounts, records documenting its Work under the Agreement, and invoices, payrolls, timecards, records and all other data related to matters covered by the Agreement. Contractor shall furnish to City, its authorized agents, officers, or employees, such other evidence or information as City may require with regard to the Work or any such expenditure or disbursement charged by Contractor.

9. STANDARD OF PERFORMANCE. As a material inducement to the City to enter into this Contract, Contractor hereby represents and warrants that it has the qualifications and experience necessary to undertake the Work to be provided and the Project to be completed pursuant to this Contract. Contractor agrees that the Work shall be performed by qualified, experienced and well-supervised personnel. The Work performed pursuant to this Contract shall be performed in a manner consistent with the standard of care under California law applicable to those who specialize in providing such services for projects of the type, scope and complexity of the Project.

10. COMPLIANCE WITH LAW. This Project constitutes a public work within the meaning of California Labor Code Section 1720 et. seq. and is subject to prevailing wage laws. Contractor shall pay prevailing wages to its employees on any contract in excess of \$1,000.00. Copies of the general prevailing rates of per diem wages for each craft, classification, or type of worker needed to execute the Contract, as determined by Director of the State of California Department of Industrial Relations, are on file at the City's Public Works Department and may be obtained from the California Department of Industrial Relations website [<http://www.dir.ca.gov/OPRL/DPreWageDetermination.htm>]. Contractor shall comply with the 8-hours per day/40 hours per week/overtime/working hours restrictions for all employees, pursuant to the California Labor Code. Contractor and all subcontractors shall keep and maintain accurate employee payroll records for Work performed under the Agreement. The payroll records shall be certified and submitted as required by law, including Labor Code Sections 1771.4 (if applicable) and 1776, including to the Labor Commissioner no less frequently than monthly. Contractor shall comply fully with Labor Code Section 1777.5 in the hiring of apprentices for work relating to this



Agreement. The Work performed by Contractor pursuant to this Contract shall be provided in accordance with all ordinances, resolutions, statutes, rules and regulations of the City, and any federal, state or local governmental agency having jurisdiction in effect at the time the work is rendered.

11. REPRESENTATIVE. Timothy A. Boos is hereby designated as the project manager/superintendent/foreman of Contractor authorized to act on its behalf with respect to the Work specified in this Contract. It is expressly understood that the experience, knowledge, capability and reputation of Blue Flame Crew West, LLC were a substantial inducement for City to enter into this Contract. Therefore, Timothy A. Boos shall be responsible during the term of this Contract for directing all activities of Contractor and devoting sufficient time to personally supervise the services hereunder. The representative may not be changed by Contractor without the express written approval of the City.

## 12. LIQUIDATED DAMAGES.

12.1 Entitlement. City and Contractor acknowledge and agree that if Contractor fails to fully and satisfactorily complete the Work within the Contract Time, the City will suffer, as a result of Contractor's failure, substantial damages which are both extremely difficult and impracticable to ascertain. Such damages may include, but are not limited to: (a) loss of public confidence in the City and its contractors; (b) loss of public use of public facilities; and (c) extended disruption to public.

12.2 Daily Amount. City and Contractor have reasonably endeavored, but failed, to ascertain the actual damage that the City will incur if the Contractor fails to achieve Substantial Completion of the Work within the Contract Time. Therefore, the parties agree that in addition to all other damages to which the City may be entitled other than delay damages, in the event the Contractor shall fail to achieve Substantial Completion of the Work within the Contract Time, Contractor shall pay City as liquidated damages the amount of five-hundred Dollars (\$500) per day for each calendar day after the expiration of the Contract Time until Contractor achieves Substantial Completion of the Work. The liquidated damages amount is not a penalty, but a reasonable estimate of the amount of damages the City will suffer.

Liquidated damages for delay shall cover administrative, overhead, interest on bonds, and general loss of public use damages suffered by City as a result of delay. Liquidated damages shall not cover the cost of completion of the Work, damages resulting from Defective Work, lost revenues or costs of substitute facilities, or damages suffered by others who then seek to recover their damages from City (for example, delay claims of other contractors, subcontractors, tenants, or other third-parties), and defense costs thereof. City may deduct from any money due or to become due to Contractor subsequent to time for completion of entire Work and extensions of time allowed pursuant to provisions hereof, a sum representing then-accrued liquidated damages.

12.3 Apportionment. Such liquidated damages shall be subject to reduction for delays for which Contractor is entitled to receive an extension of time under the Contract Documents ("Apportionment"). Such Apportionment shall not be affected by the fact that liquidated damages may not be applied for periods of time during which delays have occurred that are caused by both City and Contractor. It is agreed that the liquidated damages shall not be applied for portions of the Work completed prior to the expiration of the Contract Time.

12.4 Exclusive Remedy. City and Contractor acknowledge and agree that this Section 11, Liquidated Damages, shall be the City's only remedy for delay damages caused by the Contractor's failure to achieve Substantial Completion of the Work within the Contract Time.

12.5 Damages upon Abandonment. In the event that the Contractor either abandons the Work or is

terminated for default in accordance with the provisions of this Contract, City shall have the right, in its sole discretion exercised by written notice issued either before or after Substantial Completion, to elect to either assert or waive its right to liquidated damages. If City elects to assert its right to liquidated damages, then the liquidated damages shall be calculated from expiration of the Contract Time to the date that Substantial Completion of the Work is achieved by the City or its replacement contractor employed to complete Contractor's performance. If City elects to waive its right to liquidated damages, then Contractor shall be liable to the City, in lieu of the liquidated damages, for all actual Losses (as defined in the General Conditions) proximately resulting from Contractor's failure to complete the Work within the Contract Time.

12.6 Other Remedies. The parties further acknowledge and agree that the City is entitled to any and all available legal and equitable remedies City may have where City's Losses are caused by any reason other than Contractor's failure to achieve Substantial Completion of the Work within the Contract Time.

13. INDEPENDENT CONTRACTOR. Contractor is, and shall at all times remain as to the City, a wholly independent contractor and not an agent or employee of the City. Contractor shall receive no premium or enhanced pay for work normally understood as overtime, nor shall Contractor receive holiday pay, sick leave, administrative leave, or pay for any other time not actually worked. The intention of the parties is that Contractor shall not be eligible for benefits and shall receive no compensation from the City except as expressly set forth in this Contract. Contractor shall have no power to incur any debt, obligation, or liability on behalf of the City or otherwise act on behalf of the City as an agent. Neither the City, nor any of its agents shall have control over the conduct of Contractor, any of Contractor's employees, or any subcontractors, except as set forth in this Contract. Contractor shall at no time, or in any manner, represent that it or any of its agents or employees or subcontractors are in any manner employees of the City. Contractor agrees to pay all required taxes on amounts paid to Contractor under this Contract, and to indemnify and hold the City harmless from any and all taxes, assessments, penalties, and interest asserted against the City by reason of the independent contractor relationship created by this Contract. Pursuant to Labor Code Sections 1860 and 1861, in accordance with the provisions of Section 3700 of the Labor Code, every contractor will be required to secure the payment of compensation to his employees. Contractor represents that it is aware of the provisions of Labor Code Section 3700 that require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and Contractor shall comply with such provisions before commencing the performance of the Work. Contractor further agrees to indemnify and hold the City harmless from any failure of Contractor and any subconsultants to comply with applicable worker's compensation laws.

14. COMPLIANCE WITH LAWS; CONFLICT OF INTEREST. Contractor agrees to comply with all applicable federal and state laws, regulations and policies, as amended, including those regarding discrimination, unfair labor practices, anti-kick-back, collusion, and the provisions of the Americans with Disability Act. Contractor shall not engage in unlawful employment discrimination including, but not limited to, discrimination based upon a person's race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, gender, citizenship, sexual orientation, or sexual identity as prohibited by state or federal law. Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which may be affected by the work to be performed by Consultant under this Contract, or which would conflict in any manner with the performance of its services hereunder. Contractor further covenants that, in performance of this Contract, no person having any such interest shall be employed by it. Contractor, its officers, partners, associates, agents, and employees, shall not make, participate in making, or in anyway attempt to use the position afforded them by the Contract Documents to influence any governmental decision in which he or she knows or has reason to know that he or she has a financial interest under applicable state, federal and local conflict of interest regulations. Furthermore, Contractor shall avoid the appearance of having any

interest which would conflict in any manner with the performance of the work pursuant to this Contract. Contractor agrees not to accept any employment during the term of this Contract which is or may make Contractor financially interested, as provided in California Government Code Sections 1090 and 87100, in any decision made by the City on any matter in connection with which Contractor has been retained pursuant to this Contract. However, nothing herein shall preclude Contractor from accepting other engagements with the City.

## 15. INDEMNIFICATION.

15.1 To the fullest extent permitted by law, Contractor shall indemnify, defend, with independent counsel approved by the City, and hold harmless the City, and its elective or appointive boards, officers, employees agents and volunteers ("Indemnitee") from and against any and all claims, losses, or liability that may arise out of or result from damages to property or personal injury received by reason of, or in the course of work performed under this Contract due to the acts or omissions of Contractor or Contractor's officers, employees, agents or subcontractors. The indemnification provisions survive completion of the Work or the termination of this Contract. The acceptance of such services shall not operate as a waiver of such right of indemnification. Notwithstanding the foregoing, nothing contained herein shall be construed as obligating Contractor to indemnify any Indemnitee for any claims, losses or liability resulting from the sole or active negligence or willful misconduct of the Indemnitee. Contractor shall pay City for any costs incurred in enforcing this provision.

15.2 The City does not and shall not waive any rights that they may possess against Contractor because of the acceptance by the City or the deposit with the City of any insurance policy or certificate required pursuant to this Contract. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

15.3 Pursuant to Public Contract Code Section 9201, the City shall timely notify Contractor upon receipt of any third-party claim relating to the Contract.

16. ASSIGNABILITY. The parties agree that the experience and qualifications of Contractor as set forth in the Contractor's Bid are material considerations for the City entering into this Contract. Consultant shall not assign or transfer any interest in this Contract, without the prior written consent of the City, and any attempt by Contractor to do so shall be void and of no effect and a breach of this Contract. For purposes of this section, the sale, assignment, transfer or other disposition of any of the issued and outstanding capital stock of Contractor or of any general partner or joint venturer or syndicate member of Contractor, if a partnership or joint venture or syndicate or co-tenancy exists, which shall result in changing the control of Contractor, shall be construed as an assignment of this Construction Contract. Control means more than fifty percent (50%) of the voting power of the corporation or other entity.

## 17. INSURANCE AND BOND REQUIREMENTS.

17.1 Prior to the commencement of any Work, the Contractor shall provide the City with evidence that it has obtained the insurance required by this Section and all bonds, including, but not limited to, payment and performance bonds, required in the Special Provisions. Failure to obtain and maintain the required insurance and bonds to so shall be deemed a material breach of this Contract.

17.2 Insurance Requirements. Contractor shall obtain the following insurance.

A. Worker's Compensation and Employer's Liability Insurance: The CONTRACTOR shall have in effect during the entire life of this Contract workers' compensation and Employer's Liability Insurance providing

full statutory coverage. In signing this Contract, the CONTRACTOR makes the following certification, required by Section 18161 of the California Labor Code: "I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the work of this Contract."

B. Commercial General Liability Insurance: The CONTRACTOR shall take out and maintain during the life of this Contract such Bodily Injury Liability and Property Damage Liability Insurance (Commercial General Liability Insurance) on an occurrence basis as shall protect it while performing work covered by this Contract from any and all claims for damages for bodily injury, including accidental death, as well as claims for property damage which may arise from the CONTRACTOR's operations under this Contract, whether such operations be by CONTRACTOR or by any sub-consultant or by anyone directly or indirectly employed by either of them. The amounts of such insurance shall be not less than two million dollars (\$2,000,000) per occurrence and four million dollars (\$4,000,000) in aggregate, or four million dollars (\$4,000,000) combined single limit bodily injury and property damage for each occurrence. CONTRACTOR shall provide the City with acceptable evidence of coverage, including a copy of all declarations of coverage exclusions.

C. Automobile Liability Insurance: CONTRACTOR shall maintain Automobile Liability Insurance pursuant to this Contract in an amount of not less than one million dollars (\$1,000,000) for each accident combined single limit or not less than one million dollars (\$1,000,000) for any one (1) person, and one million dollars (\$1,000,000) for any one (1) accident, and Three Hundred Thousand Dollars, (\$300,000) property damage.

17.3 CITY and its subsidiary agencies, and their officers, agents, employees and servants shall be named as additional insured on any such policies of Commercial General Liability and Automobile Liability Insurance, (but not for the workers' compensation), which shall also contain a provision that the insurance afforded thereby to the CITY, its subsidiary agencies, and their officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy, and that if the CITY, its subsidiary agencies and their officers and employees have other insurance against a loss covered by a policy, such other insurance shall be excess insurance only.

17.4 In the event of the breach of any provision of this Section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, CITY, at its option, may, notwithstanding any other provision of this Contract to the contrary, immediately declare a material breach of this Contract and suspend all further work pursuant to this Contract.

17.5. Before the execution of this Contract, any deductibles or self-insured retentions must be declared to and approved by CITY.

18. EARTHWORK AND UNDERGROUND FACILITIES. If the Work involves digging trenches or other excavations that extend deeper than four feet below the surface, Contractor shall notify City in writing of any material that Contractor believes may be hazardous waste that is required to be removed in accordance law, subsurface or latent physical conditions at the site differing from those indicated by information about the site made available to bidders prior to the deadline for submitting bids, or unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the Contract Documents, pursuant to Section 7104 of the Public Contract Code. For any Work involving trench shoring that costs in excess of \$25,000, Contractor shall submit and City (or a registered civil or structural engineer employed by City) must accept, in advance of excavation, a detailed plan showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection from the

hazard of caving ground during the excavation of such trench or trenches, pursuant to Labor Code Section 6705. If such plan varies from the shoring system standards, the plan shall be prepared by a registered civil or structural engineer. Consistent with Government Code Section 4215, as between City and Contractor, City will be responsible for the timely removal, relocation, or protection of existing main or trunk line utility facilities located on the Site only if such utilities are not identified in the Contract Documents or information made available for bidding.

19. **DEFECTIVE WORK; WARRANTIES.** Contractor warrants that all construction services shall be performed in accordance with generally accepted professional standards of good and sound construction practices, all Contract Documents requirements, and all laws, codes, standards, licenses, and permits. Contractor warrants that all materials and equipment shall be new, of suitable grade of their respective kinds for their intended uses, and free from defects. Contractor hereby grants to City for a period of one year following the date of completion its unconditional warranty of the quality and adequacy of all of the Work including, without limitation, all labor, materials and equipment provided by Contractor and its Subcontractors of all tiers. If either prior to completion of the Work, or within one year after completion, any Work (completed or incomplete) is found to violate any of the foregoing warranties (**Defective Work**), Contractor shall promptly, without cost to City and in accordance with City's written instructions, correct, remove and replace the Defective Work with conforming Work, and correct, remove and replace any damage to other Work or other property resulting therefrom. If Contractor fails to do so, Contractor shall pay all of the City's resulting claims, costs, losses and damages. Where Contractor fails to correct Defective Work, or defects are discovered outside the correction period, City shall have all rights and remedies granted by law.

20. **SUSPENSION.** The City may, at any time and from time to time, without cause, order Contractor, in writing ("Suspension Order"), to suspend, delay, or interrupt the Work in whole or in part for such period of time, up to an aggregate of fifty percent (50%) of the Contract Time, as City may determine, with such period of suspension to be computed from the date of the Suspension Order. Upon receipt of a Suspension Order, Contractor shall, at City's expense, comply with its terms and take all reasonable steps to minimize costs allocable to the Work covered by the Suspension Order during the period of work stoppage. Within the period of the above noted aggregate time, or such extension to that period as is agreed upon by Contractor and City, City shall either cancel the Suspension Order or delete the work covered by the Suspension Order by issuing a Change Order. If a Suspension Order is canceled or expires, Contractor shall resume and continue with the Work. A Change Order will be issued to cover any adjustments of the Contract Sum or the Contract Time necessarily caused by such suspension. All claims by Contractor against City shall be submitted in writing to City, and shall be governed by Public Contract Code Sections 9204 and 20104 – 20104.6, after which time the one year time period in Government Code Section 911.2 shall be, pursuant to Government Code Section 930.2, reduced to 90 days.

21. **BOOKS AND RECORDS.** Contractor shall keep full and detailed accounts and exercise such controls as may be necessary for proper financial management under this Contract in accordance with generally accepted accounting principles and practices consistently applied. City and City's accountants shall be afforded access at all times during normal business hours, to inspect, audit and copy Contractor's records, books, estimates, take-offs, cost reports, ledgers, schedules, correspondence, instructions, drawings, receipts, subcontracts, purchase orders, vouchers, memoranda and other data relating to this Project, and Contractor shall preserve these for a period of three years after the later of (i) final payment or (ii) final resolution of all Contract Disputes and other disputes or for such longer period as may be required by law. Contractor's compliance with any request by City pursuant to this Section 18 shall be a condition precedent to filing or maintenance of any legal action or proceeding by Contractor against City and to Contractor's right to receive further payments under the Contract Documents. Any failure by Contractor to provide access to its business records for inspection or

copying by City shall be specifically enforceable by issuance of a writ or a provisional or permanent mandatory injunction by a court of competent jurisdiction based on affidavits submitted to such court, without the necessity of oral testimony.

22. WAIVER. Waiver by either party of any breach or violation of any one or more terms or conditions of this Contract shall not be deemed to be a waiver of any other term or condition contained herein or a waiver of any subsequent breach or violation of the same or any other term or condition. Acceptance by the City of the performance of any work by the Contractor shall not be deemed to be a waiver of any term or condition of this Contract. In no event shall the City's making of any payment to Contractor constitute or be construed as a waiver by the City of any breach of this Contract, or any default which may then exist on the part of Contractor, and the making of any such payment by the City shall in no way impair or prejudice any right or remedy available to the City with regard to such breach or default.

23. DEFAULT. In the event the City determines, in its sole discretion, that Contractor has failed or refused to perform any of the obligations set forth in the Contract Documents, or is in breach of any provision of the Contract Documents, the City may give written notice of default to Contractor in the manner specified for this giving of notices in this Contract. Except for emergencies, Contractor shall cure any default in performance of its obligations under the Contract Documents within two (2) business days after receipt of written notice. However, if the breach cannot be reasonably cured within such time, Contractor will commence to cure the breach within two (2) days and will diligently and continuously prosecute such cure to completion within a reasonable time, which shall in no event be later than ten (10) days after receipt of such written notice.

#### 24. CITY RIGHTS AND REMEDIES.

24.1 Remedies Upon Default. In the event that Contractor fails to cure any default of this Contract within the time period set forth in Section 20, then City may pursue any remedies available under law or equity, including, without limitation, the following: (1) the City may, without terminating the Contract, delete certain portions of the Work, reserving to itself all rights to losses related thereto; (2) the City may, without terminating the Contract, engage others to perform the Work or portion of the Work that has not been performed by the Contractor and withhold the cost thereof to City from future payments to the Contractor, reserving to itself all rights to Losses related thereto; or (3) the City may, without terminating the Contract and reserving to itself all rights to Losses related thereto, suspend all or any portion of this Construction Contract for as long a period of time as City determines, in its sole discretion, appropriate, in which event City shall have no obligation to adjust the Contract Sum or Contract Time, and shall have no liability to Contractor for damages if City directs Contractor to resume Work; (4) the City may terminate all or any part of this Contract for default, reserving to itself all rights of Losses related thereto; or (5) the City may, without terminating the Contract and reserving to itself all rights to Losses related thereto, exercise its rights under the Performance Bond.

24.2 Additional Provisions. All of City's rights and remedies under this Contract are cumulative, and shall be in addition to those rights and remedies available in law or in equity. Designation in the Contract Documents of certain breaches as material shall not be construed as implying that other breaches not so designated are not material nor shall such designations be construed as limiting City's right to terminate the Contract, or the exercise of its other rights or remedies for default, to only material breaches. City's determination of whether there has been noncompliance with the Contract so as to warrant exercise by City of its rights and remedies for default under the Contract, shall be binding on all parties. No termination or action taken by City after such termination shall prejudice any other rights or remedies of City provided by law or equity or by the Contract Documents upon such termination; and City may proceed against Contractor to recover all liquidated damages and Losses suffered by City.

24.3 Delays by Sureties. Without limitation to any of City's other rights or remedies under the law, City

has the right to suspend the performance by Contractor's sureties in the event of any of the following: (1) failure of the sureties to begin Work within a reasonable time in such manner as to insure full compliance with the Contract within the Contract Time; (2) abandonment of the Work; (3) if at any time City is of the opinion the Work is unnecessarily or unreasonably delayed; (4) willful violation of any terms of the Contract; (5) failure to perform according to the Contract Documents; or (6) failure to follow instructions of City for its completion within the Contract Time. City will serve notice of such failure upon the sureties and in the event the sureties neglect or refuse to cure the breach within the time specified in such notice, City shall have the power to suspend the performance or any part thereof of the sureties.

24.4 Damages to the City. The City will be entitled to recovery of all Losses under law or equity in the event of Contractor's default under the Contract Documents. In the event that City's Losses arise from Contractor's default under the Contract Documents, City shall be entitled to withhold monies otherwise payable to Contractor until Final Completion, as defined in the General Conditions, of the Project. If City incurs Losses due to Contractor's default, then the amount of Losses shall be deducted from the amounts withheld. Should the amount withheld exceed the amount deducted, the balance will be paid to Contractor or its designee upon Final Completion of the Project. If the Losses incurred by City exceed the amount withheld, Contractor shall be liable to City for the difference and shall promptly remit same to City.

24.5 Termination of the Contract for Default. Without limitation to any of City's other rights or remedies at law or in equity, and reserving to itself all rights to Losses related thereto, City shall have the right to terminate this Contract, in whole or in part, upon the failure of Contractor to promptly cure any default. City's election to terminate the Contract for default shall be communicated by giving Contractor a written notice of termination in the manner specified for the giving of notices in the Contract. Any notice of termination given to Contractor by City shall be effective immediately, unless otherwise provided therein. Should Contractor be terminated for default, and such termination is subsequently determined to be wrongful, such termination will be converted to a termination for convenience as provided herein.

24.6 Termination Without Cause. City shall have the option, at its sole discretion and without cause, of terminating this Contract in part or in whole by giving thirty (30) days written notice to Contractor. Contractor agrees to accept such sums as allowed under this Section as its sole and exclusive compensation and waives any claim for other compensation or Losses, including, but not limited to, loss of anticipated profits, loss of revenue, lost opportunity, or other consequential, direct, indirect or incidental damages of any kind.

24.7 Compensation. Following termination without cause and within forty-five (45) days after receipt of a billing from Contractor seeking payment of sums authorized by this Section, City shall pay to Contractor as its sole compensation for performance of the Work the following: (1) the amount of the Contract Sum allocable to the portion of the Work properly performed by Contractor as of the date of termination, less sums previously paid to Contractor; (2) reasonable costs of Contractor and its Subcontractors and Sub-subcontractors for demobilizing and administering the close-out of its participation in the Project (including, without limitation, all billing and accounting functions, not including attorney or expert fees) for a period of no longer than thirty (30) days after receipt of the notice of termination in an amount not to exceed the daily sum payable to Contractor for Compensable Delays; (3) previously unpaid cost of any items delivered to the Project Site which were fabricated for subsequent incorporation in the Work.

24.8 Subcontractors. Contractor shall include provisions in all of its subcontracts, purchase orders and other contracts permitting termination for convenience by Contractor on terms that are consistent with this Contract and that afford no greater rights of recovery against Contractor than are afforded to Contractor under this Section.

24.9 Contractor's Duties Upon Termination. Upon receipt of a notice of termination for default or for convenience, Contractor shall, unless the notice directs otherwise, do the following: (1) immediately discontinue the Work to the extent specified in the notice; (2) place no further orders or subcontracts for materials, equipment, services or facilities, except as may be necessary for completion of such portion of the Work as is not discontinued; (3) provide to City a description, in writing no later than fifteen (15) days after receipt of the notice of termination, of all subcontracts, purchase orders and contracts that are outstanding, including, without limitation, the terms of the original price, any changes, payments, balance owing, the status of the portion of the Work covered and a copy of the subcontract, purchase order or contract and any written changes, amendments or modifications thereto, together with such other information as City may determine necessary in order to decide whether to accept assignment of or request Contractor to terminate the subcontract, purchase order or contract; (4) promptly assign to City those subcontracts, purchase orders or contracts, or portions thereof, that City elects to accept by assignment and cancel, on the most favorable terms reasonably possible, all subcontracts, purchase orders or contracts, or portions thereof, that City does not elect to accept by assignment; and (5) hereafter do only such Work as may be necessary to preserve and protect Work already in progress and to protect materials, plants, and equipment on the Project Site or in transit thereto.

25. CONTRACTOR'S RIGHTS AND REMEDIES. Contractor may terminate this Construction Contract for cause only upon the occurrence of one of the following: (1) the Work is stopped for sixty (60) consecutive days, through no act or fault of Contractor, any subcontractor or any employee or agent of Contractor or any subcontractor, due to issuance of an order of a court or other public authority other than City having jurisdiction or due to an act of government, such as a declaration of a national emergency making material unavailable; or (2) if the City does not make payment of sums that are not in good faith disputed by the City and does not cure such default within ninety (90) days after receipt of notice from Contractor, then upon an additional thirty (30) days' notice to City, Contractor may terminate the Contract.

25.1 Damages to Contractor. In the event of termination for cause by Contractor, City shall pay Contractor the sums provided for in Section 21 above. Contractor agrees to accept such sums as its sole and exclusive compensation and agrees to waive any claim for other compensation or Losses, including, but not limited to, loss of anticipated profits, loss of revenue, lost opportunity, or other consequential, direct, indirect and incidental damages, of any kind.

26. NOTICES. Any notices or other communications required or permitted to be given under this Contract shall be given in writing by personal delivery, by a recognized courier service, or by U.S. mail, postage prepaid, and return receipt requested, addressed to the respective parties as follows:

To City:

To Contractor:

Assistant Public Works Director/City Engineer  
City of Menlo Park  
City Hall, 701 Laurel St.  
Menlo Park, CA 94025

27. Notice shall be deemed communicated on the earlier of actual receipt or 48 hours after deposit in the U.S. mail, or the date of delivery shown on deliverer's receipt. In the event of any change of address, the moving party is obligated to notify the other party of the change of address in writing within a reasonable period of time.

In addition, copies of all Claims by Contractor under this contract shall be provided to the City Attorney as follows:



To City Attorney:

City Attorney for Menlo Park  
Burke, Williams & Sorensen, LLP  
181 Third Street, Suite 200  
San Rafael, CA 94901

All claims shall be delivered personally or sent by certified mail.

28. NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY. In the performance of this Contract, Contractor shall not discriminate against any employee, subcontractor or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental handicap, or medical condition. Contractor will take affirmative action to ensure that employees are treated without regard to race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental handicap, or medical condition.

29. CONTRACT DOCUMENTS AND PRECEDENCE. The Contract Documents shall consist of the following documents. In case of inconsistencies between Contract Documents, the documents are listed in order of precedence.

30. PUBLIC WORKS CLAIMS. This Contract is subject to Public Contracts Code Section 9204 governing contractor claims. Accordingly, should any clarification, determination, action or inaction by City, Work, or any other event, in the opinion of Contractor, exceed the requirements of or not comply with Contract Documents, or otherwise result in Contractor seeking additional compensation in time or money or damages for any reason (collectively "Disputed Work"), then Contractor and City will make good faith attempts to resolve informally any and all such issues, claims and/or disputes. Before commencing the Disputed Work, or within seven Days after Contractor's first knowledge of the Disputed Work, whichever is earlier, Contractor shall file a written notice and cost proposal for the Disputed Work with City stating clearly and in detail its objection and reasons for contending the Work or interpretation is outside the requirements of Project Documents. If a written notice and cost proposal for Disputed Work is not issued within this time period, or if Contractor proceeds with the Disputed Work without first having given the notice required by this paragraph, Contractor shall waive its rights to further claim on the specific issue.

A. City will review Contractor's timely notice and cost proposal for Disputed Work and provide a decision. If, after receiving the decision, Contractor disagrees with it or still considers the Work required of it to be outside of the requirements of Project Documents, it shall so notify City, in writing, within seven Days after receiving the decision, by submitting a notice of potential claim, stating that a formal claim will be issued. Within 30 Days of receiving the decision, Contractor shall submit its claim in the form specified herein and all arguments, justification, cost or estimates, schedule analysis, and detailed documentation supporting its position. Contractor's failure to furnish notification within seven Days and all justifying documentation within 30 Days will result in Contractor waiving its right to the subject claim.

B. Claim Format

1. A. Contractor shall submit the claim justification in the following format:

- (a) Cover letter and certification;
- (b) Summary of claim, including underlying facts, entitlement, schedule analysis, quantum calculations, Project provisions supporting relief;
- (c) List of documents relating to claim including Specifications, Drawings/Plans clarifications/requests for information, schedules, notices of delay, cost calculations and any others;

- (d) Chronology of events and correspondence:
- (e) Analysis of claim merit;
- (f) Analysis of claim cost; and
- (g) Attach supporting documents referenced in paragraph 2.14,C.1(c), above..

### C. Required Provisions on Contract Claim Resolution

1. Public Contract Code Section 9204 specifies provisions on resolving contract claims of any size, and Public Contract Code Section 201014, et seq., specifies required provisions on resolving contract claims less than \$375,000. Those statutes constitute a part of this Contract. In the event any other Contract provision violates such statutes, the applicable statute controls.

2. Public Contract Code Section 9204 provides:

(a) For the purposes of this section, "Claim" means a separate demand by Contractor for (1) a time extension, (2) payment or money or damages arising from Work done by or on behalf of Contractor arising under the Contract Documents and payment of which is not otherwise expressly provided for or the Claimant is not otherwise entitled to, or (3) an amount the payment of which is disputed by City.

(b) Procedure:

(1) Upon receipt of a Claim the City shall conduct a reasonable review of the Claim and within 45 days, or if City's governing body must approve City's response to the Claim and the governing body has not met within the 45 days then within three (3) days of the governing body's meeting, shall provide Contractor with a written statement identifying what portion of the claim is disputed and what portion is undisputed. Should City take no action on the Claim within 45 days of submission, it shall be deemed denied.

(2) If the Contractor disputes City's response to its Claim, including a failure to respond, it may submit via registered mail or certified mail, return receipt requested, a written demand for an informal conference to meet and confer for settlement of the issues in dispute. City shall schedule such a meet and confer conference within 30 days for settlement of the dispute. Within ten (10) days of the meet and confer conference City shall provide Contractor with a written statement identifying the portion of the Claim that remains in dispute and the portion that is undisputed. If the Contractor disputes City's statement it shall inform City and they shall mutually agree to a mediator within 10 business days of the written statement.

(3) City shall pay the undisputed portions of the Claim within 60 days of the issuance of a written statement identifying an undisputed portion.

(4) Any disputed portion of the Claim, as identified by the Contractor in writing, shall be submitted to nonbinding mediation, with the City and the claimant sharing the associated costs equally. The City and claimant shall mutually agree to a mediator within 10 business days after the disputed portion of the claim has been identified in writing. If the parties cannot agree upon a mediator, each party shall select a mediator and those mediators shall select a qualified neutral third party to mediate with regard to the disputed portion of the claim. Each party shall bear the fees and costs charged by its respective mediator in connection with the selection of the neutral mediator. If mediation is unsuccessful, the parts of the Claim remaining in dispute shall be subject to applicable procedures outside this section.

(5) For claims under \$375,000, unless the parties agree otherwise in writing, mediation pursuant to these provisions shall excuse the mediation obligation under Public Contracting Code section 20104.4(a).

(6) The parties may mutually agree, in writing, to waive the mediation requirements of this subsection and proceed to the commencement of a civil action.

(7) Failure by the City to respond to a Claim from a Contractor within the time periods described in this subdivision or to otherwise meet the time requirements of this section shall result in the claim being deemed rejected in its entirety. A Claim that is denied by reason of the public entity's failure to have responded to a Claim, or its failure to otherwise meet the time requirements of this section, shall not constitute an adverse finding with regard to the merits of the Claim or the responsibility or qualifications

of the claimant.

(8) Amounts not paid in a timely manner as required by this section shall bear interest at 7 percent per annum.

(9) If a Subcontractor or a lower tier subcontractor lacks legal standing to assert a claim against City because privity of contract does not exist, the Contractor may present to the City a claim on behalf of a Subcontractor or lower tier subcontractor. A Subcontractor may request in writing, either on his or her own behalf or on behalf of a lower tier subcontractor, that the Contractor present a claim for work which was performed by the Subcontractor or by a lower tier subcontractor on behalf of the Subcontractor. The Subcontractor requesting that the Claim be presented to the public entity shall furnish reasonable documentation to support the claim. Within 45 days of receipt of this written request, the Contractor shall notify the Subcontractor in writing as to whether the Contractor presented the claim to the City and, if the original Contractor did not present the claim, provide the Subcontractor with a statement of the reasons for not having done so.

(10) Nothing in this section shall impose liability upon an City that makes loans or grants available through a competitive application process, for the failure of an awardee to meet its contractual obligations.

(11) This section shall remain in effect only until January 1, 2020, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2020, deletes or extends that date.

3. To the extent applicable, Public Contract Code Section 20104, et seq., provide:

(a) For the purposes of this section, "Claim" means a separate demand by Contractor of \$375,000 or less for (1) a time extension, (2) payment or money or damages arising from Work done by or on behalf of Contractor arising under the Contract Documents and payment of which is not otherwise expressly provided for or the Claimant is not otherwise entitled to, or (3) an amount the payment of which is disputed by City. Separate Contractor Claims that together total more than \$375,000 do not qualify as a "separate demand of \$375,000 or less," as referenced above, and are not subject to this section.

(b) Caution. This section does not apply to tort claims, and nothing in this section is intended nor shall be construed to change the time periods for filing tort claims or actions specified by Chapter 1 and Chapter 2 of Part 3 of Division 3.6 of Title 1 of the Government Code.

(c) Procedure:

(1) The Claim must be in writing, submitted in compliance with all requirements of General Conditions including, without limitation, the time prescribed by and including the documents necessary to substantiate the Claim. Nothing in this section is intended to extend the time limit or supersede notice requirements for the filing of claims as set forth in the General Conditions or elsewhere in the Contract Documents.

(2) For Claims of fifty thousand dollars (\$50,000) or less, City shall respond in writing within forty-five (45) days of receipt of the Claim, or City may request in writing within thirty (30) days of receipt of the Claim, any additional documentation supporting the Claim or relating to any defenses or claims City may have against Claimant. If additional information is thereafter required, it shall be requested and provided in accordance with this section upon mutual agreement of City and Claimant. City's written response to the Claim, as further documented, shall be submitted to Claimant within fifteen (15) days after receipt of further documentation or within a period of time no greater than taken by Claimant in producing the additional information, whichever is greater.

(3) For Claims over Fifty Thousand Dollars (\$50,000) and less than or equal to \$375,000: City shall respond in writing within sixty (60) days of receipt of the Claim, or City may request in writing within thirty (30) days of receipt of the Claim, any additional documentation supporting the Claim or relating to any defenses or claims City may have against Claimant. If additional information is thereafter required, it shall be requested and provided in accordance with this section, upon mutual agreement of City and Claimant; City's written response to the Claim, as further documented, shall be submitted to Claimant within thirty (30) days after receipt of further documentation or within a period of time no greater than taken by Claimant in producing the additional information, whichever is greater.

(4) Meet and Confer: If Claimant disputes City's written response, or City fails to respond within the time prescribed above, Claimant shall notify City, in writing, either within fifteen (15) days of receipt of City's response or within fifteen (15) days of City's failure to timely respond, and demand an informal conference to meet and confer for settlement of the issues in dispute. Upon demand City will schedule a meet and confer conference within thirty (30) days for settlement of the dispute.

(5) Following the meet and confer conference, if the Claim or any portion remains in dispute, Claimant may file a claim as provided in Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of Part 3 of Division 3.6 of Title 1 of the Government Code. For purposes of those provisions, the running of the period of time within which a claim must be filed shall be tolled from the time Claimant submits its written claim as set forth herein, until the time that Claim is denied as a result of the meet and confer process, including any period of time utilized by the meet and confer process.

31. ATTORNEYS' FEES; VENUE. The Agreement shall be deemed to have been executed in the City of Menlo Park, California. Enforcement of the Contract Documents shall be governed by the laws of the State of California, excluding its conflict of laws rules. Except as expressly provided in the Contract Documents, nothing in the Contract Documents shall operate to confer rights or benefits on persons or entities not party to the Agreement. As between the parties to the Agreement, any applicable statute of limitations for any act or failure to act shall commence to run on the date of City's issuance of the final Certificate for Payment, or termination of the Contract Documents, whichever is earlier, except for latent defects, for which the statute of limitation shall begin running upon discovery of the defect and its cause. In the event that any party to this Contract commences any legal action or proceeding to enforce or interpret the provisions of this Contract, the prevailing party in such action or proceeding shall be entitled to recover reasonable attorneys' fees and other costs incurred in that action or proceeding, in addition to any other relief to which the successful party may be entitled. The venue for any litigation shall be San Mateo County.

32. COOPERATION. In the event any claim or action is brought against the City relating to Contractor's performance or services under this Agreement, Contractor shall render any reasonable assistance and cooperation which City might require.

33. NUISANCE. Contractor shall not maintain, commit, nor permit the maintenance or commission of any nuisance in connection with the performance of services under this Contract.

34. GOVERNING LAW. This Contract shall be construed in accordance with and governed by the laws of the State of California.

35. COMPLETE AGREEMENT; SEVERABILITY. This Contract, and any other documents incorporated herein by reference, represent the entire and integrated agreement between the City and Contractor. This Contract supersedes all prior oral and written negotiations, representations or agreements. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Contract may only be modified by a written amendment duly executed by the parties to this Contract. In case a provision of this Contract is held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not be affected.

36. NO MODIFICATION OR WAIVER. The Contract Documents may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved by fully authorized representatives of City and Contractor. Contract Documents headings are for convenience only and do not affect the construction of the Contract Documents.

37. COUNTERPARTS. This Contract may be signed in multiple counterparts, which shall, when executed by all the parties constitute a single binding contract.

Signatures on next page.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

**FOR FIRST PARTY:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Tax ID#

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Nira F. Doherty, City Attorney

\_\_\_\_\_  
Date

**FOR CITY OF MENLO PARK:**

\_\_\_\_\_  
Justin I. C. Murphy, City Manager

\_\_\_\_\_  
Date

**ATTEST:**

\_\_\_\_\_  
Judi A. Herren, City Clerk

\_\_\_\_\_  
Date



**STAFF REPORT**

**City Council Meeting Date:** 9/20/2022  
**Staff Report Number:** 22-180-CC

**Consent Calendar:** Waive the second reading and adopt an ordinance repealing and replacing Menlo Park Municipal Code Section 2.04.190 relating to filling City Council vacancies

**Recommendation**

Staff recommends that the City Council waive the second reading and adopt an ordinance (Attachment A) of the City Council of the City of Menlo Park repealing and replacing Section 2.04.190, "Filling of Vacancies on the City Council," of Chapter 2.04 within Title 2 of the Menlo Park Municipal Code (MPMC.)

**Policy Issues**

There is currently a conflict between State law and MPMC provisions relating to vacancies. The proposed ordinance would revise MPMC Section 2.04.190 to correct the conflict by identifying the process in Government Code Section 36512 and allowing the City Council to appoint or call a special election to fill the vacancy.

**Background**

At the August 23, 2022 City Council meeting, the City Council discussed MPMC Section 2.04.190 relating to filling City Council vacancies. Currently, MPMC Section 2.04.190, which codifies Ordinance No. 559, contains timing requirements that directly conflict with Government Code Section 36512. MPMC Section 2.04.190 requires that if a vacancy occurs, the City Council shall call an election to be held at the next regularly scheduled election, at least 89 days after the vacancy is created. Government Code Sections 36512(c)(1-3) specify that the special election shall be held at the next regularly established election date not less than 114 days from the call of the special election or filing of a petition. Because the provisions in MPMC Section 2.04.190 relating to the timing of the election conflict with the language in Government Code Section 36512(c)(1-3), the City would be preempted from relying on the timing requirements in MPMC Section 2.04.190.

The City Council also discussed potential options identified in Government Code Section 36512 for filling vacancies at the August 23 meeting. At that meeting, the City Council directed staff to prepare an ordinance that defaulted to the State process set forth in Government Code Section 36512, allowing City Council to determine each time a vacancy occurs whether to appoint or call a special election. On September 13, the City Council waived first reading of the proposed ordinance, and referred the ordinance to second reading for adoption.

**Analysis**

The proposed ordinance repealing and replacing MPMC Section 2.04.190 in its entirety to read as follows:

“If a vacancy occurs in the office of a member of the City Council, the City Council may appoint or call a special election in order to fill the City Council vacancy, in conformance with the provisions of Government Code Section 36512, as that Section may be amended. If the City Council decides to fill the vacancy by appointment, the appointment shall be made pursuant to an appointment process set forth in a separate resolution of the City Council, which resolution may be amended from time to time.”

This change would mean that when a vacancy occurs on the City Council, the City Council would utilize the process identified in Government Code Section 36512, which sets forth the statutory requirements relating to filling vacancies in an elective or appointed office. Subdivision (b) of that Section provides two options to fill a vacancy in an elective office within 60 days from the commencement of the vacancy: either fill the vacancy by appointment or call a special election to fill the vacancy. Subdivision (b) reads in relevant part as follows:

1. If the City Council calls a special election, the special election shall be held on the next regularly established election<sup>1</sup> date not less than 114 days from the call of the special election. A person elected to fill a vacancy holds office for the unexpired term of the former incumbent.
2. If the City Council fills the vacancy by appointment, the person appointed to fill the vacancy shall hold office pursuant to one of the following:
  - A. If the vacancy occurs in the first half of a term of office and at least 130 days before the next general municipal election, the person appointed to fill the vacancy shall hold office until the next general municipal election that is scheduled 130 or more days after the date the City Council is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.
  - B. If the vacancy occurs in the first half of a term of office, but less than 130 days before the next general municipal election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall hold office for the unexpired term of the former incumbent.

This proposed ordinance would eliminate the conflict between State law and MPMC Section 2.04.190 relating to timing.

### **Impact on City Resources**

As of August 2022, the estimated cost of consolidated election services for the one City Councilmember seat is approximately between \$12,100 and \$14,533.

### **Environmental Review**

The proposed actions would be exempt from environmental review as the adoption of the proposed ordinance and resolution do not qualify as a “project” pursuant to Public Resource Code Section 21065 and California Environmental Quality Act (CEQA) Guidelines Sections 15320, 15378 and 15061(b)(3), since it can be seen with certainty that there is no possibility that adoption of the Resolution or ordinance would cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

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<sup>1</sup> While there is no definition for “regularly established election” as used in Government Code § 36512(b), it can reasonably be construed to mean an election established by the City Council following the requirements for holding a special election.



**Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

**Attachments**

A. Ordinance

Report prepared by:  
Nira Doherty, City Attorney

Report reviewed by:  
Justin Murphy, City Manager  
Judi A. Herren, Assistant to the City Manager/City Clerk

## ORDINANCE NO. XXXX

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MENLO PARK  
REPEALING AND REPLACING SECTION 2.04.190, "FILLING OF VACANCIES  
ON THE CITY COUNCIL," OF CHAPTER 2.04 WITHIN TITLE 2 OF THE MENLO  
PARK MUNICIPAL CODE**

WHEREAS, in 1974, the City Council adopted Ordinance No. 559 establishing a process for filling vacancies on the City Council; and

WHEREAS, Ordinance No. 559 is codified in Section 2.04.190 of the Menlo Park Municipal Code; and

WHEREAS, on August 23, 2022, the City Council discussed the various options available to public agencies to fill vacancies of elected officers; and

WHEREAS, the City Council desires to repeal Section 2.04.190 and replace the provision with language that conforms to the requirements in Government Code Section 36512, which provides, among other things, that a city may appoint or call a special election within sixty days of a vacancy.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MENLO PARK:

**SECTION 1. Findings.**

The above recitals are hereby declared to be true and correct findings of the City Council of the City of Menlo Park.

**SECTION 2. Repeal and Replace.** Section 2.04.190 - Filling of vacancies on the City Council of Chapter 2.04 - City Council of Title 2 - Administration and Personnel of the Menlo Park Municipal Code is hereby repealed in its entirety and replaced to read as follows:

"Section 2.04.190-Filling of vacancies on the City Council  
If a vacancy occurs in the office of a member of the City Council, the City Council may appoint or call a special election in order to fill the City Council vacancy, in conformance with the provisions of Government Code section 36512, as that section may be amended. If the City Council decides to fill the vacancy by appointment, the appointment shall be made pursuant to an appointment process set forth in a separate Resolution of the City Council, which Resolution may be amended from time to time."

**SECTION 3. Severability.**

If any provision or clause of this ordinance or the application thereof to any person or circumstance is held to be unconstitutional or to be otherwise invalid by a final judgment of any court or competent jurisdiction, such invalidity shall not affect other provisions or clauses or application, and to this end, the provisions and clauses of this ordinance are declared to be severable.

**SECTION 4. California Environmental Quality Act.**

This Ordinance is not subject to review under the California Environmental Quality Act (CEQA) pursuant to Public Resources Code Section 21000, et seq. and the CEQA Guidelines (14 Cal. Code Regs. §§ 15000 et. seq.), including without limitation, Public Resources Code Section

21065 and California Code of Regulations 15378 as this is not a “project” that may cause a direct, or reasonably foreseeable indirect, physical change in the environment and if a “project,” is exempt under the “common sense” exception (14 Cal. Code Regs. § 15061(b)(3)) because it can be seen with certainty that there is no possibility that this action may have a significant effect on the environment.

SECTION 5. Publication; Effective Date.

This Ordinance shall be published once, in full or in summary form, after its final passage, in a newspaper of general circulation, published, and circulated in the City of Menlo Park, and shall be in full force and effect thirty (30) days after its final passage. If published in summary form, the summary shall also be published within fifteen (15) days after the adoption, together with the names of those City Councilmembers voting for or against same, in a newspaper of general circulation published and circulated in the City of Menlo Park, County of San Mateo, State of California.

INTRODUCED on the thirteenth day of September, 2022.

PASSED AND ADOPTED as an ordinance of the City of Menlo Park at a regular meeting of said City Council on the twentieth day of September, 2022, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

\_\_\_\_\_  
Betsy Nash, Mayor

ATTEST:

\_\_\_\_\_  
Judi A. Herren, City Clerk



**STAFF REPORT**

**City Council Meeting Date:** 9/20/2022  
**Staff Report Number:** 22-181-CC

**Consent Calendar:** **Adopt a resolution establishing the process for appointment of candidates to City Council seats to fill vacancies**

**Recommendation**

Staff recommends that the City Council adopt a resolution (Attachment A) establishing the process for appointment of candidates to City Council seats to fill vacancies.

**Policy Issues**

At the September 20 City Council meeting, the City Council held a second reading and adoption on a proposed ordinance repealing and replacing MPMC Section 2.04.190 in its entirety which read as follows:

“If a vacancy occurs in the office of a member of the City Council, the City Council may appoint or call a special election in order to fill the City Council vacancy, in conformance with the provisions of Government Code Section 36512, as that Section may be amended. If the City Council decides to fill the vacancy by appointment, the appointment shall be made pursuant to an appointment process set forth in a separate resolution of the City Council, which resolution may be amended from time to time.”

By enacting this ordinance, the City Council authorized City Council vacancies to be filled by appointment or election. This ordinance provides that appointments to fill a City Council vacancy shall be made pursuant to an appointment process set forth in the proposed resolution of the City Council.

**Background**

At the August 23, 2022 City Council meeting, the City Council discussed MPMC Section 2.04.190 relating to filling City Council vacancies. Currently, MPMC Section 2.04.190, which codifies Ordinance No. 559, contains timing requirements that directly conflict with Government Code Section 36512. MPMC Section 2.04.190 requires that if a vacancy occurs, the City Council shall call an election to be held at the next regularly scheduled election, at least 89 days after the vacancy is created. Government Code Sections 36512(c)(1-3) specify that the special election shall be held at the next regularly established election date not less than 114 days from the call of the special election or filing of a petition. Because the provisions in MPMC Section 2.04.190 relating to the timing of the election conflict with the language in Government Code Section 36512(c)(1-3), the City would be preempted from relying on the timing requirements in MPMC Section 2.04.190.

The City Council also discussed potential options identified in Government Code Section 36512 for filling vacancies at the August 23 meeting. At that meeting, the City Council directed staff to prepare an ordinance that defaulted to the State process set forth in Government Code Section 36512, allowing City Council to determine each time a vacancy occurs whether to appoint or call a special election. On September 13, the City Council waived first reading of the proposed ordinance, and referred the ordinance to second reading

for adoption.

## Analysis

Following feedback on the appointment process received by the City Council at the September 13, City Council meeting, staff has drafted and revised the proposed process for the City Council's consideration. The appointment process in the proposed resolution provides the following procedures; changes and revisions from the previous version of the resolution considered by the City Council on September 13 are indicated in ~~striketrough~~ and underline:

- A. Upon determination that the City Council desires to appoint someone to a vacant City Council seat, the city clerk shall publish a notice of the vacancy in a newspaper of general circulation, advertise in local online media and social media, and post on the City's website at least two weeks before the meeting at which the City Council will consider candidates to fill a vacated position. The city clerk may also develop an application to be submitted by the candidates.
- B. The notice shall provide:
  1. The District in which the City Council vacancy has occurred;
  2. The date, time, and place of the meeting where the City Council will conduct interviews and appoint a candidate to fill the vacancy;
  3. The deadline for submitting an interested person's name and other identified information or application prepared by the city clerk; and
  4. Information about the Questionnaire identified in Section C below and where a copy of the Questionnaire may be obtained.
- C. An individual who is interested in filling the vacancy shall be requested to provide written answers to questions, which are attached hereto as Exhibit A ("Questionnaire") on the date specified by the city clerk so that the Questionnaire can be included in the agenda package and made public for the meeting at which the City Council conducts interviews of City Council candidates. If the Questionnaire is not provided on or before the date specified by the city clerk, the candidate shall not be interviewed by the City Council and shall not be eligible for appointment to the City Council.
- D. Qualified Candidates. The city clerk shall review the submittals from the candidates to ensure that each candidate resides in the District where the vacancy has occurred and has submitted all required documents to confirm that the candidate is a qualified candidate ("Qualified Candidates.")
- E. Interviews of Qualified Candidates shall take place during a regular or special City Council meeting, as determined appropriate by the Mayor and the city manager. The following procedures shall govern the interview process:
  1. Order of Interview. Prior to commencement of the interviews, candidates shall be placed in a random drawing to determine the order in which candidates are interviewed.
  2. Introductions. Candidates shall each be allotted five minutes to introduce themselves to the City Council. Time limits shall be strictly enforced during this phase of the interview. Candidates may all be present at the same time that another candidate is being interviewed.
  3. Questions. To ensure equal opportunity and standardization, each City Councilmember will have an opportunity to ask questions of the candidates from the list of questions in the Questionnaire and ~~or~~ follow-up questions to responses that the candidate provided to the Questionnaire. ~~Additional questions not included in the Questionnaire may be asked if approved by the Mayor.~~
  4. Public Comment. The City Council shall hear from members of the public after the City Council has asked all questions of the candidates.
  5. Discussion. The City Council shall have the opportunity to discuss and deliberate the candidates.
- F. Election by Motion. At the conclusion of discussion, the city clerk will ask each City Councilmember for their nominations. The candidate that receives the most nominations will be brought up for a motion and vote on appointment to the vacant office. If no candidate receives more nominations than any other candidate, any City Councilmember may move to appoint one of the candidates to the vacant office. If

the motion to appoint fails, the nominations shall continue until a motion is supported by a majority of the City Council. A motion to appoint must be supported by a majority of the City Council in order for an appointment to be made. ~~At the conclusion of discussion, any voting City Councilmember may move to appoint one of the candidates to the vacant office. This motion must be supported by a majority of the City Council. If the motion fails, the nominations shall continue in order until a motion is supported by a majority of the City Council.~~

- G. Appointment and Swearing In. Upon the affirmative vote of the City Council, the selected individual may be sworn in during that meeting or the City Council may direct the swearing in of the candidate to take place at a future City Council meeting. The newly appointed City Councilmember shall be eligible to take part in City Council meetings after being sworn into office.

There is no standard policy for appointment of someone to the City Council and the City Council has discretion to establish an appointment process. Adopting a process for appointment would eliminate any uncertainty for both the City Council and potential candidates on how an appointment to a City Council seat would be conducted when a vacancy occurs.

### **Impact on City Resources**

The adoption of this resolution has no impact on City resources. However, as of August 2022, the estimated cost of consolidated election services for one City Councilmember seat is approximately between \$12,100 and \$14,533.

### **Environmental Review**

The proposed actions would be exempt from environmental review as the adoption of the proposed resolution does not qualify as a “project” pursuant to Public Resource Code Section 21065 and California Environmental Quality Act (CEQA) Guidelines Sections 15320, 15378 and 15061(b)(3), since it can be seen with certainty that there is no possibility that adoption of the resolution would cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

### **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### **Attachments**

- A. Resolution

Report prepared by:  
Nira Doherty, City Attorney

Report reviewed by:  
Justin Murphy, City Manager  
Judi A. Herren, Assistant to the City Manager/City Clerk

**RESOLUTION NO. XXXX****RESOLUTION OF THE CITY COUNCIL OF MENLO PARK ESTABLISHING A  
PROCESS FOR APPOINTMENT OF CANDIDATES TO CITY COUNCIL SEATS  
IN ORDER TO FILL A VACANCY ON THE CITY COUNCIL**

WHEREAS, on the twentieth day of September, 2022 the City Council of the City of Menlo Park adopted Ordinance No. XXXX, amending Menlo Park Municipal Code Section 2.04.190 pertaining to the filling of City Council vacancies to conform to the process identified in Government Code Section 36512; and

WHEREAS, the City Council desires to establish via Resolution a process that shall be utilized in the event of a vacancy on the City Council and the City Council decides to appoint someone to a City Council seat in accordance with Section 2.04.190 and Government Code Section 36512.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF MENLO PARK DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The City Council hereby finds that the foregoing recitals are a true and accurate and are incorporated herein by reference.

Section 2. California Environmental Quality Act (CEQA) Determination. This action is exempt from environmental review as the adoption of this resolution does not qualify as a “project” pursuant to Public Resource Code Section 21065 and CEQA Guidelines Sections 15320, 15378 and 15061(b)(3), since it can be seen with certainty that there is no possibility that adoption of this Resolution would cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

Section 3. Process for Appointment.

- A. Upon determination that the City Council desires to appoint someone to a vacant City Council seat, the City Clerk shall publish a notice of the vacancy in a newspaper of general circulation, advertise in local online media and social media, and post on the City’s website at least two weeks prior to the meeting at which the City Council will consider candidates to fill a vacated position. The City Clerk may also develop an application to be submitted by the candidates.
- B. The notice shall provide:
  1. The District in which the City Council vacancy has occurred;
  2. The date, time, and place of the meeting where the City Council will conduct interviews and appoint a candidate to fill the vacancy;
  3. The deadline for submitting an interested person’s name and other identified information or application prepared by the City Clerk; and
  4. Information about the Questionnaire identified in Section C below and where a copy of the Questionnaire may be obtained.
- C. An individual who is interested in filling the vacancy shall be requested to provide written answers to questions, which are attached hereto as Exhibit A (“Questionnaire”) on the date specified by the City Clerk so that the Questionnaire can be included in the agenda package and made public for the meeting at which the City Council conducts interviews of City Council candidates. If the Questionnaire is not provided on or before the date specified by the City Clerk, the candidate shall not be interviewed by the City Council and shall not be eligible for appointment to the City Council.

- D. Qualified Candidates. The City Clerk shall review the submittals from the candidates to ensure that each candidate resides in the District where the vacancy has occurred and has submitted all required documents to confirm that the candidate is a qualified candidate (“Qualified Candidates”).
- E. Interviews of Qualified Candidates shall take place during a regular or special City Council meeting, as determined appropriate by the Mayor and the City Manager. The following procedures shall govern the interview process:
  - 1. Order of Interview. Prior to commencement of the interviews, candidates shall be placed in a random drawing to determine the order in which candidates are interviewed.
  - 2. Introductions. Candidates shall each be allotted five minutes to introduce themselves to the City Council. Time limits shall be strictly enforced during this phase of the interview. Candidates may all be present at the same time that another candidate is being interviewed.
  - 3. Questions. To ensure equal opportunity and standardization, each City Councilmember will have an opportunity to ask questions of the candidates from the list of questions in the Questionnaire and follow-up questions to responses that the candidate provided to the Questionnaire.
  - 4. Public Comment. The City Council shall hear from members of the public after the City Council has asked all questions of the candidates.
  - 5. Discussion. The City Council shall have the opportunity to discuss and deliberate the candidates.
- F. Election by Motion. At the conclusion of discussion, the city clerk will ask each City Councilmember for their nominations. The candidate that receives the most nominations will be brought up for a motion and vote on appointment to the vacant office. If no candidate receives more nominations than any other candidate, any City Councilmember may move to appoint one of the candidates to the vacant office. If the motion to appoint fails, the nominations shall continue until a motion is supported by a majority of the City Council. A motion to appoint must be supported by a majority of the City Council in order for an appointment to be made.
- G. Appointment and Swearing In. Upon the affirmative vote of the City Council, the selected individual may be sworn in during that meeting or the City Council may direct the swearing in of the candidate to take place at a future City Council meeting. The newly appointed City Councilmember shall be eligible to take part in City Council meetings after being sworn into office.

Section 4. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption.

Section 5. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Resolution is for any reason held to be invalid or unenforceable by a court of competent jurisdiction, the remaining portions of this Resolution shall nonetheless remain in full force and effect. The City Council hereby declares that it would have adopted each section, subsection, sentence, clause, phrase, or portion of this Resolution, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions of this Resolution be declared invalid or unenforceable.

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I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the twentieth day of September, 2022, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this \_\_\_ day of September, 2022.

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Judi A. Herren, City Clerk

Exhibits:

A. Questionnaire

## QUESTIONNAIRE

Please answer the following questions.

1. Have you ever held a public office? If yes, name the office title, dates of service and describe the duties.
2. Please describe your qualifications, education and work experience/training that you believe would be relevant in your role as a City Councilmember.
3. What has your previous involvement with the City of Menlo Park? Please include any service organizations or community engagement in which you have participated.
4. Are you aware of the time commitment and the responsibilities associated with serving as a City Councilmember and are you prepared to serve without reservation?
5. Do you have any duties or responsibilities that would conflict with the duties of a City Councilmember?
6. Please describe the top three immediate issues that you think the City Council needs to address in Menlo Park.
7. Please describe the top three long-term issues that you think the City Council needs to address in Menlo Park.
8. What improvements do you think can be made in the City of Menlo Park?
9. Why do you think you are qualified to be appointed to the vacant City Council seat?
10. Is there anything else you would like to share with the City Council?



## STAFF REPORT

### City Council

**Meeting Date:** 9/20/2022  
**Staff Report Number:** 22-182-CC

**Consent Calendar:** Adopt a resolution amending City Council Policy CC-22-004 Commissions/Committees Policies and Procedures, Roles and Responsibilities

### Recommendation

Staff recommends that the City Council adopt a resolution (Attachment A) amending City Council Policy CC-22-004 Commissions/Committees Policies and Procedures, Roles and Responsibilities (CC-22-004.)

### Policy Issues

According to CC-22-004, advisory body regular meetings shall have a fixed date and time established by the advisory body. Changes to the established regular dates and times are subject to the approval of the City Council.

### Background

On July 13, the Complete Streets Commission voted unanimously (Commissioner King absent) to adjust the regular meeting start time to 6:30 p.m. from 7 p.m.

As part of the review of the CC-22-004, staff identified other provisions in need of updates to better reflect current policies and practices.

### Analysis

Staff is proposing the following edits to CC-22-004 (Exhibit A to the resolution.)

#### Background

- Update number of advisory bodies
- Update Anti-Harassment and Non-Discrimination Policy number
  - Policy update approved by City Council in 2021
- Update Travel, Meal, and Lodging Policy title and number
  - Policy update approved by City Council in 2019

#### Recommendations, requests and reports

- Update City Council agenda title to "Advisory Body Reports"

#### The schedule of Commission/Committee meetings

- Update Complete Street Commission regular meeting start time to 6:30 p.m.
  - To take effect October 2022

- Update Planning Commission regular meeting days to include “Monday”

#### Application and selection process

- Remove application signature requirement

#### Attendance

- Remove references to superseded policies, agencies and practices

#### Conflict of interest and disclosure requirements

- Update the conflict of interest code and disclosure requirements
  - Updates approved by City Council Resolution Nos. 6618 and 6688

#### Roles and Responsibilities

- Update Complete Street Commission roles and responsibilities
  - Last updated 2019
- Update Housing Commission roles and responsibilities
  - Last updated 2018

#### Throughout policy

- Update the use of pronouns

### **Impact on City Resources**

There is no impact on City resources associated with the earlier start time for the Complete Street Commission.

### **Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

### **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### **Attachments**

A. Resolution

Report prepared by:

Judi A. Herren, Assistant to the City Manager/City Clerk

**RESOLUTION NO. XXXX**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK  
APPROVING AMENDMENTS TO CITY COUNCIL POLICY CC-22-004  
COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND  
RESPONSIBILITIES**

WHEREAS, the current regular meeting start time of the Complete Streets Commission is 7 p.m.; and

WHEREAS, the City Council desires to update the Complete Street Commission regular meeting start time from 7 p.m. to 6:30 p.m.

WHEREAS, the City Council approves the following amendments to City Council Policy CC-22-004 Commissions/Committees Policies and Procedures, Roles and Responsibilities:

- Update number of advisory bodies
- Update Anti-Harassment and Non-Discrimination Policy number
- Update Travel, Meal, and Lodging Policy title and number
- Update City Council agenda title to “Advisory Body Reports”
- Update the use of pronouns
- Update Complete Street Commission regular meeting start time to 6:30 p.m.
- Update Planning Commission regular meeting days to include “Monday”
- Remove application signature requirement
- Remove references to superseded policies, agencies, and practices
- Update the conflict of interest code and disclosure requirements
- Update Complete Street Commission roles and responsibilities
- Update Housing Commission roles and responsibilities

NOW, THEREFORE, IT IS RESOLVED, that City Council Policy CC-22-004 Commissions/Committees Policies and Procedures, Roles and Responsibilities is hereby amended, as set forth in Exhibit A.

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the twentieth of September, 2022, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this \_\_\_ day of September, 2022.

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Judi A. Herren, City Clerk

Exhibits:

- A. City Council Policy CC-22-004 Commissions/Committees Policies and Procedures, Roles and Responsibilities

# COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-22-004

Adopted ~~March 8~~ September 13, 2022

Resolution No. ~~6718~~ XXXX



<b>Purpose</b>
To define policies and procedures and roles and responsibilities for Menlo Park appointed commissions and committees.
<b>Authority</b>
Upon its original adoption, this policy replaced the document known as "Organization of Advisory Commissions of the City of Menlo Park."
<b>Background</b>
<p>The City of Menlo Park currently has <del>eight</del> <u>seven</u> active Commissions and Committees. The active advisory bodies are: Complete Streets Commission, Environmental Quality Commission, Finance and Audit Committee, Housing Commission, Library Commission, Parks and Recreation Commission, and Planning Commission. Those not specified in the City Code are established by City Council ordinance or resolution. Most of these advisory bodies are established in accordance with Resolution 2801 and its amendments. Within specific areas of responsibility, each advisory body has a primary role of advising the City Council on policy matters or reviewing specific issues and carrying out assignments as directed by the City Council or prescribed by law.</p> <p><del>Seven</del> <u>Six</u> of the <del>eight</del> <u>seven</u> commissions and committees listed above are advisory in nature. The Planning Commission is both advisory and regulatory and organized according to the City Code (Ch. 2.12) and State statute (Government Code 65100 et seq., 65300-65401).</p> <p>The City has an adopted Anti-Harassment and Non-Discrimination Policy (CC-<del>9521-004</del> <u>0022</u>), and a Travel, <u>Meal, and Lodging</u> <del>and Expense</del> Policy (CC-<del>9419</del> <u>002</u>), which are also applicable to all advisory bodies.</p>
<b>Policies and Procedures</b>
<p><u>Relationship to City Council, staff and media</u></p> <ul style="list-style-type: none"> <li>• Upon referral by the City Council, the commission/committee shall study referred matters and return their recommendations and advise to the City Council. With each such referral, the City Council may authorize the City staff to provide certain designated services to aid in the study.</li> <li>• Upon its own initiative, the commission/committee shall identify and raise issues to the City Council's attention and from time to time explore pertinent matters and make recommendations to the City Council.</li> <li>• At a request of a member of the public, the commission/committee may consider appeals from City actions or inactions in pertinent areas and, if deemed appropriate, report and make recommendations to the City Council.</li> <li>• Each commission/committee is required to develop an annual work plan which will be the foundation for the work performed by the advisory body in support of City Council annual work plan. The plan, once finalized by a majority of the commission/committee, will be formally presented to the City Council for direction and approval no later than September 30 of each year and then reported out on by a representative of the advisory body at a regularly scheduled City Council meeting at least annually, but recommended twice a year. The proposed work plan must align with the City Council's adopted work plan. When modified, the work plan must be taken to the City Council for approval. The Planning Commission is exempt from this requirement as its functions are governed by the Menlo Park municipal code (Chapter 2.12) and State law (Government Code 65100 et seq, 65300-65401).</li> <li>• Commissions and committees shall not become involved in the administrative or operational matters of City departments. Members may not direct staff to initiate major programs, conduct large studies or establish department policy. City staff assigned to furnish staff services shall be available to provide general staff assistance, such as preparation of agenda/notice materials and minutes, general review of department programs and activities, and to perform limited studies, program reviews, and other services of a general staff nature. Commissions/Committees may not establish department work programs or determine department program priorities. The responsibility for setting policy and allocating scarce City resources rests with the City's duly elected representatives, the City Council.</li> <li>• Additional or other staff support may be provided upon a formal request to the City Council.</li> <li>• The staff liaison shall act as the commission/committee's lead representative to the media concerning matters before the commission/committee. Commission/Committee members should refer all media inquiries to their respective liaisons for response. Personal opinions and comments may be expressed so long as the commission/committee member clarifies that his or her statements do not represent the position of the City Council.</li> <li>• Commission/Committee members will have mandatory training every two years regarding the Brown Act and</li> </ul>

## COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-22-004

Adopted ~~March 8~~September 13, 2022

Resolution No. ~~6718~~XXXX

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parliamentary procedures, anti-harassment training, ethics training, and other training required by the City Council or State Law. The commission/committee members may have the opportunity for additional training, such as training for chair and vice chair. Failure to comply with the mandatory training will be reported to the City Council and may result in replacement of the member by the City Council.

- Requests from commission/committee member(s) determined by the staff liaison to take one hour or more of staff time to complete, must be directed by the City Council.

### Role of City Council commission/committee liaison

City Councilmembers are assigned to serve in a liaison capacity with one or more city commission/committee. The purpose of the liaison assignment is to facilitate communication between the City Council and the advisory body. The liaison also helps to increase the City Council's familiarity with the membership, programs and issues of the advisory body. In fulfilling their liaison assignment, City Councilmembers may elect to attend commission/committee meetings periodically to observe the activities of the advisory body or simply maintain communication with the commission/committee chair on a regular basis.

City Councilmembers should be sensitive to the fact that they are not participating members of the commission/committee, but are there rather to create a linkage between the City Council and commission/committee. In interacting with commissions/committee, City Councilmembers are to reflect the views of the City Council as a body. Being a commission/committee liaison bestows no special right with respect to commission/committee business.

Typically, assignments to commission/committee liaison positions are made at the beginning of a City Council term in December. The Mayor will ask City Councilmembers which liaison assignments they desire and will submit recommendations to the full City Council regarding the various committees, boards, and commissions which City Councilmembers will represent as a liaison. In the rare instance where more than one City Councilmember wishes to be the appointed liaison to a particular commission, a vote of the City Council will be taken to confirm appointments.

### City Staff Liaison

The City has designated staff to act as a liaison between the commission/committee and the City Council. The City shall provide staff services to the commission/committee which will include:

- Developing a rapport with the Chair and commission/committee members
- Providing a schedule of meetings to the city clerk's office and commission/committee members, arranging meeting locations, maintaining the minutes and other public records of the meeting, and preparing and distributing appropriate information related to the meeting agenda.
- Advising the commission/committee on directions and priorities of the City Council.
- Informing the commission/committee of events, activities, policies, programs, etc. occurring within the scope of the commission/committee's function.
- Ensuring the city clerk is informed of all vacancies, expired terms, changes in offices, or any other changes to the commission/committee.
- Providing information to the appropriate appointed official including reports, actions, and recommendations of the committee/commission and notifying them of noncompliance by the commission/committee or chair with City policies.
- Ensuring that agenda items approved by the commission/committee are brought forth in a timely manner taking into consideration staff capacity, City Council priorities, the commission/committee work plan, and other practical matters such as the expense to conduct research or prepare studies, provided appropriate public notification, and otherwise properly prepare the item for commission/committee consideration.
- Take action minutes; upon agreement of the commission, this task may be performed by one of the members (staff is still responsible for the accuracy and formatting of the minutes)
- Maintain a minute book with signed minutes

### Recommendations, requests and reports

As needed, near the beginning of City Council meetings, there will be an item called "Commission/Committee Advisory Body Reports." At this time, commissions/committees may present recommendations or status reports and may request direction and support from the City Council. Such requests shall be communicated to the staff liaison in advance, including any written materials, so that they may be listed on the agenda and distributed with the agenda packet. The



## COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-22-004

Adopted ~~March 8~~September 13, 2022

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materials being provided to the City Council must be approved by a majority of the commission/committee at a commission/committee meeting before submittal to the City Council. The City Council will receive such reports and recommendations and, after suitable study and discussion, respond or give direction.

### City Council referrals

The city clerk shall transmit to the designated staff liaison all referrals and requests from the City Council for advice and recommendations. The commissions/committees shall expeditiously consider and act on all referrals and requests made by the City Council and shall submit reports and recommendations to the City Council on these assignments.

### Public appearance of commission/committee members

When a commission/committee member appears in a non-official, non-representative capacity before the public, for example, at a City Council meeting, the member shall indicate that ~~he or she~~they is-are speaking only as an individual. This also applies when interacting with the media and on social media. If the commission/committee member appears as the representative of an applicant or a member of the public, the Political Reform Act may govern this appearance. In addition, in certain circumstances, due process considerations might apply to make a commission/committee member's appearance inappropriate. Conversely, when a member who is present at a City Council meeting is asked to address the City Council on a matter, the member should represent the viewpoint of the particular commission/committee as a whole (not a personal opinion).

### Disbanding of advisory body

Upon recommendation by the Chair or appropriate staff, any standing or special advisory body, established by the City Council and whose members were appointed by the City Council, may be declared disbanded due to lack of business, by majority vote of the City Council.

### Meetings and officers

#### 1. *Agendas/notices/minutes*

- All meetings shall be open and public and shall conduct business through published agendas, public notices and minutes and follow all of the Brown Act provisions governing public meetings. Special, canceled and adjourned meetings may be called when needed, subject to the Brown Act provisions.
- Support staff for each commission/committee shall be responsible for properly noticing and posting all regular, special, canceled and adjourned meetings. Copies of all meeting agendas, notices and minutes shall be provided to the City Council, city manager, city attorney, city clerk and other appropriate staff, as requested.
- Original agendas and minutes shall be filed and maintained by support staff in accordance with the City's adopted records retention schedule.
- The official record of the commissions/committees will be preserved by preparation of action minutes.

#### 2. *Conduct and parliamentary procedures*

- Unless otherwise specified by State law or City regulations, conduct of all meetings shall generally follow Robert's Rules of Order.
- A majority of commission/committee members shall constitute a quorum and a quorum must be seated before official action is taken.
- The chair of each commission/committee shall preside at all meetings and the vice chair shall assume the duties of the chair when the chair is absent.
- The role of the commission/committee chair (according to Roberts Rules of Order): To open the session at the time at which the assembly is to meet, by taking the chair and calling the members to order; to announce the business before the assembly in the order in which it is to be acted upon; to recognize members entitled to the floor; to state and put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote; to protect the assembly from annoyance from evidently frivolous or dilatory motions by refusing to recognize them; to assist in the expediting of business in every compatible with the rights of the members, as by allowing brief remarks when undebatable motions are pending, if s/he thinks it advisable; to restrain the members when engaged in debate, within the rules of order, to enforce on all occasions the observance of order and decorum among the members, deciding all questions of order (subject to an appeal to the assembly by any two members) unless when in doubt he prefers to submit the question for the decision of the assembly; to inform the assembly when necessary, or when referred to for the purpose, on a point of order to practice pertinent to pending business; to authenticate by his/her signature, when necessary, all the acts, orders, and proceedings of the assembly declaring it will and in all things obeying its commands.

## COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-22-004

Adopted ~~March 8~~ September 13, 2022

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### 3. *Lack of a quorum*

- When a lack of a quorum exists at the start time of a meeting, those present will wait 15 minutes for additional members to arrive. If after 15 minutes a quorum is still not present, the meeting will be adjourned by the staff liaison due to lack of a quorum. Once the meeting is adjourned it cannot be reconvened.
- The public is not allowed to address those commissioners present during the 15 minutes the commission/committee is waiting for additional members to arrive.
- Staff can make announcements to the members during this time but must follow up with an email to all members of the body conveying the same information.
- All other items shall not be discussed with the members present as it is best to make the report when there is a quorum present.

### 4. *Meeting locations and dates*

- Meetings shall be held in designated City facilities, as noticed.
- All commissions/committees with the exception of the Planning Commission, and Finance and Audit Committee shall conduct regular meetings once a month. Special meetings may also be scheduled as required by the commission/committee. The Planning Commission shall hold regular meetings twice a month and the Finance and Audit Committee shall hold quarterly meetings.
- Monthly regular meetings shall have a fixed date and time established by the commission/committee. Changes to the established regular dates and times are subject to the approval of the City Council. An exception to this rule would include any changes necessitated to fill a temporary need in order for the commission/committee to conduct its meeting in a most efficient and effective way as long as proper and adequate notification is provided to the City Council and made available to the public.

The schedule of Commission/Committee meetings is as follows:

- Complete Streets Commission – Every second Wednesday at ~~7-6:30~~ p.m.
- Environmental Quality Commission – Every third Wednesday at 6:00 p.m.
- Finance and Audit Committee – Third Wednesday of every quarter at 5:30 p.m.,
- Housing Commission – Every first Wednesday at 6:30 p.m.
- Library Commission – Every third Monday at 6:30 p.m.
- Parks and Recreation Commission – Every fourth Wednesday at 6:30 p.m.
- Planning Commission – Twice a month on a Monday at 7 p.m.

Each commission/committee may establish other operational policies subject to the approval of the City Council. Any changes to the established policies and procedures shall be subject to the approval of the City Council.

### 5. *Off-premises meeting participation*

While technology allows commission/committee members to participate in meetings from a location other than the meeting location (referred to as “off-premises”), off-premises participation is discouraged given the logistics required to ensure compliance with the Brown Act and experience with technological failures disrupting the meeting. In the event that a commission/committee member believes that his or her participation is essential to a meeting, the following shall apply:

- Any commission/committee member intending to participate from an off-premise location shall inform the staff liaison at least two weeks in advance of the meeting.
- The off-premise location must be identified in the notice and agenda of the meeting.
- Agendas must be posted at the off-premise location.
- The off-premise location must be accessible to the public and be ADA compliant.
- The commission/committee member participating at a duly noticed off-premises location does not count toward the quorum necessary to convene a meeting of the commission/committee.
- For any one meeting, no more than one commission/committee member may participate from an off-premise location.
- All votes must be by roll call.

### 6. *Selection of chair and vice chair*

- The chair and vice chair shall be selected in May of each year by a majority of the members and shall serve for one year or until their successors are selected.
- Each commission/committee shall annually rotate its chair and vice chair.

## COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

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### G. Memberships

#### *Appointments/Oaths*

- The City Council is the appointing body for all commissions/committees. All members serve at the pleasure of the City Council for designated terms.
- All appointments and reappointments shall be made at a regularly scheduled City Council meeting, and require an affirmative vote of not less than a majority of the City Council present.
- Before taking office, all members must complete an Oath of Allegiance required by Article XX, §3, of the Constitution of the State of California. All oaths are administered by the city clerk or his/her designee.
- Appointments made during the middle of the term are for the unexpired portion of that term.

#### *Application and selection process*

- The application process begins when a vacancy occurs due to term expiration, resignation, removal or death of a member.
- The application period will normally run for a period of four weeks from the date the vacancy occurs. If there is more than one concurrent vacancy in a Commission, the application period may be extended. Applications are available from the city clerk's office and on the City's website.
- The city clerk shall notify members whose terms are about to expire whether or not they would be eligible for reappointment. If reappointment is sought, an updated application will be required.
- Applicants are required to complete and return the application form for each commission/committee they desire to serve on, along with any additional information they would like to transmit, by the established deadline. Applications sent by email are accepted; ~~however, the form submitted must be signed.~~
- After the deadline of receipt of applications, the city clerk shall schedule the matter at the next available regular City Council meeting. All applications received will be submitted and made a part of the City Council agenda packet for their review and consideration. If there are no applications received by the deadline, the city clerk will extend the application period for an indefinite period of time until sufficient applications are received.
- Upon review of the applications received, the City Council reserves the right to schedule or waive interviews, or to extend the application process in the event insufficient applications are received. In either case, the city clerk will provide notification to the applicants of the decision of the City Council.
- If an interview is requested, the date and time will be designated by the City Council. Interviews are open to the public.
- The selection/appointment process by the City Council shall be conducted at a City Council meeting. The city clerk will ask each City Councilmember for their nominations; the number of nominations is limited to the number of vacancies. The candidate that receives a majority of nominations will be appointed. If there is a tie, multiple rounds of voting will occur.
- Following a City Council appointment, the city clerk shall notify successful and unsuccessful applicants accordingly, in writing. Appointees will receive copies of the City's Non-Discrimination and Sexual Harassment policies, and disclosure statements for those members who are required to file under State law as designated in the City's Conflict of Interest Code. Copies of the notification will also be distributed to support staff and the commission/committee chair.
- An orientation will be scheduled by the city clerk following an appointment (but before taking office) and a copy of this policy document will be provided at that time.

#### *Attendance*

- ~~An Attendance Policy (CC-91-001), shall apply to all advisory bodies. Provisions of this policy are listed below.~~
- A compilation of attendance will be submitted to the City Council at least annually listing absences for all commissions/committee members.
- Absences, which result in attendance at less than two-thirds of their meetings during the calendar year, will be reported to the City Council and may result in replacement of the member by the City Council.
- Any member who feels that unique circumstances have led to numerous absences can appeal directly to the City Council for a waiver of this policy or to obtain a leave of absence.
- While it is expected that members be present at all meetings, the chair and staff liaison should be notified if a member knows in advance that ~~he/she/they~~ will be absent.
- When reviewing commissioners for reappointment, overall attendance at full commission meetings will be given significant consideration.

## COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

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### *Compensation*

- Members shall serve without compensation (unless specifically provided) for their services, provided, however, members shall receive reimbursement for necessary travel expenses and other expenses incurred on official duty when such expenditures have been authorized by the City Council (See Policy CC-~~9419~~002).

### *Conflict of interest and disclosure requirements*

- A Conflict of Interest Code has been updated and adopted by the City ~~Council and the Community Development Agency~~ pursuant to Government Code §87300 et seq. Copies of the conflict of interest code are filed with the city clerk. Pursuant to the adopted Conflict of Interest Code, members serving on the Complete Streets Commission, Housing Commission, and Planning Commission are required to file a Statement of Economic Interest with the city clerk to disclose personal interest in investments, real property and income. This is done within 30 days of appointment and annually thereafter. A statement is also required within 30 days after leaving office.
- If a public official has a conflict of interest, the Political Reform Act may require the official to disqualify himself or herself from making or participating in a governmental decision, or using his or her official position to influence a governmental decision. Questions in this regard may be directed to the city attorney.
- ~~In accordance with Resolution No. 6622, current and future members of the Complete Streets Commission and Housing Commission, are required to report any and all real property in Menlo Park for impacting land use, real property, and the housing element.~~

### *Qualifications, compositions, number*

- In most cases, members shall be residents of the City of Menlo Park and at least 18 years of age.
- Current members of any other City commission/committee are disqualified for membership, unless the regulations for that advisory body permit concurrent membership. Commission/Committee members are strongly advised to serve out the entirety of the term of their current appointment before seeking appointment on another commission/committee.
- Commission/Committee members shall be permitted to retain membership while seeking any elective office. However, members shall not use the meetings, functions or activities of such bodies for purposes of campaigning for elective office.
- There shall be seven (7) members on each commission/committee with the exception of:
  - Complete Streets Commission – nine (9) members
  - Finance and Audit Committee – seven (7) members

### *Reappointments, resignations, removals*

- Incumbents seeking a reappointment are required to complete and file an application with the city clerk by the application deadline. No person shall be reappointed to a commission/committee who has served on that same body for two consecutive terms; unless a period of one year has lapsed since the returning member last served on that commission/committee (the one-year period is flexible subject to City Council's discretion).
- Resignations must be submitted in writing to the city clerk, who will distribute copies to City Council and appropriate staff.
- The City Council may remove a member by a majority vote of the City Council without cause, notice or hearing.

### *Term of office*

- Unless specified otherwise, the term of office for all commission/committee shall be four (4) years unless a resignation or a removal has taken place. The Finance and Audit Committee term of office shall be two (2) years.
- If a person is appointed to fill an unexpired term and serves less than two years, that time will not be considered a full term. However, if a person is appointed to fill an unexpired term and serves two years or more, that time will be considered a full term.
- Terms are staggered to be overlapping four-year terms, so that all terms do not expire in any one year.
- If a member resigns before the end of ~~his/her~~their term, a replacement serves out the remainder of that term.

### *Vacancies*

- Vacancies are created due to term expirations, resignations, removals or death.
- Vacancies are ~~listed on the City Council agenda and~~ posted by the city clerk in the City Council Chambers bulletin board and on the city website.

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- Whenever an unscheduled vacancy occurs in any commission/committee, a special vacancy notice shall be posted within 20 days after the vacancy occurs. Appointment shall not be made for at least 10 working days after posting of the notice (Government Code 54974).
- On or before December 31 of each year, an appointment list of all regular advisory commissions/committees of the City Council shall be prepared by the city clerk and posted in the City Council Chambers bulletin board and on the City's website. This list is also available to the public. (Government Code 54972, Maddy Act).

### Roles and Responsibilities

#### Complete Streets Commission

The Complete Streets Commission is charged primarily with advising the City Council on realizing the City's adopted goals for complete streets, vision zero, climate action plan, and provide input on major land use and development projects as it relates to transportation~~multi-modal transportation issues according to the goals and policies of the City's general plan. This includes strategies to encourage safe travel, improve accessibility, and maintaining a functional and efficient transportation network for all modes and persons traveling within and around the City.~~ The Complete Streets Commission's responsibilities ~~would~~ include:

- To advance the goals of the city's newly adopted climate action plan by making alternatives to driving safer and more attractive~~Coordination of multi-modal (motor vehicle, bicycle, transit and pedestrian) transportation facilities~~
- Advise City Council on the implementation of the transportation master plan.
- Continue to advocate for and advise the City Council on planning and installing pedestrian and bicycle rail crossing and safe cycling/pedestrian infrastructure.
- Continue to support City Council in ongoing initiatives to improve access to Downtown and support downtown businesses.
- Continue to support the implementation of the Safe Routes to School strategy and advocate for community engagement, program continuity and engineering implementation.
- ~~Continue to support City Council's role as a stakeholder with regard to regional multi-modal and transportation demand management programs projects to increase~~Advising City Council on ways to encourage vehicle, multi-modal, pedestrian and bicycle safety and accessibility for the City supporting the goals of the General Plan
- ~~Coordination on providing a citywide safe routes to school plan~~
- ~~Coordination with regional transportation systems~~
- ~~Establishing parking restrictions and requirements according to Municipal Code sections 11.24.026 through 11.24.028~~

#### Environmental Quality Commission

The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, improvement and sustainability. Specific focus areas include:

- Preserving heritage trees
- Using best practices to maintain city trees
- Preserving and expanding the urban canopy
- Making determinations on appeals of heritage tree removal permits
- Administering annual Environmental Quality Awards program
- Organizing annual Arbor Day Event; typically, a tree planting event
- Advising on programs and policies related to protection of natural areas, recycling and waste reduction, environmentally sustainable practices, air and water pollution prevention, climate protection, and water and energy conservation.

#### Finance and Audit Committee

The Finance and Audit Committee is charged primarily to support delivery of timely, clear and comprehensive reporting of the City's fiscal status to the community at large. Specific focus areas include:

- Review the process for periodic financial reporting to the City Council and the public, as needed
- Review financial audit and annual financial report with the City's external auditors
- Review of the resolution of prior year audit findings
- Review of the auditor selection process and scope, as needed

#### Housing Commission

The Housing Commission is charged primarily with advising the City Council on housing matters including housing

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supply and housing related problems. Specific focus areas include:

- Community attitudes about housing (range, distribution, racial, social-economic problems)
- Programs for evaluating, maintaining, and upgrading the distribution and quality of housing stock in the City
- Planning, implementing and evaluating City programs under the Housing and Community Development Act of 1974
- ~~Members serve with staff on a loan review committee for housing rehabilitation programs and a first time homebuyer loan program~~
- Review and recommend to the City Council regarding the Below Market Rate (BMR) program
- Initiate, review and recommend on housing policies and programs for the City
- Review and recommend on housing related impacts for environmental impact reports
- Review and recommend on State and regional housing issues
- Review and recommend on the Housing Element of the General Plan
- ~~The five most senior members of the Housing Commission also serve as the members of the Relocation Appeals Board (City Resolution 4290, adopted June 25, 1991).~~

### Library Commission

The Library Commission is charged primarily with advising the City Council on matters related to the maintenance and operation of the City's libraries and library systems. Specific focus areas include:

- The scope and degree of library activities
- Maintenance and protection of City libraries
- Evaluation and improvement of library service
- Acquisition of library materials
- Coordination with other library systems and long range planning
- Literacy and ESL programs

### Parks and Recreation Commission

The Parks and Recreation Commission is charged primarily with advising the City Council on matters related to City programs and facilities dedicated to recreation. Specific focus areas include:

- Those programs and facilities established primarily for the participation of and/or use by residents of the City, including adequacy and maintenance of such facilities as parks and playgrounds, recreation buildings, facilities and equipment
- Adequacy, operation and staffing of recreation programs
- Modification of existing programs and facilities to meet developing community needs
- Long range planning and regional coordination concerning park and recreational facilities

### Planning Commission

The Planning Commission is organized according to State Statute.

- The Planning Commission reviews development proposals on public and private lands for compliance with the General Plan and Zoning Ordinance.
- The Commission reviews all development proposals requiring a use permit, architectural control, variance, minor subdivision and environmental review associated with these projects. The Commission is the final decision-making body for these applications, unless appealed to the City Council.
- The Commission serves as a recommending body to the City Council for major subdivisions, rezoning's, conditional development permits, Zoning Ordinance amendments, General Plan amendments and the environmental reviews and Below Market Rate (BMR) Housing Agreements associated with those projects.
- The Commission works on special projects as assigned by the City Council.

### **Special Advisory Bodies**

The City Council has the authority to create standing committees, task forces or subcommittees for the City, and from time to time, the City Council may appoint members to these groups. The number of persons and the individual appointee serving on each group may be changed at any time by the City Council. There are no designated terms for members of these groups; members are appointed by and serve at the pleasure of the City Council.

Any requests of city commissions or committees to create such ad hoc advisory bodies shall be submitted in writing to the city clerk for City Council consideration and approval.

**COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES**

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Procedure history		
Action	Date	Notes
Procedure adoption	1991	Resolution No. 3261
Procedure adoption	2001	
Procedure adoption	2011	
Procedure adoption	2013	Resolution No. 6169
Procedure adoption	2017	Resolution No. 6377
Procedure adoption	6/8/2021	Resolution No. 6631
Procedure adoption	3/1/2022	Resolution No. 6706
Procedure adoption	3/8/2022	Resolution No. 6718
<u>Procedure adoption</u>	<u>9/20/2022</u>	<u>Resolution No. XXXX</u>



**STAFF REPORT**

**City Council Meeting Date:** 9/20/2022  
**Staff Report Number:** 22-183-CC

**Consent Calendar:** Authorize the city manager to enter into a contract with ICF Jones and Stokes Inc. to prepare an environmental impact report for the proposed master plan project at 333 Ravenswood Avenue (Parkline) for the amount of \$688,817 and future augments as may be necessary to complete the environmental review for the proposed project

**Recommendation**

Staff recommends that the City Council authorize the city manager to execute the contract, attached hereto as Attachment A, with ICF Jones and Stokes Inc. (ICF) for the amount of \$688,817 and future augments as may be necessary to complete the environmental review for the proposed Parkline project based on the proposed scope and budget (Attachment B.)

**Policy Issues**

City Council Resolution No. 6479 authorizes the city manager to execute agreements necessary to conduct City business up to a stated award authority level which adjusts annually based on changes in the construction cost index. The current award authority is \$86,000. While the project applicant is responsible for the full cost of preparing the environmental impact report (EIR) for a project, and no taxpayer funds are being used for said purpose, the City Council retains discretion for all agreements exceeding the award authority delegated to the city manager.

The City Council will be the decision-making body for the EIR, general plan amendment, zoning ordinance amendment, and rezoning to allow the proposed mix of uses and densities/intensities requested by the applicant, and the conditional development permit to enable comprehensive planning of the project. The City Council will also be the acting body on the development agreement, which would provide vested rights in exchange for community benefits, and the vesting tentative map to merge the existing lots and re-subdivide in a manner consistent with the proposed improvements. The Planning Commission will be the acting body for architectural control for all proposed new buildings and the recommending body on all other entitlements.

Authorizing the city manager to enter into a contract with ICF would allow the City to conduct the environmental review for the project proposal. Approval of the environmental review contract does not imply an endorsement of a project, but rather initiates the process to identify potential environmental impacts of the project for consideration during entitlement review. The policy implications of the project proposal are considered on a case-by-case basis, and will be informed by additional analysis as the project review proceeds.



## Background

SRI International (formerly known as the Stanford Research Institute) is an independent, nonprofit research institute located on an approximately 63-acre campus at 333 Ravenswood Avenue. In October 2021, the City received an application from Lane Partners, LLC for a master plan development to comprehensively redevelop the SRI campus with a residential, office, research and development (R&D), and retail mixed-use project. Initial plans indicate the project would be divided into an approximately 53-acre office/R&D/life sciences campus and a 10-acre residential area along the Laurel Street edge of the project site extending slightly down Ravenswood Avenue. Site circulation, open space and landscape (other than retained trees) would be redesigned and rebuilt per a new comprehensive campus plan, including new bicycle and pedestrian connections. There would be no net increase of non-residential square footage. Primary program elements include:

- Approximately 284,000 square feet of existing office/R&D (retained in Buildings P, S and T);
- Approximately 1.1 million square feet of new office/R&D in five main structures, three to five stories in height, along with a smaller amenity building;
- Three new parking structures for the non-residential uses;
- Four hundred (400) residential rental units (19 townhomes at two stories) and (381 apartments at three to five stories) in approximately 500,000 square feet of floor area;
- Twenty-five (25) acres of landscaped, publicly-accessible open space, including a large central open space between office/R&D buildings;
- A sports field and one-story community building adjacent to the Ravenswood Avenue/Middlefield Road intersection; and
- Paths, landscaping and other site improvements.

In order to meet identified needs of Menlo Park Municipal Water, staff intends to explore a possible partnership with Parkline to evaluate opportunities for emergency water supply and/or storage facilities on-site, such as an emergency water supply well or underground reservoir with open space/fields above.

Select project plan sheets are included as Attachment C and a location map is included as Attachment D. On June 22, 2021, the Applicant gave an introductory presentation on the project to the City Council, while the project was in the pre-application stage. The Planning Commission and City Council held study sessions for the proposed project, February 14, 2022 and May 10, 2022, respectively and provided initial feedback. The applicant is currently working on revised plans to address comments received, including a desire for studying additional housing.

### Environmental review process overview

One of the purposes of the California Environmental Quality Act (CEQA) is to inform decision makers and the public about the potential significant environmental effects of a proposed project. For purposes of CEQA, the environment includes the physical conditions within the area that could be affected by a proposed project, such as land, air, water, plants and animals, noise, and objects of historic or aesthetic significance. An EIR must be prepared whenever it is established that a proposed project may have a significant effect on the environment. The EIR will not only provide information about potentially significant environmental impacts, but also identify ways in which the significant effects of the proposed project might be minimized and identify alternatives to the proposed project. The main substantive components of an EIR are as follows:

- The project description, which discloses the activity that is proposed for approval;
- Discussion and analysis of significant environmental effects of the proposed project, including cumulative impacts and growth-inducing impacts;

- Discussion of ways to mitigate or avoid the proposed project’s significant environmental impacts; and
- Discussion of alternatives to the project as proposed.

Following City Council approval of the EIR consultant contract, the City will issue a notice of preparation (NOP), which signifies to public agencies and the public that the City plans to prepare an EIR for the proposed project. The notice is designed to seek comments from interested agencies and members of the public on the scope and content of the EIR.

The release of the NOP begins the process for agency and early public consultation, which is referred to as the “scoping” process. The scoping process is designed to enable the City to determine the scope and contents of the EIR at an early stage, including identifying possible issues to be studied, topic areas that do not warrant additional study based on specifics of the proposed project, and possible alternatives and mitigation measures to be analyzed and considered in the EIR. As part of the scoping process, the Planning Commission would hold a public meeting or scoping session for the EIR for the proposed project. The scoping session is an opportunity for the Planning Commission and public to provide comments on the scope and content in the EIR. Oral comments received during the scoping session and written comments received during the NOP comment period on the scope and content of the environmental review will be considered while preparing the draft EIR.

Following review of the comments received during the scoping process, a draft EIR would be prepared and processed in accordance with CEQA and the CEQA Guidelines in effect at the time of the release of the NOP. Upon release of the draft EIR, there is an opportunity for agencies and the public to comment on the analysis in the draft EIR. The comments received during the draft EIR review period are considered and responded to in the final EIR, which also is released for public review. The City Council, as the final decision-making body for the proposed project, will review and determine if the EIR can be certified as compliant with CEQA’s legal requirements. Certification of the EIR as legally compliant with CEQA requirements must be completed before action on the proposed project and does not indicate approval of the project.

#### Project-specific studies

The scope includes preparation of an optional, project-specific Housing Needs Assessment (HNA) to inform the population and housing topic area as well as to provide decision makers with additional information regarding the project’s potential impacts on housing. The City Council may wish to provide input on whether preparation of an HNA is desired. The scope also includes an optional Water Supply Assessment (WSA.) As staff receives additional information on the project, it will make a final determination on whether a HNA and/or WSA is needed.

A fiscal impact analysis (FIA) will also be prepared but will be under a separate scope and budget, which will be reviewed and authorized by the city manager or the City Council, depending on the estimated cost.

#### **Analysis**

As part of the EIR consultant selection process, staff typically requests proposals from multiple environmental consulting firms. For the proposed project, staff released a request for proposals (RFP) to 12 firms and received proposals from four firms: Dudek, Rincon Consultants Inc.(Rincon), LSA Associates, Inc. (LSA) and ICF. All four firms selected subconsultants to prepare the HNA and/or other studies and EIR topic areas depending on the qualifications and capabilities of the prime environmental consultant. A brief comparison of the scopes is provided in Table 1 below.

Table 1: Comparison of project EIR scopes and budgets			
Firm	Subconsultants	Experience/Other key factors	Project total cost
Dudek	BAE Urban Economics	Projects referenced in scope are smaller in scale and complexity than applicant's project. Proposed project manager has experience with two smaller scale EIR projects in Bayfront Area. Proposed deputy project manager has EIR preparation experience in City.	<b>\$344,350</b>
Rincon	Kyser Marston Assoc.; Hexagon Transportation	Projects referenced in scope did not include Master Plan Developments. Proposed project manager has experience with EIR preparation for three projects in City.	<b>\$454,799</b>
LSA	Kyser Marston Assoc.; Hexagon Transportation; Baseline Environmental; Environmental Vision	Projects references in scope are of a similar level of scale and complexity to applicant's project. Proposed principal-in-charge/project manager has experience with three larger scale project EIR's in City.	<b>\$554,621</b>
ICF	Kyser Marston Assoc.; Hexagon Transportation; West Yost	Projects referenced in scope are of a similar level of scale and complexity to applicant's project. ICF is currently working on Willow Village Master Plan EIR and has additional EIR preparation experience for projects in City. ICF also prepared previous analyses for SRI before Parkline submittal.	<b>\$658,817 to \$688,817</b>

The four scopes are included in this staff report as Attachments B, E, F and G.

City staff evaluated the four scopes and reviewed them with the applicant team, who is responsible for the full cost of the preparation of the environmental analysis under CEQA. Staff and the applicant team believe LSA and ICF both have the necessary experience. However, staff recommends that the City Council select ICF for the EIR contract for the following reasons:

1. ICF has extensive experience preparing CEQA documents for cities throughout the Bay Area and prepared analysis for SRI on a previous proposal, which SRI chose not pursue;
2. ICF has experience working on Willow Village, another master plan project in Menlo Park; and
3. Although the proposed budget is more expensive than the others, the ICF proposal includes preparation of a WSA that the other proposals did not include.

Staff has shared its recommendation of ICF with the applicant, who agrees with the recommendation. It should be noted, the scope also includes studying a variant for up to 600 housing units to address initial comments received at the Planning Commission and City Council study sessions.

As part of the initial stages of the environmental and entitlement analysis, it may be determined that additional technical analyses are required; therefore, staff is recommending that the City Council provide the city manager the authority to approve future contract augmentations, if needed. The draft contract indicating ICF as the primary consultant and the proposed budget is included as Attachment A.

### **Impact on City Resources**

The applicant is required to pay all planning, building and public works permit fees, based on the City's master fee schedule, to fully cover the cost of staff time spent on the review of the project. The applicant is also required to bear the cost of the environmental review. For the environmental review and other supporting studies required by the City, the applicant deposits money with the City and the City pays the consultants. Notwithstanding, the scope and content of the EIR is determined by the City in its sole discretion and the City is the final decision maker on the adequacy of the document.

### **Environmental Review**

An EIR will be prepared for the proposed project evaluating all applicable topic areas required under CEQA. As described above, the EIR will analyze the potential environmental impacts of the proposed project.

### **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### **Attachments**

- A. Consultant services agreement with ICF
- B. EIR scope and budget proposal from ICF
- C. Project plans (select sheets)
- D. Location map
- E. EIR scope and budget proposal from Dudek
- F. EIR scope and budget proposal from Rincon
- G. EIR scope and budget proposal from LSA

Report prepared by:  
Corinna Sandmeier, Acting Principal Planner

Report reviewed by:  
Deanna Chow, Assistant Community Development Director

**CONSULTANT AGREEMENT**

City Manager's Office  
701 Laurel St., Menlo Park, CA 94025  
tel 650-330-6620



Agreement #:
<b>AGREEMENT FOR SERVICES BETWEEN THE CITY OF MENLO PARK AND ICF JONES AND STOKES, INC.</b>
THIS AGREEMENT made and entered into at Menlo Park, California, this _____, by and between the CITY OF MENLO PARK, a Municipal Corporation, hereinafter referred to as "CITY," and ICF JONES AND STOKES, INC., hereinafter referred to as "FIRST PARTY."
<p>WITNESSETH:</p> <p>WHEREAS, Lane Partners, LLC, propose a master plan development to comprehensively redevelop the SRI campus with a residential, office, research and development (R&amp;D), and retail mixed-use project at 333 Ravenswood Avenue (Assessor's Parcel numbers 062-390-660, 062-390-670, 062-390-730, 062-390-760, 062-390-780), Menlo Park, hereafter referred to as the "Project", and</p> <p>WHEREAS, the City has determined that under the California Environmental Quality Act and its applicable guidelines the Project requires the preparation of an Environmental Impact Report, hereinafter referred to as the "EIR"; and</p> <p>WHEREAS, FIRST PARTY is licensed to perform said services and desires to and does hereby undertake to perform said services.</p> <p>NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS, PROMISES AND CONDITIONS of each of the parties hereto, it is hereby agreed as follows:</p>
<b>1. SCOPE OF WORK</b>
In consideration of the payment by CITY to FIRST PARTY, as hereinafter provided, FIRST PARTY agrees to perform all the services as set forth in Exhibit "A," Scope of Services.
<b>2. SCHEDULE FOR WORK</b>
<p>FIRST PARTY's proposed schedule for the various services required pursuant to this agreement will be as set forth in Exhibit "A," Scope of Services. CITY will be kept informed as to the progress of work by written reports, to be submitted monthly or as otherwise required in Exhibit "A." Neither party shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents or other events beyond the control of the other, or the other's employees and agents.</p> <p>FIRST PARTY shall commence work immediately upon receipt of a "Notice to Proceed" from CITY. The "Notice to Proceed" date shall be considered the "effective date" of the agreement, as used herein, except as otherwise specifically defined. FIRST PARTY shall complete all the work and deliver to CITY all project related files, records, and materials within one month after completion of all of FIRST PARTY's activities required under this agreement.</p>

### 3. PROSECUTION OF WORK

FIRST PARTY will employ a sufficient staff to prosecute the work diligently and continuously and will complete the work in accordance with the schedule of work approved by the CITY. (See Exhibit "A," Scope of Services).

### 4. COMPENSATION AND PAYMENT

- A. CITY shall pay FIRST PARTY an all-inclusive fee that shall not exceed \$688,817 as described in Exhibit "A," Scope of Services. All payments shall be inclusive of all indirect and direct charges to the Project incurred by FIRST PARTY. The CITY reserves the right to withhold payment if the City determines that the quantity or quality of the work performed is unacceptable.
- B. FIRST PARTY's fee for the services as set forth herein shall be considered as full compensation for all indirect and direct personnel, materials, supplies and equipment, and services incurred by FIRST PARTY and used in carrying out or completing the work.
- C. Payments shall be monthly for the invoice amount or such other amount as approved by CITY. As each payment is due, the FIRST PARTY shall submit a statement describing the services performed to CITY. This statement shall include, at a minimum, the project title, agreement number, the title(s) of personnel performing work, hours spent, payment rate, and a listing of all reimbursable costs. CITY shall have the discretion to approve the invoice and the work completed statement. Payment shall be for the invoice amount or such other amount as approved by CITY.
- D. Payments are due upon receipt of written invoices. CITY shall have the right to receive, upon request, documentation substantiating charges billed to CITY. CITY shall have the right to perform an audit of the FIRST PARTY's relevant records pertaining to the charges.

### 5. EQUAL EMPLOYMENT OPPORTUNITY

- A. FIRST PARTY, with regard to the work performed by it under this agreement shall not discriminate on the grounds of race, religion, color, national origin, sex, handicap, marital status or age in the retention of sub-consultants, including procurement of materials and leases of equipment.
- B. FIRST PARTY shall take affirmative action to insure that employees and applicants for employment are treated without regard to their race, color, religion, sex, national origin, marital status or handicap. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training including apprenticeship.
- C. FIRST PARTY shall post in prominent places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- D. FIRST PARTY shall state that all qualified applications will receive consideration for employment without regard to race, color, religion, sex, national origin, marital status or handicap.
- E. FIRST PARTY shall comply with Title VI of the Civil Rights Act of 1964 and shall provide such reports as may be required to carry out the intent of this section.
- F. FIRST PARTY shall incorporate the foregoing requirements of this section in FIRST PARTY's agreement with all sub-consultants.

## 6. ASSIGNMENT OF AGREEMENT AND TRANSFER OF INTEREST

- A. FIRST PARTY shall not assign this agreement, and shall not transfer any interest in the same (whether by assignment or novation), without prior written consent of the CITY thereto, provided, however, that claims for money due or to become due to the FIRST PARTY from the CITY under this agreement may be assigned to a bank, trust company, or other financial institution without such approval. Notice of an intended assignment or transfer shall be furnished promptly to the CITY.
- B. In the event there is a change of more than 30 percent of the stock ownership or ownership in FIRST PARTY from the date of this agreement is executed, then CITY shall be notified before the date of said change of stock ownership or interest and CITY shall have the right, in event of such change in stock ownership or interest, to terminate this agreement upon notice to FIRST PARTY. In the event CITY is not notified of any such change in stock ownership or interest, then upon knowledge of same, it shall be deemed that CITY has terminated this agreement.

## 7. INDEPENDENT WORK CONTROL

It is expressly agreed that in the performance of the service necessary for compliance with this agreement, FIRST PARTY shall be and is an independent contractor and is not an agent or employee of CITY. FIRST PARTY has and shall retain the right to exercise full control and supervision of the services and full control over the employment, direction, compensation and discharge of all persons assisting FIRST PARTY in the performance of FIRST PARTY's services hereunder. FIRST PARTY shall be solely responsible for its own acts and those of its subordinates and employees.

## 8. CONSULTANT QUALIFICATIONS

It is expressly understood that FIRST PARTY is licensed and skilled in the professional calling necessary to perform the work agreed to be done by it under this agreement and CITY relies upon the skill of FIRST PARTY to do and perform said work in a skillful manner usual to the profession. The acceptance of FIRST PARTY's work by CITY does not operate as a release of FIRST PARTY from said understanding.

## 9. NOTICES

All notices hereby required under this agreement shall be in writing and delivered in person or sent by certified mail, postage prepaid or by overnight courier service. Notices required to be given to CITY shall be addressed as follows:

Deanna Chow  
 Community Development  
 City of Menlo Park  
 701 Laurel St.  
 Menlo Park, CA 94025  
 650-330-6733  
 dmchow@menlopark.org

Notices required to be given to FIRST PARTY shall be addressed as follows:

Heidi Mekkelson, Principal  
 ICF Jones & Stokes, Inc.  
 201 Mission Street, Suite 1500  
 San Francisco, CA 94105  
 heidi.mekkelson@icf.com

Provided that any party may change such address by notice, in writing, to the other party and thereafter notices shall be addressed and transmitted to the new address.

## 10. HOLD HARMLESS

The FIRST PARTY shall defend, indemnify and hold harmless the CITY, its subsidiary agencies, their officers, agents, employees and servants from all claims, suits or actions that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the FIRST PARTY brought for, or on account of, injuries to or death of any person or damage to property resulting from the performance of any work required by this agreement by FIRST PARTY, its officers, agents, employees and servants. Nothing herein shall be construed to require the FIRST PARTY to defend, indemnify or hold harmless the CITY, its subsidiary agencies, their officers, agents, employees and servants against any responsibility to liability in contravention of Section 2782.8 of the California Civil Code.

## 11. INSURANCE

- A. FIRST PARTY shall not commence work under this agreement until all insurance required under this Section has been obtained and such insurance has been approved by the City, with certificates of insurance evidencing the required coverage.
- B. There shall be a contractual liability endorsement extending the FIRST PARTY's coverage to include the contractual liability assumed by the FIRST PARTY pursuant to this agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to the CITY, at the address shown in Section 9, of any pending cancellation of the policy. FIRST PARTY shall notify CITY of any pending change to the policy. All certificates shall be filed with the City.
1. Workers' compensation and employer's liability insurance:  
The FIRST PARTY shall have in effect during the entire life of this agreement workers' compensation and Employer's Liability Insurance providing full statutory coverage. In signing this agreement, the FIRST PARTY makes the following certification, required by Section 18161 of the California Labor Code: "I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the work of this agreement" (not required if the FIRST PARTY is a Sole Proprietor).
  2. Liability insurance:  
The FIRST PARTY shall take out and maintain during the life of this agreement such Bodily Injury Liability and Property Damage Liability Insurance (Commercial General Liability Insurance) on an occurrence basis as shall protect it while performing work covered by this agreement from any and all claims for damages for bodily injury, including accidental death, as well as claims for property damage which may arise from the FIRST PARTY's operations under this agreement, whether such operations be by FIRST PARTY or by any sub-consultant or by anyone directly or indirectly employed by either of them. The amounts of such insurance shall be not less than one million dollars (\$1,000,000) per occurrence and one million dollars (\$1,000,000) in aggregate, or one million dollars (\$1,000,000) combined single limit bodily injury and property damage for each occurrence. FIRST PARTY shall provide the CITY with acceptable evidence of coverage, including a copy of all declarations of coverage exclusions. FIRST PARTY shall maintain Automobile Liability Insurance pursuant to this agreement in an amount of not less than one million dollars (\$1,000,000) for each accident combined single limit or not less than one million dollars (\$1,000,000) for any one (1) person, and one million dollars (\$1,000,000) for any one (1) accident, and Three Hundred Thousand Dollars, (\$300,000) property damage.
  3. Professional liability insurance:  
FIRST PARTY shall maintain a policy of professional liability insurance, protecting it against claims arising out of the negligent acts, errors, or omissions of FIRST PARTY pursuant to this agreement, in the amount of not less than one million dollars (\$1,000,000) per claim and in the aggregate. Said professional liability insurance is to be kept in force for not less than one (1) year after completion of services described herein.
- C. CITY and its subsidiary agencies, and their officers, agents, employees and servants shall be named as additional insured on any such policies of Commercial General Liability and Automobile Liability



Insurance, (but not for the Professional Liability and workers' compensation), which shall also contain a provision that the insurance afforded thereby to the CITY, its subsidiary agencies, and their officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy, and that if the CITY, its subsidiary agencies and their officers and employees have other insurance against a loss covered by a policy, such other insurance shall be excess insurance only.

- D. In the event of the breach of any provision of this Section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, CITY, at its option, may, notwithstanding any other provision of this agreement to the contrary, immediately declare a material breach of this agreement and suspend all further work pursuant to this agreement.
- E. Before the execution of this agreement, any deductibles or self-insured retentions must be declared to and approved by CITY.

## **12. PAYMENT OF PERMITS/LICENSES**

Contractor shall obtain any license, permit, or approval if necessary from any agency whatsoever for the work/services to be performed, at his/her own expense, before commencement of said work/services or forfeit any right to compensation under this agreement.

## **13. RESPONSIBILITY AND LIABILITY FOR SUB-CONSULTANTS AND/OR SUBCONTRACTORS**

Approval of or by CITY shall not constitute nor be deemed a release of responsibility and liability of FIRST PARTY or its sub-consultants and/or subcontractors for the accuracy and competency of the designs, working drawings, specifications or other documents and work, nor shall its approval be deemed to be an assumption of such responsibility by CITY for any defect in the designs, working drawings, specifications or other documents prepared by FIRST PARTY or its sub-consultants and/or subcontractors.

## **14. OWNERSHIP OF WORK PRODUCT**

Work products of FIRST PARTY for this project, which are delivered under this agreement or which are developed, produced and paid for under this agreement, shall become the property of CITY. The reuse of FIRST PARTY's work products by City for purposes other than intended by this agreement shall be at no risk to FIRST PARTY.

## **15. REPRESENTATION OF WORK**

Any and all representations of FIRST PARTY, in connection with the work performed or the information supplied, shall not apply to any other project or site, except the project described in Exhibit "A" or as otherwise specified in Exhibit "A."

## **16. TERMINATION OF AGREEMENT**

- A. CITY may give thirty (30) days written notice to FIRST PARTY, terminating this agreement in whole or in part at any time, either for CITY's convenience or because of the failure of FIRST PARTY to fulfill its contractual obligations or because of FIRST PARTY's change of its assigned personnel on the project without prior CITY approval. Upon receipt of such notice, FIRST PARTY shall:
1. Immediately discontinue all services affected (unless the notice directs otherwise); and
  2. Deliver to the CITY all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated or produced by FIRST PARTY in performing work under this agreement, whether completed or in process.
- B. If termination is for the convenience of CITY, an equitable adjustment in the contract price shall be made, but no amount shall be allowed for anticipated profit on unperformed services.

- C. If the termination is due to the failure of FIRST PARTY to fulfill its agreement, CITY may take over the work and prosecute the same to completion by agreement or otherwise. In such case, FIRST PARTY shall be liable to CITY for any reasonable additional cost occasioned to the CITY thereby.
- D. If, after notice of termination for failure to fulfill agreement obligations, it is determined that FIRST PARTY had not so failed, the termination shall be deemed to have been effected for the convenience of the CITY. In such event, adjustment in the contract price shall be made as provided in Paragraph B of this Section.
- E. The rights and remedies of the CITY provided in this Section are in addition to any other rights and remedies provided by law or under this agreement.
- F. Subject to the foregoing provisions, the CITY shall pay FIRST PARTY for services performed and expenses incurred through the termination date.

#### **17. INSPECTION OF WORK**

It is FIRST PARTY's obligation to make the work product available for CITY's inspections and periodic reviews upon request by CITY.

#### **18. COMPLIANCE WITH LAWS**

It shall be the responsibility of FIRST PARTY to comply with all State and Federal Laws applicable to the work and services provided pursuant to this agreement, including but not limited to compliance with prevailing wage laws, if applicable.

#### **19. BREACH OF AGREEMENT**

- A. This agreement is governed by applicable federal and state statutes and regulations. Any material deviation by FIRST PARTY for any reason from the requirements thereof, or from any other provision of this agreement, shall constitute a breach of this agreement and may be cause for termination at the election of the CITY.
- B. The CITY reserves the right to waive any and all breaches of this agreement, and any such waiver shall not be deemed a waiver of any previous or subsequent breaches. In the event the CITY chooses to waive a particular breach of this agreement, it may condition same on payment by FIRST PARTY of actual damages occasioned by such breach of agreement.

#### **20. SEVERABILITY**

The provisions of this agreement are severable. If any portion of this agreement is held invalid by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect unless amended or modified by the mutual consent of the parties.

#### **21. CAPTIONS**

The captions of this agreement are for convenience and reference only and shall not define, explain, modify, limit, exemplify, or aid in the interpretation, construction, or meaning of any provisions of this agreement.

#### **22. LITIGATION OR ARBITRATION**

In the event that suit or arbitration is brought to enforce the terms of this agreement, the prevailing party shall be entitled to litigation costs and reasonable attorneys' fees. The Dispute Resolution provisions are set forth on Exhibit "B," 'Dispute Resolution' attached hereto and by this reference incorporated herein.

**23. RETENTION OF RECORDS**

Contractor shall maintain all required records for three years after the City makes final payment and all other pending matters are closed, and shall be subject to the examination and /or audit of the City, a federal agency, and the state of California.

**24. TERM OF AGREEMENT**

This agreement shall remain in effect for the period of September 21, 2022 through June 30, 2024 unless extended, amended, or terminated in writing by CITY.

**25. ENTIRE AGREEMENT**

This document constitutes the sole agreement of the parties hereto relating to said project and states the rights, duties, and obligations of each party as of the document's date. Any prior agreement, promises, negotiations, or representations between parties not expressly stated in this document are not binding. All modifications, amendments, or waivers of the terms of this agreement must be in writing and signed by the appropriate representatives of the parties to this agreement.

**26. STATEMENT OF ECONOMIC INTEREST**

Consultants, as defined by Section 18701 of the Regulations of the Fair Political Practices Commission, Title 2, Division 6 of the California Code of Regulations, are required to file a Statement of Economic Interests with 30 days of approval of a contract services agreement with the City of its subdivisions, on an annual basis thereafter during the term of the contract, and within 30 days of completion of the contract.

Based upon review of the Consultant's Scope of Work and determination by the City Manager, it is determined that Consultant IS NOT required to file a Statement of Economic Interest. A statement of Economic Interest shall be filed with the City Clerk's office no later than 30 days after the execution of the agreement.

SIGNATURE PAGE TO FOLLOW

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

**FOR FIRST PARTY:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Tax ID#

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Nira F. Doherty, City Attorney

\_\_\_\_\_  
Date

**FOR CITY OF MENLO PARK:**

\_\_\_\_\_  
Justin I.C. Murphy, City Manager

\_\_\_\_\_  
Date

**ATTEST:**

\_\_\_\_\_  
Judi A. Herren, City Clerk

\_\_\_\_\_  
Date

## EXHIBIT "A" – SCOPE OF SERVICES

### A1. SCOPE OF WORK

FIRST PARTY agrees to provide consultant services for CITY's Community Development Department. In the event of any discrepancy between any of the terms of the FIRST PARTY's proposal and those of this agreement, the version most favorable to the CITY shall prevail. FIRST PARTY shall provide the following services:

Provide general consultant services for projects as determined by the CITY. The detailed scope of work for each task the CITY assigns the consultant shall be referred to as Exhibit A -1, which will become part of this agreement. A notice to proceed will be issued separately for each separate scope of work agreed to between the CITY and FIRST PARTY.

FIRST PARTY agrees to perform these services as directed by the CITY in accordance with the standards of its profession and CITY's satisfaction.

### A2. COMPENSATION

CITY hereby agrees to pay FIRST PARTY at the rates to be negotiated between FIRST PARTY and CITY as detailed in Exhibit A-1. The actual charges shall be based upon (a) FIRST PARTY's standard hourly rate for various classifications of personnel; (b) all fees, salaries and expenses to be paid to engineers, consultants, independent contractors, or agents employed by FIRST PARTY; and shall (c) include reimbursement for mileage, courier and plan reproduction. The total fee for each separate Scope of Work agreed to between the CITY and FIRST PARTY shall not exceed the amount shown in Exhibit A-1.

FIRST PARTY shall be paid within thirty (30) days after approval of billing for work completed and approved by the CITY. Invoices shall be submitted containing all information contained in Section A5 below. In no event shall FIRST PARTY be entitled to compensation for extra work unless an approved change order, or other written authorization describing the extra work and payment terms, has been executed by CITY before the commencement of the work.

### A3. SCHEDULE OF WORK

FIRST PARTY'S proposed schedule for the various services required will be set forth in Exhibit A-1.

### A4. CHANGES IN WORK -- EXTRA WORK

In addition to services described in Section A1, the parties may from time to time agree in writing that FIRST PARTY, for additional compensation, shall perform additional services including but not limited to:

- Change in the services because of changes in scope of the work.
- Additional tasks not specified herein as required by the CITY.

The CITY and FIRST PARTY shall agree in writing to any changes in compensation and/or changes in FIRST PARTY's services before the commencement of any work. If FIRST PARTY deems work he/she has been directed to perform is beyond the scope of this agreement and constitutes extra work, FIRST PARTY shall immediately inform the CITY in writing of the fact. The CITY shall make a determination as to whether such work is in fact beyond the scope of this agreement and constitutes extra work. In the event that the CITY determines that such work does constitute extra work, it shall provide compensation to the FIRST PARTY in accordance with an agreed cost that is fair and equitable. This cost will be mutually agreed upon by the CITY and FIRST PARTY. A supplemental agreement providing for such compensation for extra work shall be negotiated between the CITY and the FIRST PARTY. Such supplemental agreement shall be executed by the FIRST PARTY and may be approved by the City Manager upon recommendation of the Assistant Community Development Director.

**A5. BILLINGS**

FIRST PARTY's bills shall include the following information: A brief description of services performed, project title and the agreement number; the date the services were performed; the number of hours spent and by whom; the current contract amount; the current invoice amount; Except as specifically authorized by CITY, FIRST PARTY shall not bill CITY for duplicate services performed by more than one person. In no event shall FIRST PARTY submit any billing for an amount in excess of the maximum amount of compensation provided in Section A2.

The expenses of any office, including furniture and equipment rental, supplies, salaries of employees, telephone calls, postage, advertising, and all other expenses incurred by FIRST PARTY in the performances of this agreement shall be incurred at the FIRST PARTY's discretion. Such expenses shall be FIRST PARTY's sole financial responsibility.

**EXHIBIT "B" - DISPUTE RESOLUTION**

- B1.0** All claims, disputes and other matters in question between the FIRST PARTY and CITY arising out of, or relating to, the contract documents or the breach thereof, shall be resolved as follows:
- B2.0 Mediation**
- B2.1** The parties shall attempt in good faith first to mediate such dispute and use their best efforts to reach agreement on the matters in dispute. After a written demand for non-binding mediation, which shall specify in detail the facts of the dispute, and within ten (10) days from the date of delivery of the demand, the matter shall be submitted to a mutually agreeable mediator. The Mediator shall hear the matter and provide an informal opinion and advice, none of which shall be binding upon the parties, but is expected by the parties to help resolve the dispute. Said informal opinion and advice shall be submitted to the parties within twenty (20) days following written demand for mediation. The Mediator's fee shall be shared equally by the parties. If the dispute has not been resolved, the matter shall be submitted to arbitration in accordance with Paragraph B3.1.
- B3.0 Arbitration**
- B3.1** Any dispute between the parties that is to be resolved by arbitration as provided in Paragraph B2.1 shall be settled and decided by arbitration conducted by the American Arbitration Association in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association, as then in effect, except as provided below. Any such arbitration shall be held before three arbitrators who shall be selected by mutual agreement of the parties; if agreement is not reached on the selection of the arbitrators within fifteen (15) days, then such arbitrator(s) shall be appointed by the presiding Judge of the court of jurisdiction of the agreement.
- B3.2** The provisions of the Construction Industry Arbitration Rules of the American Arbitration Association shall apply and govern such arbitration, subject, however to the following:
- B3.3** Any demand for arbitration shall be writing and must be made within a reasonable time after the claim, dispute or other matter in question as arisen. In no event shall the demand for arbitration be made after the date that institution of legal or equitable proceedings based on such claim, dispute or other matter would be barred by the applicable statute of limitations.
- B3.4** The arbitrator or arbitrators appointed must be former or retired judges, or attorneys at law with last ten (10) years' experience in construction litigation.
- B3.5** All proceedings involving the parties shall be reported by a certified shorthand court reporter, and written transcripts of the proceedings shall be prepared and made available to the parties.
- B3.6** The arbitrator or arbitrators must be made within and provide to the parties factual findings and the reasons on which the decisions of the arbitrator or arbitrators is based.
- B3.7** Final decision by the arbitrator or arbitrators must be made within ninety (90) days from the date of the arbitration proceedings are initiated.
- B3.8** The prevailing party shall be awarded reasonable attorneys' fees, expert and non-expert witness costs and expenses, and other costs and expenses incurred in connection with the arbitration, unless the arbitrator or arbitrators for good cause determine otherwise.
- B3.9** Costs and fees of the arbitrator or arbitrators shall be borne by the non-prevailing party, unless the arbitrator or arbitrators for good cause determine otherwise.
- B3.10** The award or decision of the arbitrator or arbitrators, which may include equitable relief, shall be final, and judgment may be entered on it in accordance with applicable law in any court having jurisdiction over the matter.



# Parkline Project

Response to RFP

Environmental Impact Report Preparation and  
Environmental Consultant Services



---

**Submitted to:**  
City of Menlo Park  
701 Laurel Street  
Menlo Park, CA 94025

Corinna D. Sandmeier  
Acting Principal Planner  
[cgsandmeier@menlopark.org](mailto:cdsandmeier@menlopark.org)

**Submitted by:**  
ICF Jones & Stokes, Inc.  
201 Mission Street, Suite 1500  
San Francisco, CA 94105

Heidi Mekkelson  
Principal  
415.677.7116  
[heidi.mekkelson@icf.com](mailto:heidi.mekkelson@icf.com)

July 29, 2022  
(Rev. September 13, 2022)

---

This proposal contains ICF's confidential information and shall not be disclosed to any third party or used for any purpose other than to evaluate this proposal.





City of Menlo Park

# Parkline Project

Response to RFP

Environmental Impact Report Preparation and  
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**Submitted to:**

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701 Laurel Street  
Menlo Park, CA 94025

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Corinna D. Sandmeier Acting  
Principal Planner  
cgsandmeier@menlopark.org

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415.677.7116  
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July 29, 2022  
(Rev. September 13, 2022)

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Corinna D. Sandmeier, Acting Principal Planner  
City of Menlo Park  
701 Laurel Street  
Menlo Park, CA 94025

Subject: RESPONSE to RFP ENVIRONMENTAL IMPACT REPORT PREPARATION AND ENVIRONMENTAL CONSULTANT SERVICES – PARKLINE PROJECT

Dear Ms. Sandmeier:

ICF Jones & Stokes, Inc. (“ICF”), is pleased to present this scope and budget regarding preparation of an environmental impact report (EIR) for the Parkline Project (hereafter referred to as the Project). ICF has formed a team of expert managers, proficient technical personnel, and long-term partner subconsultants to support the City of Menlo Park (City) in successfully completing environmental review of the proposed mixed-use development on the SRI International site. The Project site is at the center of the Menlo Park community, surrounded by Menlo Park’s civic hub to the north, Menlo-Atherton High School to the south, and residential neighborhoods on all sides. It is also within walking distance of regional public transportation and downtown Menlo Park. ICF recognizes the importance of this location as well as the importance of the Project overall.

ICF has a history of delivering large, complex, place-making projects throughout the Bay Area and beyond. We will work with Project stakeholders, including City planners, the development team (indirectly through the City), City Commissioners/City Council, and the public, to ensure that the EIR not only presents a technically accurate, complete, and legally defensible analysis of the environmental effects of the Project but also an analysis that is expressly responsive to City and community concerns and constraints. To accomplish this, we offer a team of highly skilled environmental professionals who will produce comprehensive California Environmental Quality Act (CEQA) documentation, allowing the Project to be developed as expeditiously as possible. Our considerable experience in Menlo Park—including lead environmental consultant on the previously proposed SRI International project in 2013–2015—will enable our staff to respond quickly and efficiently to your needs.

This submittal includes our overall approach and scope of work as well as our relevant experience and proposed staffing. Our proposed Project management staff consists of a team that is familiar with the intricacies of development in Menlo Park and backed by ICF’s depth and breadth of technical expertise across the subject areas to be addressed under CEQA. Our team also includes two subconsultants—Hexagon and Keyser Marston Associates—that will contribute their expertise to transportation and housing needs consulting services, respectively. Our team members have worked together extensively on prominent CEQA projects throughout the Bay Area, including, most recently, the Willow Village Master Plan Project. We know how to deliver environmental documents and manage environmental processes for innovative and complex projects.

Our team is excited about the opportunity to provide CEQA services for this important project. We are eager to discuss our approach with you and hope you will decide that our team is qualified to meet your needs. If selected as the successful bidder, ICF looks forward to negotiating mutually acceptable contract terms and conditions. Please feel free to contact Heidi Mekkelson at 415.677.7116 or [heidi.mekkelson@icf.com](mailto:heidi.mekkelson@icf.com) should you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Hawani Tessema".

Hawani Tessema  
Senior Manager, Contracts

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- Appendix B Keyser Marston Associates – Housing Needs Assessment Scope
- Appendix C Hexagon – Transportation Scope
- Appendix D West Yost – Optional Water Supply Assessment Scope
- Appendix E Proposed Schedule
- Appendix F Cost Estimate



## Firm and Project Team Qualifications

ICF Jones & Stokes, Inc. (an ICF company, hereafter referred to as ICF), a global consulting and technology services provider focused on making big things possible for our clients, is the bidding entity for this proposal and a subsidiary of parent company ICF International, Inc. (NASDAQ:ICFI). ICF is a recognized leader in California Environmental Quality Act (CEQA) compliance, having prepared thousands of environmental impact studies and related documents since 1970. ICF is proposing a team of dedicated professionals who are familiar with Menlo Park, who are knowledgeable about local issues, and who have the capacity to provide timely and exceptional environmental services for the Parkline Project (Project). In addition, we are deliberately putting forth a similar team that has ushered several recent City of Menlo Park (City) development projects through the CEQA clearance process, including subconsultants Hexagon (transportation) and Keyser Marston Associates (KMA) (housing needs assessment [HNA]). Each proposed specialist on the team has a key area of expertise to contribute and will work closely with other specialists on all aspects of the Project to keep the process cohesive.

### ICF

Since 1969, ICF has been serving government at all levels as well as major corporations and multilateral institutions on infrastructure improvement projects, restoration and planning projects, and compliance with mandated government programs. More than 8,000 employees (inclusive of corporate affiliates) in 70 offices serve these clients worldwide. More information is available at [www.icf.com](http://www.icf.com).

ICF provides consulting and implementation services to address today's most complex management, technology, and policy challenges. Our work is focused primarily in four key markets: environment and infrastructure, energy and climate change, health and social programs, and homeland security. The firm provides end-to-end solutions to support clients through the entire program life cycle, from analysis and design through implementation and evaluation. The ICF team brings the following resources to deliver the full scope of services that may be required to meet the City's needs on the Project:

- A professional staff with full-time and on-call environmental analysts, hazardous materials experts, land use and natural resource planners, wildlife and fisheries biologists, plant and wetland biologists, arborists, watershed planners, restoration and mitigation experts, hydrology and water quality specialists, noise and vibration specialists, environmental permitting and conservation planning experts, archaeologists, and architectural historians.
- A wide network of environmental regulatory expertise. ICF is a recognized leader in CEQA compliance. ICF professionals have authored guidelines and taught University of California Extension courses on complying with environmental law and regulations. Many of our specialists are also authors who have collaborated on definitive CEQA publications that have become industry standards for assisting planning professionals with compliance documentation. Our own environmental regulatory staff includes former agency regulators. We stay up to date on the latest policy developments at the federal, state, and local levels.

#### Office Where Work Will Be Managed

ICF's San Francisco Office  
201 Mission Street, Suite 1500  
San Francisco, CA 94105

**ICF Profile Snapshot**  
Founded in: 1969  
ICF Employees: 8,000+  
**Northern California Office Locations:**  
San Francisco and Sacramento

ICF has direct and ongoing experience throughout the Bay Area. With more than 250 technical staff members in Northern California, ICF is one of the largest CEQA consulting firms in the region. Our deep bench ensures our ability to meet client needs quickly and effectively. ICF has staff members operating out of multiple offices on the West Coast, and we have the capacity to provide the City



with timely and high-quality services. Our staff is experienced in balancing an existing backlog of projects and has the capacity to initiate new projects weekly. If selected, although we are able to draw expertise from all West Coast offices, we will service the Project primarily from our San Francisco office.

## Subconsultants

Included on the CEQA team with ICF are Hexagon for the transportation analysis and KMA for the HNA.

### Hexagon

Hexagon has a long history of working on projects within Menlo Park as well as the entire Bay Area. ICF and Hexagon have collaborated extensively and will work together to provide a transportation study that will satisfy the requirements of the City, CEQA, and the City/County Association of Governments (C/CAG) Congestion Management Program (CMP). Hexagon has prepared transportation studies and CEQA-specific traffic analyses throughout the Bay Area. These include analyses of vehicle miles traveled (VMT), operational peak-hour traffic, freeway segments and ramps, queuing, bicycle and pedestrian facilities, transit facilities, and site access and circulation. Hexagon also provides thorough peer reviews of Transportation Demand Management (TDM) plans for its clients. Hexagon has provided services for projects in Menlo Park that included the 1350 Adams Court Project, 3723 Haven Avenue Hotel, Menlo Park Housing Element Update, Willow Village Master Plan, and the Menlo Park Citywide Model.

### Keyser Marston Associates

KMA is included on the ICF team to provide an HNA. KMA is exceptionally well qualified and able to prepare the HNA for the Project because of its broad expertise from conducting housing impact studies and project-specific housing needs analyses. Throughout the Bay Area, KMA has prepared HNAs that have analyzed a project's net impact on housing supply and need, the geographic distribution of housing needs by jurisdiction, and a project's potential influence on the regional housing market. KMA has prepared HNAs in Menlo Park that have encompassed a wide range of projects, including mixed-use, residential, and office development projects (e.g., Menlo Gateway, Facebook Campus, Facebook Campus Expansion Project, Menlo Flats, Menlo Portal, Menlo Uptown, 1350 Adams Court, Commonwealth Building 3, 111 Independence Drive, Willow Village Master Plan).

## Project Team Approach and Qualifications

ICF is aware of the importance of the Parkline Project in the context of the region's need to provide high-density, mixed-use projects near transit. Understanding that the expediency of the environmental clearance process is essential to moving a project forward, we have developed an approach that allows us to ensure the production of high-quality and legally sound products in a timely fashion. Our success with meeting aggressive schedules while adeptly handling complex environmental issues on similar projects in Menlo Park, including the Willow Village Master Plan Project, is a testament to our ability to usher the Project efficiently through the CEQA process. Aside from our commitment to a careful and efficient execution of the detailed scope of work (SOW), we bring the key characteristics described below to support implementation of this prominent project.

### Seasoned Team with Relevant Experience, Commitment, and Availability

The ICF team's expertise from working on environmental impact reports (EIRs) on the San Francisco Peninsula as well as in the Silicon Valley/South Bay, including our recent experience in Menlo Park, means we understand the planning context of the area, including constituents in a variety of jurisdictions, environmentally challenging topics, and interrelationships among cities in the area. In addition to this wide-ranging knowledge, we have built productive and respectful relationships with Menlo Park staff members. We strive to perform to the satisfaction of the City. Our goal is to devote the same level of commitment and dedication to the Parkline Project that we devoted to our past successful CEQA compliance efforts in Menlo Park.



Our team has been assembled with regard to our previous work in the city. Heidi Mekkelson, our project director, and Kirsten Chapman, our senior advisor, will contribute valuable local knowledge and strategic thinking to move the Project through the CEQA process. Jessica Viramontes, our project manager, and Devan Atteberry, our deputy project manager, also have extensive experience from successfully coordinating and writing complex CEQA compliance documents for projects in Menlo Park and throughout the Bay Area. Heidi, Kirsten, Jessica, and Devan are known to the City for their excellence in environmental compliance work, the lead agency process experience, and management, all of which are necessary attributes for successfully achieving CEQA clearance for high-profile priority development projects. This management team has also worked directly with Hexagon and KMA for years and assembled quality documents. Our diverse team, including the talented and experienced technical specialists included in the organization chart below, are available and excited to get to work on the Project.

As previously mentioned, ICF has almost a decade of experience working from on CEQA documents in Menlo Park. Although ICF is currently working on EIRs in Menlo Park, many of these projects are nearing completion, freeing up team members who are familiar with the city to work on new projects. In addition to our ongoing projects in Menlo Park, as well as several completed projects, ICF previously worked on the SRI International Campus Modernization Project EIR from 2013 to 2015. This project, which was on the site of the current Parkline Project, planned to modernize the SRI campus without increasing gross floor area. Specifically, it intended to retain five buildings, with approximately 62,000 square feet; demolish approximately 1.21 million square feet of building space; and construct 13 new buildings within the same area, resulting in no net increase in square footage. ICF completed several sections of the administrative draft EIR for the proposed project, but the development application was put on hold and the contract eventually expired. Several members of our proposed team for the Parkline Project visited the site in 2014 and prepared sections. They are excited about the prospect of working on a new project at the same site.

### **Strong Team Management**

As a multidisciplinary environmental consulting firm, ICF provides a full range of in-house services related to environmental planning. Using our own staff expertise, in combination with the skills and services provided by our subconsultants, we have the capability to complete every element of our proposed SOW successfully. The key to successful teaming is a clearly defined SOW with well-established roles for each consultant on a project. In approaching the tasks included in our scope of services, our management team works with all team members to develop and outline their roles, thereby ensuring a quality project.

With collaboration being a vital focus of our team, ICF's role will be to ensure that the team understands Project goals, objectives, and individual responsibilities. We will bring together all perspectives provided by the team throughout all phases of the Project and set incremental delivery schedules to meet Project milestones. As a prime consultant, ICF will be responsible for reviewing subconsultant work products (e.g., technical studies) to ensure that they meet applicable CEQA requirements, are clearly written, and provide the necessary level of technical analysis to support the CEQA document.

### **Proposed Project Team**

ICF is proposing a team of dedicated professionals who are familiar with the City and the department's expectations, who are knowledgeable about local issues, and who have the capacity to provide the City with timely and exceptional environmental services. The organizational chart below, the table that follows, and the resumes in Appendix A highlight the experience and qualifications of the relevant ICF team members, demonstrating their ability to meet the minimum qualifications outlined in the request for proposal (RFP). The resumes provided in Appendix A include the various team leads at ICF, Hexagon, and KMA. Resumes for additional staff members (including for the Optional Tasks) can be provided upon request.

**City of Menlo Park**

Heidi Mekkelson, Project Director  
 Jessica Viramontes, Project Manager  
 Devan Atteberry, Deputy Project Manager  
 Kirsten Chapman, Senior Advisor

<p><u>Land Use</u>                  Kirsten Chapman                  Zachary Cornejo</p> <p><u>Transportation</u>                  Hexagon (sub)</p> <p><u>Air Quality / Greenhouse Gas</u>                  Laura Yoon                  Jacqueline Mansoor                  Darrin Trageser</p> <p><u>Biological Resources</u>                  Lisa Webber</p> <p><u>Energy</u>                  Devan Atteberry</p>	<p><u>Cultural (Archaeology)</u>                  Lora Holland                  Jennifer Wildt</p> <p><u>Cultural (Historic)</u>                  Jon Rusch                  Nicole Felicetti</p> <p><u>Geology and Soils</u>                  Diana Roberts</p> <p><u>Noise</u>                  Cory Matsui                  Noah Schumaker</p> <p><u>Hydrology and Water Quality</u>                  Katrina Sukola</p>	<p><u>Hazards and Hazardous Materials</u>                  Diana Roberts                  Mario Barrera</p> <p><u>Population and Housing</u>                  Kirsten Chapman                  Keyser Marston Associates (sub)</p> <p><u>Public Services/Utilities/Recreation</u>                  Devan Atteberry                  Zachary Cornejo</p> <p><u>Aesthetics</u>                  Kirsten Chapman</p> <p><u>Document Production</u>                  John Mathias                  John Conley</p>
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Staff/ Billing Classification	Education/Registrations/ Certifications	Recent Experience	Years of Relevant Experience	Availability (%)*
<b>PROJECT DIRECTOR and SENIOR ADVISOR Tasks: Senior oversight of team, ensuring technical adequacy, QA/QC, adherence to scope and schedule</b>				
Heidi Mekkelson, Project Director	BS, Environmental Studies/Biology, University of Southern California, 2003	Willow Village Master Plan Project Environmental Impact Report—City of Menlo Park, CA City of San Bruno Environmental Impact Report for the Bayhill Specific Plan—City of San Bruno, CA Station East Residential/Mixed Use Project EIR—City of Union City, CA	18	60
Kirsten Chapman, Senior Advisor	BA, Environmental Studies/Economics, University of California, Santa Cruz, 2007	Willow Village Master Plan Project Environmental Impact Report—City of Menlo Park, CA Various office development initial studies and EIRs in the General Plan and M-2 Area Zoning Update (ConnectMenlo) area—City of Menlo Park, CA SRI International Campus Modernization Project EIR—City of Menlo Park, CA	14	60
<b>PROJECT MANAGER Tasks: Manages internal staff and subconsultants. Provides day-to-day oversight. Ensures adherence to scope, schedule, budget, and QA/QC</b>				
Jessica Viramontes, Senior Environmental Planner	MS, Environmental Management, University of San Francisco, 2011 BS, Environmental Management and Protections, California Polytechnic University San Luis Obispo, 2006	Middle Plaza at 500 El Camino Real Infill EIR—City of Menlo Park, CA Facebook Menlo Park Campus Expansion EIR and EIR Addendum—City of Menlo Park, CA	16	75
<b>DEPUTY PROJECT MANAGER Tasks: Manages internal team, provides support to senior management team</b>				
Devan Atteberry, Senior Environmental Planner	BS, Environmental Management and Protection, California Polytechnic State University, San Luis Obispo, 2018	Lot 3 North: 1350 Adams Court Project IS/MND and EIR—City of Menlo Park, Menlo Park, CA, Station East Residential/Mixed-Use Project EIR—City of Union City, Union City, CA	3	45





<p>Staff/ Billing Classification</p> <p>*Tasks are described for each role. Roles are shown in the organizational chart.</p>	<p>Education/Registrations/ Certifications</p> <p>*Highest level of education included in this table. See resumes in Appendix A for complete education description.</p>	<p>Recent Experience</p>	<p>Years of Relevant Experience</p>	<p>Availability (%)*</p>
<b>SUPPORT STAFF</b>				
<p>Diana Roberts, Senior Consultant I</p>	<p>MA, Linguistics, Cornell University, 1991 BS, Applied Psychology, Georgia Institute of Technology, 1982</p>	<p>1075 O'Brien Drive IS/Mitigated Negative Declaration—City of Menlo Park San Bruno Bayhill Specific Plan EIR—City of San Bruno, CA SRI International Campus Modernization Project EIR—City of Menlo Park, CA</p>	<p>24</p>	<p>40</p>
<p>Mario Barrera, Senior Consultant II</p>	<p>BS, Engineering Technology, Environmental Technology; California State University, Long Beach, 2003</p>	<p>San Francisco Housing Element 2022 Update Environmental Impact Report—San Francisco Planning Department, San Francisco, CA The Hub Plan 30 Van Ness Avenue Project, 98 Franklin Street Project, and Hub Housing Sustainability District EIR—County of San Francisco, CA</p>	<p>20</p>	<p>20</p>
<p>Zachary Cornejo, Associate Consultant I</p>	<p>MS, Natural Resource Stewardship, Colorado State University, 2019</p>	<p>San Francisco Housing Element 2022 Update Environmental Impact Report (EIR)—San Francisco Planning Department, San Francisco, CA Mission Bay School Project—San Francisco Unified School District, San Francisco, CA</p>	<p>4</p>	<p>50</p>
<p>Lora Holland, MA, RPA, Senior Consultant II</p>	<p>MA, Anthropology, University of West Florida, 2006</p>	<p>Iron Horse Trail Bollinger Canyon Overcrossing Project—City of San Ramon Public Works Department, San Ramon, CA Alpine Road Trail Improvements Project—Midpeninsula Regional Open Space District, San Mateo County, CA</p>	<p>19</p>	<p>25</p>



<p><b>Staff/ Billing Classification</b></p> <p><i>*Tasks are described for each role. Roles are shown in the organizational chart.</i></p>	<p><b>Education/Registrations/ Certifications</b></p> <p><i>*Highest level of education included in this table. See resumes in Appendix A for complete education description.</i></p>	<p><b>Recent Experience</b></p>	<p><b>Years of Relevant Experience</b></p>	<p><b>Availability (%)*</b></p>
<p>Jennifer Wildt, Senior Consultant II</p>	<p>Ph.D., M.A. Archaeology, Boston University, 2015 B.A., Archaeology, University of Virginia, 2001</p>	<p>Commonwealth Building 3 Environmental Impact Report – City of Menlo Park, CA San Francisco Housing Element, Archaeological Sensitivity Analysis – City of San Francisco, CA</p>	<p>21</p>	<p>20</p>
<p>Cory Matsui, Senior Consultant I</p>	<p>BA, Atmospheric Science, University of California Berkeley, 2009 AA, Physics, Cabrillo College, 2007</p>	<p>San Francisco Housing Element 2022 Update Environmental Impact Report—San Francisco Planning Department, San Francisco, CA One Vassar Project Community Plan Exemption, San Francisco, CA</p>	<p>11</p>	<p>20</p>
<p>Jon Rusch, Senior Consultant I</p>	<p>MA, Historic Preservation Planning, Cornell University, 2013 BA, Geography, University of Minnesota, 2006</p>	<p>Willow Village Master Plan Project Environmental Impact Report—City of Menlo Park, Menlo Park, CA San Francisco Housing Element Update Historic Context Statements and Environmental Impact Report—City and County of San Francisco Planning Department, San Francisco, CA</p>	<p>10</p>	<p>30</p>
<p>Nicole Felicetti, Assistant Consultant</p>	<p>MS, Historic Preservation, University of Pennsylvania, 2021 BA, Architecture, University of Kentucky, 2018</p>	<p>Better Market Street—City of San Francisco Department of Public Works, San Francisco, CA Bay Area Regional Transit Systemwide Evaluation—San Francisco Bay Area Rapid Transit (BART), San Francisco, CA</p>	<p>3</p>	<p>30</p>
<p>Noah Schumaker, Associate Consultant I</p>	<p>MS, Mechanical Engineering, Michigan Technological University, 2021</p>	<p>Willow Village Master Plan Project Environmental Impact Report—City of Menlo Park, Menlo Park, CA San Francisco Housing Element 2022 Update Environmental Impact Report—San Francisco Planning Department, San Francisco, CA</p>	<p>1</p>	<p>40</p>
<p>Darrin Trageser, Associate Consultant I</p>	<p>MS, Atmospheric Sciences, University of California, Davis, 2014</p>	<p>Willow Village Master Plan Project Environmental Impact Report—City of Menlo Park, Menlo Park, CA 555 West Middlefield EIR—City of Mountain View, CA</p>	<p>7</p>	<p>20</p>



<b>Staff/ Billing Classification</b>  *Tasks are described for each role. Roles are shown in the organizational chart.	<b>Education/Registrations/ Certifications</b>  *Highest level of education included in this table. See resumes in Appendix A for complete education description.	<b>Recent Experience</b>	<b>Years of Relevant Experience</b>	<b>Availability (%)*</b>
Laura Yoon, Technical Director	MS, Environmental Management, University of San Francisco, 2013	City of San Bruno Environmental Impact Report for the Bayhill Specific Plan—City of San Bruno, CA Belmont General Plan and Specific Plan EIR—City of Belmont, CA	12	20
Jacqueline Mansoor, Associate Consultant I	MCRP, City and Regional Planning, California Polytechnic University San Luis Obispo, 2018	1125 O'Brien Drive EIR—City of Menlo Park, CA 1075 O'Brien Drive EIR—City of Menlo Park, CA	5	40
Lisa Webber, Technical Director	MS, Botany, University of Massachusetts, Amherst, 1987 BA, Biology, University of California, Santa Cruz, 1980	San Francisco Housing Element 2022 Update EIR—San Francisco Planning Department, San Francisco, CA San Rafael Transit Center Replacement Project—Golden Gate Bridge, Highway and Transportation District, San Rafael, CA	32	20
Katrina Sukola, Senior Consultant I	MS Chemistry, University of Manitoba, 2003 BS Environmental Chemistry, University of Waterloo, 2001	Willow Village Master Plan Project Environmental Impact Report—City of Menlo Park, CA City of San Bruno Environmental Impact Report for the Bayhill Specific Plan—City of San Bruno, CA	18	20

\* The availability column represents a staff member's average availability for a project, given adequate notice. The percentage is subject to change, depending on other project commitments, but represents our best estimate for any given project.



## Diversity, Inclusion, and Equity at ICF

ICF was founded more than 50 years ago by former Tuskegee Airman C.D. Lester. We were then called the Inner City Fund, with a mission to finance minority-owned businesses in Washington, DC. Since then, ICF has evolved to grow our consulting business, partnering with clients on complex energy, environment, health, and socioeconomic development issues. Our purpose as a company is to build a more prosperous and resilient world for all, including for each of our employees. Currently, ICF is a global company with offices in more than 60 countries. As a reflection of its commitment to diversity and inclusion, 53 percent of its leaders across the company are female and 39 percent of its executives are women or minorities. ICF constantly seeks inclusive opportunities to collaborate with experts, suppliers, contractors, and technology partners with diverse perspectives who are just as driven as we are to make a difference.

ICF's company values are driven equally by company leaders and by local teams of colleagues, who are committed to using our professional positions to ensure our respective fields have intentional, positive impacts on our communities. In 2020, ICF prioritized making diversity, equity, and inclusion foundational company values. The company began to match employees' personal donations at 100 percent to organizations supporting racial and social injustices, with no limits. ICF engaged in company-wide town halls, listening tours, and employee surveys. Informed by employee feedback, ICF developed a clear diversity and inclusion roadmap that we are committed to continually measuring and monitoring.

Key initiatives that grew from these efforts included the hiring of our vice president of diversity and inclusion, who leads companywide efforts to advance equity, starting with recruiting and hiring but extending to the current staff through required diversity and inclusion training (e.g., increasing awareness of microaggressions and unconscious bias) and employee community networks. These voluntary, employee-led networks are centered around Asian, Black, First Nations/Indigenous Peoples, Diverse Abilities, Hispanic/Latinx, LGBTQIA+, and Women's community issues; they reflect ICF's mission and values by supporting a diverse, inclusive workplace through mentoring, professional development, and community outreach opportunities for all employees. ICF also implemented a corporate training course to promote an inclusive workplace and supported that training with a peer-to-peer Diversity and Inclusion (D&I) Champion program. The D&I Champions participate in peer coaching and team meetings, bringing course content to life in ongoing discussions to further explore our inclusive culture framework: objectivity, belonging, voice, and growth.

Within the Environment and Planning Division, ICF conducts focused diversity, equity, and inclusion learning courses, group discussions, and workshops. Our cultural resources group recently conducted a focus group on "Cultural Resource Management in the Time of Black Lives Matter." Through the use of a mural board, the group identified vision statements and action items identifying how clients and projects can benefit from a proactive, innovative, and intentional approach to bringing new voices and under-represented groups to the table during the identification of cultural resources and assessment of impacts.

We are committed to improving our hiring practices to encourage minority and under-represented groups to pursue a consulting career at ICF. We conduct focused recruiting at the University of Hawaii, where 80 percent of the student population identifies as black, indigenous, and people of color, and San José State University, an Asian American and Native American Pacific Islander-Serving Institution grantee. We recently launched a guest speaker pilot program at community colleges and high schools with prominent minority populations. We regularly post jobs to LinkedIn groups targeting women, such as Women in Transportation, and distribute them through targeted professional organizations such as Latinos in Heritage Conservation.

For more information about ICF's diversity, equity, and inclusion values and initiatives, see <https://www.icf.com/company/about/diversity-inclusion>.



## Scope of Work

### Project Understanding

The City of Menlo Park is planning redevelopment of SRI International's approximately 64-acre research campus adjacent to the city's downtown area. The Project site currently contains approximately 1.38 million gross square feet (gsf) of office, research-and-development (R&D), amenity, and support uses across 38 buildings; 1,500 people are employed at the site. The Project would demolish all but three buildings, as well as landscaping and surface parking, and construct a transit-oriented, mixed-use campus with a new Residential Zoning District and Commercial Zoning District. The 10-acre Residential Zoning District would be in the western portion of the Project site and include 400 rental units. The 53-acre Commercial Zoning District would include five new office/R&D buildings (totaling 1.05 million gsf), the three buildings to be retained (totaling 284,000 gsf), an approximately 44,000 gsf office amenity building, an approximately 2,000 gsf community amenity building, three above-grade parking structures that would provide approximately 2,030 parking spaces, and more than 25 acres of publicly accessible open space spread throughout the entire Project site. The Project would also include evaluation of a Project variant that would include up to 600 residential units, which would intensify the residential uses within the proposed Residential Zoning District. The proposed variant would increase residential building heights within the district and add additional residential units on a separate 1-acre portion of the Project site.

The Project site is on Ravenswood Avenue between El Camino Real and Middlefield Road, near the Menlo Park Caltrain station. The proximity to local and regional transit services would allow future employees and residents of the Project to take advantage of sustainable transportation options. The proposed onsite mix of complementary land uses would also provide opportunities to reduce VMT, traffic impacts, and the energy demand typically associated with new high-density development.

### Scope of Work

Based on our review of Project materials, we believe that an EIR would be the appropriate CEQA document for the Project. This SOW assumes that an EIR will be prepared for the Project in accordance with the CEQA Guidelines, with certain topics, including, but not necessarily limited to, agricultural/forestry resources, mineral resources, and wildfire, scoped out from detailed review in the EIR.

### Task 1: Kick-Off Meeting/Data Collection

This task includes initiation of the CEQA process for an EIR. Initiation will include a CEQA process/kick-off meeting with the applicant and the City. ICF staff members will identify key Project issues and conduct an extensive review of relevant environmental, background, and regulatory documents as well as the Project entitlement plans. This task will also include a site reconnaissance visit, data collection, identification of data needs, preparation of a detailed data needs list, and any potential refinements to the scope and schedule. Our revised SOW will reflect these discussions as needed.

**Deliverables:** One draft and one final SOW, refined schedule, kick-off meeting agenda, data needs request, EIR outline, and summary of kick-off meeting.

### Task 2. Project Description

ICF will prepare the Project description in accordance with City of Menlo Park Planning Division requirements. The Project description will be based on input provided by the Project applicant, including Project plans/entitlements and background studies. A complete and stable Project description will form the basis for the environmental review. The Project description will include, at a minimum, the following general topics:

- Project Overview and Background
- Project Site Location
- Project Objectives

- Project Characteristics, including:
  - Site plan
  - Residential population and employment levels
  - Site access, circulation, and parking
  - TDM program
  - Project design, architectural themes, massing, building design, potential sustainable design features, and materials
  - Amenities such as landscaping, lighting, signage, courtyards, and gathering spaces
  - Utilities
  - Recycling and waste
- Phasing and Construction Scenario
- Project Approvals and Entitlements
- Figures

**Deliverables:** One electronic copy of each draft and final version of the Project description (in MS Word and PDF formats)

### Task 3. Notice of Preparation and Public Scoping

ICF will prepare a Notice of Preparation (NOP) consistent with City guidelines, then file the NOP with the County Clerk and State Clearinghouse (a Notice of Completion [NOC] will also be submitted to the State Clearinghouse). This SOW and budget assumes that the City will send the required documents to the State Clearinghouse and distribute the NOP to all other recipients. ICF staff members will attend the public scoping meeting. This scope does not include preparation of a staff report. After the meeting, ICF will prepare a brief summary of the written and verbal comments, sorted by topic, and refine the EIR SOW based on discussions with the staff (as required), input obtained from scoping sessions, and comments submitted on the NOP.

**Deliverables:** Electronic copies of the draft and revised NOP in MS Word and Adobe PDF format. Ten hard copies and electronic copies of the final NOP in MS Word and Adobe PDF format for City use. Electronic copy of the NOC in Adobe PDF format. Distribution of NOP as noted above. Summary of written and verbal comments. Revised SOW (as required).

### Task 4. Administrative Draft EIR

The purpose of this task is to prepare the administrative draft EIR. This task will synthesize background information for use in the existing setting, evaluate changes to baseline conditions resulting from implementation of the Project, compare impacts to the significance criteria to identify significant impacts, and identify mitigation measures to reduce potentially significant impacts to a less-than-significant level.

For this task, there will be three principal activities:

- Determine, by individual resource topic, the significance criteria to be used in the analysis;
- Perform the analysis and make determinations of impact significance; and
- Recommend feasible mitigation measures to reduce impacts, if needed.

The ICF team will collect the information necessary to define baseline conditions in the Project area. It is anticipated that CEQA baseline conditions will be existing conditions at the time of the NOP.

For each environmental topic, significance thresholds or criteria will be defined in consultation with the City so that it will be clear how the EIR classifies an impact. The criteria will be based on Appendix G of the CEQA Guidelines, general plan standards used by the City, and our experience in developing performance standards and planning guidelines to minimize impacts.

The analysis will be based on standard methodologies and techniques, focusing on the net changes anticipated at the Project site. The text will clearly link measures to impacts and indicate their effectiveness (i.e., ability to reduce an impact to a less-than-significant level), identify the responsible agency or party, and distinguish whether measures are proposed as part of the Project, are already being implemented (such as existing regulations), or are to be considered. Our analysis will also assess whether proposed mitigation measures themselves would result in any environmental impacts. This approach facilitates preparation of the Mitigation Monitoring and Reporting Program (MMRP) that follows certification of an EIR.

The administrative draft EIR will incorporate baseline conditions data as well as impact analysis and mitigation measures, along with the alternatives and other CEQA considerations described in Task 6 (below). It is envisioned that the City's initial review of the document will consider content, accuracy, the validity of assumptions, classification of impacts, feasibility of mitigation measures, and alternatives analyses.

For purposes of providing a cost estimate, we assume that a full EIR will be prepared that will evaluate the following topics in detail: aesthetics, air quality/greenhouse gas emissions, biological resources, cultural resources/tribal cultural resources, energy, geology/soils, hazards and hazardous materials, hydrology/water quality, land use/planning, noise, population/housing, public services, recreation, transportation, and utilities/service systems. If this list changes during the scoping process, ICF will provide an update to the scope and cost. As needed, ICF will prepare technical memorandums and/or provide a peer review of reports prepared by other consultants, as outlined in the scope below. The budget and scope for these memorandums and peer reviews are included in Task 4, Administrative Draft EIR, since they will be incorporated directly into the Administrative Draft EIR upon completion.

ICF anticipates that all other topics will be "scoped out" from further analysis in the EIR. Section 15128 of the CEQA Guidelines states that "An EIR shall contain a statement briefly indicating the reasons that various possible significant effects of a project were determined not to be significant and were therefore not discussed in detail in the EIR." Accordingly, the EIR will include a section for impacts found to be less than significant. This section will discuss topics that, based on preliminary desktop analysis of the Project, ICF believes will not result in significant environmental impacts. These topics are agriculture and forestry resources, mineral resources, and wildfire.

For the cumulative impact analysis, ICF will create a map of cumulative projects within the vicinity of the Project site, based on a City-provided cumulative project list. The list will be found in the *Setting* section of Chapter 3, *Introduction to Environmental Analysis*, for localized cumulative analyses (e.g., construction analyses). For other analyses (e.g., regional air quality), the cumulative context will be defined as broader geographic areas, according to the resource.

The following task descriptions summarize the data to be collected, impact assessment methodologies to be used, and types of mitigation measures to be considered, by environmental issue. Optional Tasks are described at the end of this scope. Since they require further consideration and discussion, the scope and budget are provided separately to readily distinguish between the proposed and optional tasks.

## Aesthetics

The aesthetics analysis will consider site-specific Project impacts as well as impacts viewed from surrounding areas. The Project site is relatively flat and currently occupied by buildings of varying heights; the majority are less than three stories high. Therefore, the existing buildings are not

dominant features in the area. However, the Project would introduce new buildings that would be larger with respect to scale, height, and massing. ICF will prepare the *Aesthetics* section of the EIR, based on information provided, and conduct the following tasks:

- Visit the Project site and surroundings to identify and photo-document existing visual character and quality, views to and from the Project site, and other urban design features.
- Review the massing studies/visual simulations, landscape plans, lighting plans, and shadow diagrams (if applicable) provided by the Project Sponsor.
- Review existing and proposed general plan goals, policies, and programs related to visual quality to determine conflicts with any relevant plans and policies. The surrounding public sensitive-viewer locations that could be affected by the proposed development include Burgess Park and the Civic Center complex.
- Using visual simulations and field observations, analyze whether the Project would conflict with applicable zoning and other regulations governing scenic quality due to grading, height, bulk, massing, architectural style, building materials, or other site alterations.
- Analyze lighting and glare impacts created by the proposed buildings, focusing on motorists on the surrounding streets, residents in the Linfield Oaks neighborhood, city hall, adjacent churches, Menlo-Atherton High School, and other sensitive-viewer locations.

Shadows would increase compared with existing conditions because of the increase in building heights. However, based on the direction of the sun, the public uses at Burgess Park would not be affected by the increased shadows. If shadow diagrams are provided by the Project Sponsor, ICF will incorporate them into the overall aesthetics analysis. However, if the applicant does not submit shadow diagrams to ICF and it is determined that shadows should be evaluated in the EIR, then the scope and budget could be amended to prepare shadow diagrams using a shadow subconsultant.

### Air Quality and Greenhouse Gas Emissions

ICF will prepare the air quality and greenhouse gas (GHG) chapters of the EIR. The Project site is within the San Francisco Bay Area Air Basin (SFBAAB) as well as the jurisdiction of the Bay Area Air Quality Management District (BAAQMD). The analysis will focus on the criteria pollutants, toxic air contaminants (TACs), and GHGs of greatest concern in the SFBAAB and local plan area. ICF will summarize meteorological and climatological data for the plan area as well as ambient pollutant concentrations in the vicinity of the plan area. ICF will describe the general locations of existing and proposed sensitive receptors as well as ambient sources of TACs near the plan area. Existing state and federal ambient air quality standards, the region's attainment status with regard to the standards, and a discussion of applicable air quality and climate change goals, policies, and plans, including the region's most recent air quality plans and the City's 2030 Climate Action Plan (2030 CAP), will be provided.

The impact analysis for the proposed Project will assess the items listed below. The analyses will be detailed and presented in a technical memorandum, which will be used to inform the EIR impact conclusions. The technical memorandum will be appended to the EIR. This SOW assumes preparation of a draft and final technical memorandum. ICF further assumes that comments received on the draft memorandum will not require modeling revisions.

**Construction.** ICF will work with the Project Sponsor to develop an inventory of typical construction equipment and a list of activities for the expected buildout phases of the Project. We will quantify criteria pollutant and GHG emissions to the extent feasible, based on available Project-specific information. Where adequate information is not available, model defaults from the California Emissions Estimator Model (CalEEMod) will be used to characterize construction activity. The analysis of construction impacts will consider the construction-related control strategies recommended by BAAQMD, including adherence to BAAQMD rules and regulations. Estimated criteria pollutant emissions will be compared to BAAQMD's construction thresholds, as defined in the



agency's most recently adopted CEQA Air Quality Guidelines. If emissions are found to be significant, mitigation measures will be developed and quantified to the extent feasible to address identified impacts. This SOW assumes construction emissions will be quantified for the proposed Project and one variant.

**Operations:** ICF will quantify criteria pollutant and GHG emissions from motor vehicles using VMT data from the traffic consultant as well as the Emission Factor (EMFAC) model. Operational emissions associated with building area sources, energy and water consumption, waste generation, stationary sources (if any), and land use changes will be estimated using CalEEMod and land use data from the Project Sponsor. ICF understands that the Project would replace or consolidate SRI International's existing facilities, with no net increase in nonresidential square footage. Given the age of the existing facilities and the proposed sustainability features for the new buildings, it is likely that operational emissions from nonresidential sources will decline relative to existing conditions. The proposed new residential buildings will likewise incorporate sustainability features that will reduce the intensity of operational emissions.

Emissions will be quantified under existing conditions as well as future buildout conditions with and without the proposed Project (and up to one variant). ICF will work with the Project Sponsor to quantify and incorporate, to the extent feasible, the reductions achieved through the robust sustainability program, including, but not limited to, the all-electric building design, onsite renewable energy generation, low-flow water fixtures, transit proximity, and TDM program. Many of the proposed sustainability features are similar to strategies included in the 2021 *Handbook for Analyzing Greenhouse Gas Emission Reductions, Assessing Climate Vulnerabilities, and Advancing Health and Equity: Designed for Local Governments, Communities, and Project Developers* (Handbook). As the principal author of the Handbook, ICF has a fundamental understanding of all Handbook measures and the associated quantification methods.

The net change in criteria pollutant emissions between existing and future conditions will be compared to BAAQMD's operational thresholds. If emissions are found to be significant, mitigation measures will be developed and quantified to the extent feasible to address identified impacts. Although the City recently (2021) adopted the 2030 CAP, it is not a qualified CAP for CEQA tiering. BAAQMD has adopted updated GHG thresholds for projects and plans as well as revisions to its CEQA Air Quality Guidelines. ICF understands that the Project Sponsor may request a review of the Project under the provisions of Senate Bill (SB) 7, in which case the Project would be designed to achieve net-zero GHG emissions (refer to Optional Task, below). The ultimate GHG threshold(s) will therefore be selected in close coordination with the Project Sponsor and the City and will consider all applicable case law as well as air district and expert agency guidance.

**Health Effects from Criteria Pollutant Emissions.** In response to the Supreme Court decision in *Sierra Club v. County of Fresno*, ICF will discuss potential regional and localized health effects from increased criteria pollutant emissions. This SOW assumes the analysis will both qualitatively and generally describe the health risks associated with exposure to the types of criteria pollutant emissions expected under the Project. ICF will review attainment plans for San Mateo County and community health data published by the California Department of Public Health to support the analysis. No Project-specific modeling will be performed. Should the City prefer a quantitative analysis of potential changes in regional health risks with buildout of the proposed Project, ICF can develop a scope for conducting photochemical modeling.

**Localized Carbon Monoxide Hot Spots.** ICF will review the expected impact on regional VMT and traffic circulation from buildout of the Project. The analysis will consider Project design features that may reduce VMT and/or congestion, including bicycle lanes, pedestrian facilities, and a TDM program. Trends in ambient carbon monoxide (CO) concentrations will also be assessed to confirm that buildout of the Project would not result in the formation of CO hot spots. If a hot-spot analysis is determined to be necessary, ICF will use peak-hour traffic volumes from the traffic consultant, the California Line Source Dispersion Model (CALINE4), and the latest version of EMFAC to estimate CO concentrations at the worst-performing intersection identified by the traffic study (i.e., the

intersection with the highest peak-hour volumes and vehicle delay). Modeled CO concentrations will be compared to the federal and state ambient air quality standards to show that buildout of the Project would not result in a violation.

**Project-Level TACs.** The primary TACs of concern are diesel particulate matter (DPM) and asbestos. The potential for asbestos exposure from the demolition of facilities will be qualitatively assessed, based on compliance with BAAQMD's asbestos rules.

Residential and educational receptors are located within 1,000 feet of the Project area. Buildout of the Project would cite new residential receptors on the Project site. Existing offsite receptors may be exposed to DPM generated during construction of the Project as well as operational sources of DPM, such as emergency generators (if any) and loading docks. Future new receptors may likewise be exposed to such sources as well existing ambient risks (e.g., surrounding roadways, stationary sources).

Given the proximity of surrounding receptors and the expected duration and intensity of construction, ICF proposes to quantitatively evaluate potential health risks from construction. ICF will prepare a construction health risk assessment (HRA) using the U.S. Environmental Protection Agency's (EPA's) AERMOD dispersion model. The HRA will be consistent with methodologies and procedures recommended by the Office of Environmental Health Hazard Assessment (OEHHA), California Air Resources Board (CARB), and BAAQMD. The HRA will evaluate potential cancer and non-cancer health hazards for offsite receptors within 1,000 feet of the Project boundary related to exposures to construction-generated DPM and particulate matter less than 2.5 microns in diameter (PM<sub>2.5</sub>). Modeled health risks at receptor locations will be compared to thresholds recommended by BAAQMD. If needed, ICF will identify measures to reduce the level of health risk exposure at affected receptor locations.

This SOW assumes that construction of the Project will occur in a single phase, with nonresidential and residential vertical improvements happening over 30 to 36 months. Because all buildings would be constructed concurrently, new onsite residential receptors would not be exposed to construction emissions. Should the approach change and residential uses would be constructed and occupied before the completion of construction, ICF can revise the scope to reflect the additional level of effort needed to analyze construction-related health risks for onsite receptors.

With regard to long-term operations, ICF assumes that Project-related sources of TACs would be limited to off-street loading activities and the use of emergency generators. Accordingly, operational health risks would be evaluated qualitatively because the extent of loading activities at R&D facilities is expected to be limited and onsite emergency generators would be required to comply with the BAAQMD permitting process. ICF has included an optional task that would involve conducting an operational HRA, should the Project Sponsor or City prefer a quantitative assessment of potential operational health risks from receptor exposure to Project-generated DPM.

**Cumulative TACs.** ICF will use BAAQMD's Permitted Sources Risk and Hazards Map to identify stationary sources and associated health risks within 1,000 feet of new residential areas. Health risks will be adjusted, based on distance to the Project site, using BAAQMD's distance multiplier tools. BAAQMD will confirm the identified stationary sources through a Stationary Source Data Request. ICF will use BAAQMD's geographic information system (GIS) files to identify health risks at the Project site from exposure to emissions generated by nearby railways and roadways. Total stationary, railway, and roadway risks will be added and compared to BAAQMD's cumulative thresholds. If risks exceed thresholds, ICF will identify control measures to reduce the impact.

**Odors.** New land uses developed under the Project are not expected to result in substantial odor emissions. Likewise, any odors generated during construction (e.g., from diesel fuel combustion) are expected to be minor. ICF will therefore qualitatively assess odor emissions, based on guidance from BAAQMD, including compliance with applicable rules and regulations.

**Plan Consistency.** ICF will qualitatively evaluate the plan's consistency with state and local air quality and climate change plans and regulations, including the 2017 Clean Air Plan: Spare the Air, Cool the Climate, Plan Bay Area 2050, the City's 2030 CAP, SB 32, Executive Order B-55-18, and the 2017/2022 Scoping Plan.

### Biological Resources

The existing site is developed with buildings and surface parking lots. As such, natural biological resources are likely to be minimal. Nonetheless, the Project site does contain 1,375 trees and landscaping, which could be protected and/or provide habitat for nesting birds. ICF will perform the following tasks:

- Conduct background research to determine the biological resources that could be affected by the Project such as special-status species or protected trees. This research will include review of the City's protected tree ordinance, the use of the California Department of Fish and Wildlife's Natural Diversity Database (CNDDDB), the U.S. Fish and Wildlife Service's Special-Status Species Online Database, and the California Native Plant Society's online inventory. An aerial photograph of the Project site will be reviewed to identify areas of habitat types that can later be confirmed through field verification.
- Conduct a site visit to characterize potential special-status plant and wildlife habitat that may be present. A list of plant and wildlife species observed during the survey will be collected and presented in the analyses. Given the developed nature of the Project site, it is not expected that special-status species will be present; however, a site visit will be required to make this determination.
- Evaluate the Project's effects on the identified biological resources, and recommend mitigation as warranted. Based on prior experience in the region, and the urban nature of the site, ICF anticipates that the prominent issues for the Project would be limited to nesting migratory birds, roosting bats, and protected trees.
- Integrate the results of an arborist report prepared by the Project Sponsor team, if available.
- Evaluate the Project's effects on the identified biological resources, and recommend mitigation, as warranted.

### Cultural Resources/Tribal Cultural Resources

ICF cultural resources personnel will conduct a cultural resources study, as described below, to identify cultural resources that could meet the CEQA definition of a historical resource (California Public Resources Code [PRC] Section 21084) or unique archaeological resource (PRC Section 21083.2) and could be affected by the Project.

**Built-Environment Cultural Resources Analysis.** ICF will peer review the Historic Resource Evaluation Report prepared by Page & Turnbull that documents the site's history and evaluates the historic significance of the campus and its 38 buildings. In addition, ICF will document the findings of the peer review of the Historic Resource Evaluation Report prepared by Page & Turnbull in a technical memorandum. For the purposes of estimating the level of effort required to analyze the Project's impact on built-environment historical resources, ICF assumes that, based on the significance and history of the property, the Project's Historic Resource Evaluation Report will identify up to five built-environment historical resources, inclusive of one historic district, within the study area.

Based on the Project and the existing urban context of the campus, ICF assumes that the CEQA study area for cultural resources will be limited to the Project footprint but will confirm this assumption with a site visit. Within an area of urban development, for a project that is consistent with adjacent density, there is little potential for visual, auditory, or indirect impacts on adjacent historical resources. Furthermore, with evaluation of the whole campus, it is anticipated that the CEQA study area for cultural resources will be limited to the Project footprint. ICF assumes that no additional

resources within the study area will require evaluation with respect to listing in the California Register of Historical Resources (CRHR). No evaluations of CRHR eligibility are included in this SOW.

**Archaeological Cultural Resources Analysis.** ICF will conduct a records search at the Northwest Information Center (NWIC) at Sonoma State University, the official state repository for cultural resource reports and records for San Mateo County, to identify previously recorded cultural resources and studies within and adjacent to the Project site. The records search will include a 0.25-mile radius. As part of the records search, ICF will contact the Native American Heritage Commission in Sacramento to request a review of the Sacred Lands File.

As part of the records search, ICF will also review published archaeological, geological, and soil data to characterize the potential for buried surfaces (paleosols) within the Project site because some paleosols have the potential to be associated with archaeological deposits and human remains.

In addition to the records review, a qualified archaeologist will conduct a pedestrian surface survey of the Project site to identify archaeological resources and document current site conditions. If archaeological deposits are identified, they will be documented on a Department of Parks and Recreation (DPR) 523 form but not formally evaluated for significance under the CRHR. Formal evaluation, delineation, and/or mitigation would need to be implemented under an amendment to this SOW. The information obtained from the above will be summarized in a brief archaeological cultural resources technical report of findings. The technical report will be submitted to the NWIC in fulfillment of a requirement to access their archives.

**Tribal Cultural Resources and Public Resources Code Section 21080.3.1, Assistance.** Prior to release of a negative declaration, mitigated negative declaration, or EIR for a project, a lead agency must provide an opportunity for consultation with tribes that are traditionally and culturally affiliated with the geographic area in which the project is located. Such consultation must be conducted if requested by the tribes in writing within 30 days of notification of the proposed project. ICF will conduct the following tasks:

- Provide a draft and final notification letter to tribal contacts on official City letterhead.
- Incorporate the results of the tribal consultation and any agreed-upon mitigation measures into a *Tribal Cultural Resources* EIR section, which will be separate from the *Cultural Resources* section.

#### *Assumptions*

- ICF does not anticipate encountering archaeological resources. If archaeological resources are encountered, they will be documented on a DPR 523 form. Formal archaeological resource delineation and evaluation are not included in this scope and cost and would need to be performed under an amendment to this contract.
- ICF assumes that the Historic Resource Evaluation Report will meet industry standards and that the peer review will suggest only minor revisions.
- ICF assumes, based on the significance and history of the property, the Historic Resource Evaluation Report will identify up to five built-environment historical resources, inclusive of one historic district, within the study area.
- ICF assumes that no additional built-environment resources will be located within the study area that will require evaluation for listing in the CRHR. If additional built-environment resources are identified, ICF will prepare an additional scope and cost.
- The City will provide ICF with written documentation regarding consultation and the results for incorporation into the *Tribal Cultural Resources* section.
- The City will be responsible for mailing the tribal notification letters and conducting any follow-up correspondence.

- This scope assumes no meeting attendance by ICF cultural personnel in support of PRC Section 21080.3.1, Consultation. If requested, ICF can attend meetings, but a revision to this SOW and cost estimate will be necessary.
- ICF assumes that no more than one round of review will be required by the City prior to finalization of the cultural resources and tribal cultural resources deliverables.

## Energy

ICF will examine how the Project will affect energy resources, energy generation, and energy transmission and evaluate any potential impacts associated with the wasteful, inefficient, or unnecessary consumption of energy during Project construction or operation. The analysis will be based on energy use outputs from the CalEEMod emissions model. In addition, ICF will evaluate the Project's consistency with state and local energy efficiency goals. The analysis will consider potential differences in long-term operational uses (i.e., differences between existing and proposed land uses) as well as the building design and energy efficiency features shown in the plans.

## Geology, Soils, and Paleontological Resources

ICF will prepare the *Geology, Soils, and Paleontological Resources* section of the EIR, using the geotechnical report prepared for the Project. This SOW assumes that a geotechnical report that characterizes geological, seismic, and soil hazards at the Project site will be prepared. ICF will rely on the information included in the geotechnical report to characterize the existing setting for geology, soils, and seismicity. In addition, ICF will use existing mapping to identify the geologic units that underlie the Project site and conduct a database search at the University of California Museum of Paleontology, including a review of scientific literature, to assess the paleontological potential of the geologic units and characterize the setting for paleontological resources.

ICF will conduct the following tasks:

- Describe existing federal, state, and local laws and regulations related to geology, soils, and seismicity as well as paleontological resources.
- Describe the Project grading, excavation, and foundation systems designed to support the proposed structures.
- Describe the proposed maximum depth of excavation.
- Describe the recommendations made in the geotechnical report, which would be implemented to reduce any impacts.
- Develop, as needed, mitigation measures to reduce any significant impacts to a less-than-significant level or eliminate, if feasible. Typical mitigation measures for paleontological resources include an assessment by a qualified paleontological professional regarding the need for the paleontological monitoring and, if recommended, worker awareness training.

## Hazards and Hazardous Materials

ICF will prepare the *Hazards and Hazardous Materials* section of the EIR to assess impacts associated with the Project. The affected environment and regulatory setting pertaining to hazards and hazardous materials in the study area, including past activities on the Project site, and the potential for human and environmental exposure to hazardous materials will also be assessed. ICF will use a previously prepared Phase I environmental site assessment and site assessment report (both technical documents to be provided by the City prior to initiating the analysis) in support of the hazards and hazardous materials findings and impact determinations. If deemed necessary, ICF will conduct a supplemental public agency database review through the State Water Resources Control Board's GeoTracker and the Department of Toxic Substances Control's EnviroStor online databases. The objective of the environmental database searches is to identify and evaluate potential environmental issues associated with past and/or present operations at the Project site. This data would then be used in support of the CEQA document. An assessment of the significance of impacts associated with

hazards and hazardous materials will be based on the relevant regulatory framework. If significant impacts are identified, mitigation measures to reduce them to a less-than-significant level (where feasible) will be recommended. The analysis and findings will be presented in the EIR.

**Technical Document Peer Review.** ICF will conduct a peer review of both technical documents mentioned above (Phase I environmental site assessment and site assessment report). Our technical expert will conduct a review to determine the adequacy of the analysis with respect to compliance with latest industry practices and methodologies. The review will be limited to ensuring that the text in the reports adequately presents the findings and that the conclusions are sound and substantiated. It should be noted that this will not include a review of any appendices attached to either report (appendices will be used only as a reference). Comments will be made directly in the report's electronic files.

## Hydrology and Water Quality

ICF will provide a detailed summary of existing conditions, identify potential impacts, and, if necessary, develop mitigation measures for the Project related to hydrology and water quality. Project activities that have the potential to result in hydrology and water quality impacts include the alteration of drainage patterns and runoff, ground disturbance during construction, and changes in groundwater infiltration and recharge.

ICF will review existing information and resources related to hydrology and water quality to conduct the analyses. This will include researching the hydrologic characteristics of the area; searching online resources, including federal, state, and local regulatory agency databases, such as the State Water Resources Control Board's Integrated Water Quality Report/Clean Water Act data and the Federal Emergency Management Agency's national flood hazard data; and reviewing relevant groundwater and water quality studies, Regional Water Quality Control Board reports, and California Department of Water Resources documents pertaining to the Project area. The *Hydrology and Water Quality* section of the EIR will provide a detailed discussion of existing conditions as well as hydrology and water resource impacts associated with the Project. The impact analysis will focus on the impact of construction on water resources as well as impacts from surface water runoff and other operational issues. The section will address the potential for increased runoff as a result of the Project and any related impacts on drainage systems in the city or downstream of the Project site. Existing infrastructure and the identified floodplains will also be considered. A qualitative water quality analysis will be included that will consider the sources and types of pollutants, based on the previous and proposed land uses. Water quality impairments that may result from Project inundation within the identified floodplains will also be addressed. Impacts both within the Project area and the region downstream will be addressed. Any reasonable mitigation measures needed to address significant adverse hydrology and water quality impacts will be listed. Cumulative impacts resulting from the cumulative effect of development within the surrounding area will also be evaluated.

The *Hydrology and Water Quality* section will include a regulatory setting; a discussion of existing surface hydrology, groundwater, surface water and groundwater quality, and flooding in the area; the potential impacts of the Project on hydrology and water quality; and mitigation measures to reduce the impacts. Figures will also be prepared, if necessary, to show existing conditions with respect to hydrology.

## Land Use and Planning

Land use and planning generally considers the compatibility of a proposed project with neighboring uses, changes to or displacement of existing uses, compliance with zoning regulations, and the consistency of a proposed project with the relevant local land use policies that have been adopted to mitigate or avoid an environmental effect. With respect to land use conflicts or compatibility issues, the magnitude of the impacts depends on how a proposed project would affect the existing development pattern, development intensity, traffic circulation, noise, and the visual setting in the surrounding area. These are generally discussed in the respective sections. Therefore, for the land use and planning analysis, ICF will conduct the following tasks:

- Describe the existing land uses, intensities, and land use patterns in the vicinity of the Project site as well as the compatibility of the proposed uses and zoning with current onsite and offsite development.
- Describe the Project's consistency with housing element goals geared toward strengthening the jobs/housing ratio in the city.
- Describe the Project's potential to divide an established community.
- Evaluate any potential conflicts between the proposed and current land uses that would result in environmental impacts. These conflicts could include a use that would create a nuisance for adjacent properties or result in incompatibility with surrounding land uses, such as differences in the physical scale of development, noise levels, traffic levels, or hours of operation.
- Evaluate the extent to which adopted City development standards or proposed design standards, as outlined in the Project application and other planning documents, would eliminate or minimize potential conflicts within the Project site. The general plan and zoning ordinance, among other applicable plans, will be examined, and the Project's consistency with the applicable portions of the plans will be described.

## Noise

ICF noise and vibration specialists will prepare a technical memorandum to evaluate potential Project-related impacts. The technical memorandum will inform the *Noise and Vibration* section of the EIR. The analysis will address:

- Exposure of existing noise-sensitive land uses to noise and vibration associated with construction activity at the Project site.
- Exposure of existing noise-sensitive land uses to Project-related changes in traffic noise.
- Exposure of existing noise-sensitive land uses to operational noise from the Project site. It is anticipated that this will include an analysis of noise from emergency generators; noise from heating, ventilation, and air-conditioning (HVAC) equipment; and noise from operations at Project loading docks.
- Exposure of proposed noise-sensitive uses on the Project site to Project-related noise sources, as appropriate per relevant CEQA case law.

In the regulatory setting, the discussion will focus on local noise standards and guidance. Other applicable noise and/or vibration standards, if applicable, will also be summarized in the document.

In the environmental setting section, existing sources of noise in the Project area will be identified, along with existing noise-sensitive land uses in the area. Based on a desktop review of the Project area, noise-sensitive land uses include single- and multi-family residences, preschools, a high school, children's centers, recreational facilities, and commercial and light-industrial uses. Other sources of noise may include aircraft noise, noise from landscaping equipment on surrounding parcels, and other typical residential neighborhood noise sources.

To determine the baseline noise levels, ICF will conduct noise monitoring at selected locations, as follows:

- Short-term noise monitoring (15 minutes or less) will be conducted at up to five locations in the Project area.
- Continuous long-term monitoring (24 hours or more) will be conducted at up to five locations in the Project area.

Construction noise and vibration will be evaluated using the modeling methods recommended by the U.S. Department of Transportation and the construction equipment data to be provided by the Project Sponsor.

Operational traffic noise will be evaluated at a maximum of 20 roadway segments under the following conditions, using the Federal Highway Administration's Traffic Noise Model and average annual daily traffic data to be provided by the traffic consultant:

- Existing
- Existing plus Project
- Future
- Future plus Project

Traffic noise will be evaluated in terms of how Project-related traffic noise increases may affect existing noise-sensitive land uses. It is assumed that traffic data provided by the traffic consultant will include average annual daily traffic volumes, posted speeds, and heavy-truck percentages for each roadway segment analyzed. Non-traffic noise generated by facility operations (such as HVAC equipment, emergency generators, parking lots, and/or operational loading docks) will be evaluated using standard acoustical modeling methods and operational data provided by the Project Sponsor.

The analysis of vibration will be consistent with the requirements of the City, including ConnectMenlo, the municipal code, and/or other applicable noise and/or vibration standards, such as California Department of Transportation guidance.

The development of thresholds by which to assess potential noise and vibration impacts will be based on CEQA Appendix G and relevant local, state, and federal noise and vibration regulations. An assessment of the significance of noise impacts will be based on predicted noise exposures and the defined CEQA significance thresholds. Where significant noise impacts are identified, mitigation to reduce impacts to a less-than-significant level (where feasible) will be identified. Noise mitigation will be described at a level of detail appropriate for environmental review and not at a design level of detail.

In the event that another firm prepares a technical noise analysis that evaluates the noise impacts of the Project, as described above, ICF will review the technical report to assess its completeness, accuracy, and defensibility. This SOW assumes that a technical report prepared by another firm will include an appropriate level of substantiation for ICF to review, including the results of traffic noise modeling, construction noise modeling, construction vibration modeling, and operational noise-source (e.g., HVAC systems, emergency generators, etc.) modeling. Under a peer-review approach, this SOW assumes that ICF will not conduct a detailed quality assessment of the modeling results and will not conduct any original modeling or "retrace" any steps taken by the other firm. ICF's noise team will participate in up to two conference calls to discuss the technical report. The conference calls will be held to discuss the team's comments on the technical report and for the other firm to provide clarification, if needed.

#### *Assumptions:*

- Required construction and operational data and/or input assumptions will be provided by the Project Sponsor.
- Traffic data (including average annual daily traffic volumes, posted speeds, and heavy-truck percentages for each roadway segment) will be provided by the traffic consultant.
- Non-traffic operational noise sources would be limited to HVAC equipment, emergency generators, and operational loading docks (e.g., no event noise or other mechanical equipment noise would need to be assessed).



## Population and Housing

Due to the settlement agreement with East Palo Alto, the increase in the number of employees and residents at the Project site, and the public interest in this topic, ICF proposes to do a full analysis of potential impacts related to population and housing. The Project would include office, R&D, and amenity uses, which would generate new employees at the Project site. In addition, the Project would include approximately 400 rental housing units, directly increasing the population in the city. ICF will analyze the impact of the increase in employees and residents. The *Population and Housing* section of the EIR will examine the Project's effects on population and housing in the city and, to a lesser extent, the region. This analysis will focus on the increase in population and the secondary effects associated with the housing needed to accommodate the increased employment that would result from the Project. ICF, with assistance from KMA, will undertake the following tasks:

- ICF will obtain additional information from the Project Sponsor, including the number of existing employees at the Project site and information regarding how many employees could also live at the proposed housing, if available.
- An HNA will be prepared by KMA (Appendix B). ICF will work closely with KMA throughout the process and peer review the HNA before incorporating the findings into the analysis.
- The housing effect resulting from the Project will be discussed in the context of the Association of Bay Area Governments (ABAG) regional household forecasts and fair-share housing allocations.
- ICF will evaluate the direct population impacts from the proposed housing at the Project site.
- Similar to other job-intensive projects, the EIR will examine secondary housing demands, based on future residential patterns for Project employees.
- One of the key terms of the settlement agreement between the City of Menlo Park and the City of East Palo Alto is that an HNA will be prepared when the preparation of an EIR is required. As required by the settlement agreement, the HNA prepared for the Project will include an analysis of the multiplier effect with respect to indirect and induced employment to the extent possible.

## Public Services and Recreation

Using information received from various service providers, ICF will prepare the *Public Services and Recreation* section of the EIR. ICF will conduct the following tasks:

- As necessary, conduct interviews with or provide questionnaires to the City's police department, fire department, park and recreation department, school district, and library to determine current service levels and the capacity to serve increased demand.
- Estimate Project-generated demand for public services, based on existing operational standards obtained from the service providers. Other measures of demand will also be considered, such as the projected increase in the calls for service and the projected demand of recreational facilities and library services.
- In accordance with CEQA, evaluate the extent to which Project demands would trigger the need for new public facilities, the construction of which might result in physical environmental effects.
- Considering the proposed onsite open space, analyze the change in access to existing recreation facilities and any associated deterioration of these facilities.

## Transportation

The SOW for the transportation analysis is included in Appendix C (Hexagon). ICF will help oversee preparation of the transportation analysis. All results will be incorporated into the EIR.

## Utilities/Service Systems

The *Utilities/Services Systems* section of the EIR will examine the Project's effect on water supply, wastewater treatment, solid waste disposal, and energy generation and transmission. ICF will describe existing conditions (i.e., capacity and current consumption levels), identify Project impacts (i.e., the effects of demand weighed against infrastructure capacity), and work with the City and the utility providers to identify reasonable mitigation measures.

This SOW assumes that the Project Sponsor will provide adequate information on infrastructure planning for the Project, including an assessment of existing and future utilities in the Project area/vicinity. Any technical analysis of the sizing, location, or design for new infrastructure is not included in this scope and is assumed to be provided by the Project Sponsor or other parties. This includes the location of potential water, sewer, natural gas, or electricity transmission lines for an assessment of the potential environmental impacts of new utilities. ICF can estimate solid waste generation, based on readily available generation rates. The energy demand will be quantified using the CalEEMod model. A water supply assessment (WSA) would be prepared by either a subconsultant contracted directly with the City, or West Yost contracted under ICF (see Optional Tasks, below). ICF will review the WSA, provide comments (if necessary), and incorporate the WSA into the administrative draft EIR.

Based on technical information for the Project site, as well as information received from the utility providers, ICF will prepare the *Utilities/Service Systems* section of the EIR and conduct the following tasks:

- Discuss applicable regulations at the local, state, and federal level, where applicable.
- Describe existing utility providers, system capacity, and improvement plans.
- Evaluate the net change in the demand for water, wastewater, solid waste, and energy relative to existing and planned capacity for the utilities.
- Discuss whether Project impacts would require the expansion of existing facilities or construction of new infrastructure or facilities.

**Deliverables:** One electronic copy of administrative draft EIR in MS Word and Adobe PDF format.

## Task 5. Project Alternatives, Other CEQA Considerations, and Project Variant

The purpose of this task is to complete drafts of the remaining sections (*Alternatives, Other CEQA Considerations, and the Project Variant*) of the EIR for the City's staff to review. This task involves preparation of other required sections, examining particular aspects of the Project's effects and the identification and comparison of Project alternatives.

### Other CEQA Considerations

This task involves documenting unavoidable adverse impacts, growth-inducing effects, and cumulative effects of the Project:

- Unavoidable effects will be summarized from the analyses performed in Task 5.
- Assessment of growth-inducing effects will be based on the economic multipliers for the proposed uses (these multipliers provide information on direct and induced growth and were developed by ABAG for the regional input-output model) as well as comparisons with ABAG projections for the city. Growth inducement will be discussed in the context of population increases, utility and public services demands, infrastructure, and land use.

- The energy use of the Project will be analyzed consistent with Appendix F of the CEQA Guidelines. Although Appendix F is highly vague with respect to providing useable significance criteria, ICF will provide an energy analysis. It is probable that this analysis will conclude that the energy impacts would be less than significant because it is probable that the Project's energy use will not be "wasteful," "inefficient," or "unnecessary."

## Alternatives

The alternatives to the Project must serve to substantially avoid or reduce at least one, if not more, of the significant impacts identified for the Project while feasibly attaining most of the Project objectives. ICF assumes that at least three Project alternatives will be analyzed, both at a qualitative level and quantitative level, based on a sensitivity analysis to reduce identified impacts. The No-Project Alternative would be qualitatively analyzed. This could include a scenario in which existing entitlements are developed. This scope assumes that offsite alternatives will be dismissed because a large, suitable site is not available in the vicinity that would meet the Project Sponsor's objectives. The Project team will provide supporting evidence for that conclusion.

## Project Variant

The Project would also include evaluation of a Project variant that would include up to 600 residential units. This would intensify residential uses within the proposed Residential Zoning District. The proposed variant would increase residential building heights within the district and add additional residential units on a separate 1-acre portion of the Project site.

The variant to the Project will be analyzed as a separate chapter in the EIR. As needed, the analysis will be quantitative; however, this scope and budget assume that the variant will not be analyzed at the same level of detail as the Project.

**Deliverables:** *Other CEQA Considerations* chapter to be submitted with administrative draft EIR in electronic MS Word and Adobe PDF format. *Alternatives* chapter and *Project Variant* chapter to be submitted with screencheck draft EIR in electronic MS Word and Adobe PDF format.

## Task 6. Screencheck Draft EIR

The purpose of this task is to prepare the screencheck draft EIR for the City's staff to review. ICF will prepare a screencheck draft EIR to respond to the City's comments on the administrative draft EIR. This scope assumes that comments from multiple reviewers will be consolidated, conflicting comments will be resolved, and that the comments will not result in substantial revisions or additional analyses.

**Deliverables:** One electronic copy of the screencheck draft EIR in MS Word and Adobe PDF format.

## Task 7. Public Draft EIR

The purpose of this task is to prepare and submit the draft EIR to the City for distribution to the public. ICF will revise the screencheck draft EIR to incorporate modifications identified by the City. The revised document will be circulated among the public agencies and the general public as well as specific individuals, organizations, and agencies that expressed an interest in receiving the document. During this task, ICF will also compile the appendices, which will be distributed with the draft EIR, and produce a version of the full document that can be uploaded onto the City's website. ICF will also prepare an NOC and a Notice of Availability (NOA) to accompany the copies that must be sent to the State Clearinghouse. This SOW and budget assume that the City will send the required documents to the State Clearinghouse and distribute the draft EIR to all other recipients. This SOW includes printing the draft EIR. If requested by the City, ICF can revise the scope and budget to include distribution of the draft EIR.

**Deliverables:** Fifteen hard copies of the draft EIR, with flash-drive appendices. Print-ready and web-ready electronic copies of the draft EIR in MS Word and Adobe PDF format. Electronic copies of the NOC and NOA in MS Word and Adobe PDF format.

## Task 8. Public Review and Hearings

The City will provide a 45-day review period, during which public agencies and the public will have an opportunity to review and comment on the draft EIR. ICF will be available to attend at least three public hearings during the public review period. ICF will prepare the PowerPoint presentation, present findings, and answer specific questions (the extent to which will be discussed with the City and Project Sponsor beforehand) at any or all of the public hearings. Similar to the NOP comments, ICF will prepare a summary of all public comments received during the public review period and identify any comments on topics not already in the initial study or draft EIR.

**Deliverables:** PowerPoint presentation, comment summary matrix, and corresponding memo.

## Task 9. Draft Responses to Comments

The purpose of this task is to prepare responses to the comments received on the draft EIR and incorporate these responses into a responses-to-comments document for City and Project Sponsor review. The administrative final EIR will include:

- Comments received on the draft EIR, including a list of all commenters, the full comment letters, and public meeting transcripts, with individual comments marked and numbered; and
- Responses to all comments.

All substantive comments for each written and oral comment will be reviewed, bracketed, and coded for a response. Prior to preparing responses, ICF will meet with staff members to review the comments and suggest strategies for preparing responses. This step is desirable to ensure that all substantive comments will be addressed and that the appropriate level of response will be prepared. This SOW and budget assume that ICF will prepare responses for up to 200 substantive, discrete non-repeating individual comments and coordinate integrating the responses prepared by other consultants. However, the number of public comments, as well as the content, is unknown at this time. Therefore, following the close of the draft EIR public review period and receipt of all public comments, if the comments exceed the scope of the assumptions above, including City-required responses, ICF will provide a revised budget for the Project Sponsor to cover this effort.

Frequently raised comments of a substantive nature may be responded to in a master response, which allows for a comprehensive response to be presented upfront for all interested commenters. ICF will identify and recommend possible master responses for City consideration during the initial meeting to discuss strategies for preparing responses.

Following the strategy session, ICF will prepare master responses (as appropriate) and individual responses to the bracketed and coded comments. Individual responses to each comment letter will be placed immediately after the comment letter. As necessary, responses may indicate text revisions, in addition to clarifications and explanations. All text changes stemming from the responses to the comments, as well as those suggested by City staff members, will be compiled into an errata to be included as part of the final EIR. Our budget presumes that revisions to the draft EIR will be explanatory and clarifying in nature and will not require new technical or quantitative analysis.

**Deliverables:** One hard copy of the administrative draft responses-to-comments document. Electronic copies of the administrative draft responses-to-comments document in MS Word and Adobe PDF format.

## Task 10. Final EIR and Certification Hearings

Following City review of the administrative draft responses-to-comments document, ICF will address all comments received and prepare an administrative draft final EIR for City and Project Sponsor review. This document will contain the revised responses to comments and a full revised draft EIR. The revised draft EIR will show all changes made in responses to comments in underline and strikethrough. Following City and Project Sponsor review of the administrative draft final EIR, ICF will

prepare the final EIR, which will be sent to decision-makers. The final EIR will consist of the draft EIR (incorporating all revisions), the responses-to-comments document, the findings (part of Task 12), and the MMRP (part of Task 12). ICF will also prepare an NOC to accompany the copies that must be sent to the State Clearinghouse. This SOW and budget assume that the City will send the required documents to the State Clearinghouse and distribute the final EIR to all other recipients. In addition, team members will attend and participate in up to three meetings to certify the EIR. If requested by City staff members, ICF will present the conclusions of the EIR and a summary of the comments and responses.

Upon certification and approval of the final EIR, ICF will prepare the Notice of Determination (NOD) to be filed with the State Clearinghouse. This SOW assumes that the City will file the NOD with the State Clearinghouse.

**Deliverables:** Fifteen hard copies of the final EIR, with flash-drive appendices. Print-ready and web-ready electronic copies of the final EIR in MS Word and Adobe PDF format. Electronic copies of the NOC and NOD in MS Word and Adobe PDF format.

## Task 11. MMRP, Findings/Statement of Overriding Considerations, and Administrative Record

As part of this task, ICF will also prepare a draft and final MMRP for the Project, as required by Section 15097 of the CEQA Guidelines. The MMRP will be in a tabular format and include:

- The mitigation measures to be implemented
- The entity responsible for implementing a particular measure
- The entity responsible for verifying that a particular measure has been completed
- A monitoring milestone or action to mark implementation/completion of the mitigation measure

In conjunction with the City, ICF will prepare the Statement of Overriding Considerations pursuant to Section 15093 of the CEQA Guidelines. CEQA requires the decision-making agency to balance the economic, legal, social, and technological benefits of a proposed project against its unavoidable environmental impacts. The Statement of Overriding Considerations includes specific reasons in support of an action, based on the final EIR and other information in the record. ICF will also prepare CEQA Findings, describing each significant impact, including mitigation measures and alternatives.

ICF will also submit a full administrative record, documenting and providing backup for all information cited in the EIR. This will be submitted on a flash drive, with an accompanying matrix indexing each entry.

**Deliverables:** Electronic copies of the draft and final MMRP in MS Word and Adobe PDF format (if necessary). Fifteen hard copies of the final MMRP. Two electronic copies (on flash drive) of the administrative record (submitted at the draft EIR phase and the final EIR phase). Electronic copies of the Statement of Overriding Considerations and Findings in MS Word and Adobe PDF format.

## Task 12. Project Management and Meetings

The purpose of this task is to effectively manage the above tasks and maintain communication with City staff members. ICF project management will be responsible for coordination activities, will maintain quality assurance/quality control (QA/QC) requirements for document preparation, and will monitor the schedule and performance for all EIR work tasks. Project management subtasks also include maintaining internal communications among ICF staff members and subconsultants as well as City staff members and other team members through emails and frequent phone contact, along with preparation of all correspondence. The project manager will coordinate the internal staff, Project guidance, and analysis criteria.

This task also includes attending meetings to accomplish the above tasks. Team members will attend and participate in meetings on an as-needed basis. For purposes of the cost estimates, ICF has assumed 20 City staff member and/or Project Sponsor phone conference calls (excluding public hearings), in addition to a standing weekly call. These meetings are in addition to what is already assumed in the preceding tasks. Additional meetings may be appropriate during the course of this effort and will be invoiced on a time-and-materials basis.

In terms of progress reporting, ICF will prepare a brief progress report every month, documenting the key accomplishments regarding the CEQA process, schedule progress, and identification of any key issues that have arisen that may affect the EIR, budget, or schedule. ICF will also report key deliverable (e.g., administrative draft EIR) progress, both in terms of percent complete as well as costs incurred, to examine task burn rates and determine if cost progress is matching deliverable progress, as necessary.

## Optional Tasks

### Operational HRA

ICF will prepare a quantitative operational HRA using EPA's AERMOD dispersion model. The HRA will be consistent with the methodologies and procedures recommended by OEHHA, CARB, and BAAQMD. The HRA will evaluate potential cancer and non-cancer health hazards for offsite receptors (i.e., within 1,000 feet) as well as onsite receptors from exposure to operational DPM and PM2.5. This SOW assumes that operational sources of DPM and PM2.5 would be limited to emergency generators and loading docks. Modeled health risks at receptor locations would be compared to thresholds recommended by BAAQMD. If needed, ICF will identify measures to reduce the level of health risk exposure at affected receptor locations.

**Cost:** \$9,800

### Water Supply Assessment

To fully analyze water supply and demand impacts under CEQA, ICF will need a WSA. Menlo Park Municipal Water provides service to the Project site. The WSA, if required, will be prepared by a consultant. Based on recent experience in Menlo Park, the City has contracted directly with a WSA consultant; the document from the consultant has been provided to ICF for incorporation into the utility sections of EIRs. However, should the City decide that the WSA consultant should be a subconsultant to ICF, ICF would team with West Yost. West Yost would evaluate water demands for buildout of the Project and prepare the WSA in accordance with the requirements of SB 610 (as adopted in the California Water Code as Sections 10910–10915). The full scope and budget for West Yost is included in Appendix D of this proposal.

**Cost:** \$35,700

### Senate Bill 7

As stated in the RFP, the applicant may decide to request a review of the Project under the provisions of SB 7 (Jobs and Economic Improvement through Environmental Leadership Act of 2021). SB 7 extends the expiration date of the previous Assembly Bill 900, the Environmental Leadership Development Project certification program.

ICF could assist with preparation of the appropriate record and analysis for the potential SB 7 environmental leadership project. Specifically, ICF could assist with the application process by preparing the GHG emissions methodology and documentation in accordance with CARB requirements. A comprehensive analysis of the Project's GHG emissions could be performed to demonstrate the Project's ability to meet the requirements of SB 7, which calls for no net additional emissions of GHGs, including GHG emissions from employee transportation. ICF could work with the client throughout the application process, including consultation meetings with CARB, to ensure that emissions quantification methodologies and potential mitigation measures are adequate and able to meet CARB's requirements for review.

Prior to moving forward with this optional task, the applicant would need to demonstrate that the Project would meet a number of stringent labor and environmental requirements. If these requirements are met, the City and ICF would then need to discuss how to proceed and the level of involvement required by ICF. If the Project were to apply for SB 7, this would change the proposed scope for the GHG analysis. Because projects that qualify for streamlining under SB 7 are required to demonstrate that they would not result in any net additional emissions of GHGs, no potential significant impacts associated with GHG emissions would be anticipated from implementation of the Project. If this were to occur, the cost associated with the standard GHG CEQA analysis provided in this proposal would very likely be similar to the cost to prepare the SB 7 GHG analysis. However, this would need to be revisited once this decision is made. In addition, ICF could assist with posting all relevant Project records and information online within 3 to 5 days of receiving the material. If requested by the City, ICF could help with development and maintenance of this online record database. ICF would set up and develop a Drupal 9 database site. Site mockups, graphics, logos, and a style guide would be provided by our creative team. Content would be provided by ICF's marketing team using GatherContent. Mapping of the PDF links to the respective files would be provided by ICF's program team. The website content would be organized and prepared by this team at the start of the Project. Following that, ICF team members and City personnel would be required to upload Project emails, memorandums, reports, documents, and other ongoing correspondence to the site on a weekly basis. The cost for creation and maintenance of the online record would vary, based on the level of involvement the City would request of ICF. Should the applicant chose to pursue SB 7, ICF and the City would discuss the scope and budget at that time. The below cost is provided for informational purposes as a rough estimate for this level of effort.

**Cost:** \$15,000–\$45,000

## Schedule

Our preliminary Project schedule is included as Appendix E.

## Cost Estimate

The cost estimate for the services described above is included as Appendix F to this proposal. The fee schedule included below provides hourly rates and classifications for all ICF personnel proposed for use on projects to be awarded under an as-needed contract for environmental (CEQA) services.

As outlined in Task 12 of our SOW, ICF will submit monthly invoices for the cost for services performed prior to the invoice date. Included will be a summary of each task, the name of the person doing the work, the hours spent by each person, and a brief description of the work.

**Effective January 1, 2022**

<b>Labor Classification</b>	<b>Per Hour</b>
Senior Project Director	\$300
Project Director	\$270
Technical Director	\$235
Senior Technical Analyst	\$230
Managing Consultant	\$215
Senior Consultant III	\$190
Senior Consultant II	\$175
Senior Consultant I	\$160
Associate Consultant III	\$145
Associate Consultant II	\$135
Associate Consultant I	\$125
Assistant Consultant	\$115
Administrative Technician	\$80
Technician	\$75
Intern	\$65
<b>Other Direct Expenses</b>	
Copy Center Services:	
- Color printing (8.5 by 11 inches—11 by 17 inches)	\$0.16 to \$0.32/page
- Black-and-white printing (8.5 by 11 inches—11 by 17 inches)	\$0.08 to \$0.16/page
Automobile mileage at current IRS rate	\$0.625/mile
Electronic field equipment	\$10.00/day
A general and administrative charge of 10% will be applied to all other direct costs, inclusive of subcontractor charges.	
Per diem is charged at \$175.00/day. A lodging surcharge will apply in high-rate areas.	
<b>Billing rates are subject to a 3% increase, effective January 1 of each year.</b>	

\*ICF Jones &amp; Stokes, Inc.





## Relevant Project Experience and References

### Relevant Project Experience

ICF has almost a decade of experience from working on CEQA documents in Menlo Park. Previously completed and ongoing projects in the city include the following:

- Willow Village Project EIR
- 1350 Adams Court Initial Study and EIR
- Commonwealth Corporate Center Building 3 Initial Study and EIR
- 1125 O'Brien Drive Initial Study and EIR
- CSBio/1075 O'Brien Drive Initial Study and EIR
- Facebook Campus Expansion Project EIR and EIR Addendums 1 & 2
- Commonwealth Corporate Center EIR
- Middle Plaza Project at 500 El Camino Real
- 1300 El Camino Real Project
- Menlo Park Facebook Campus Project EIR Addendum

In addition to the projects listed above, ICF has extensive experience from preparing CEQA documents for similar jurisdictions throughout the San Francisco Peninsula and in the Bay Area. Three recently completed EIRs, similar to the mixed-use development proposed under the Project, are the 751 Gateway Boulevard Project and Southline Specific Plan EIR (City of South San Francisco), Milpitas Metro Specific Plan EIR (City of Milpitas), and the Bayhill Specific Plan EIR (City of San Bruno). Descriptions and links to these EIRs are provided below. However, this is not an exhaustive list of projects completed by ICF on the Peninsula and in the Bay Area; additional project information is available upon request.

### Southline Specific Plan EIR

ICF prepared the EIR for a new specific plan for a 26.5-acre industrial site within the City of South San Francisco's Lindenville Planning Sub-area, adjacent to Tanforan Mall and the San Bruno BART station. The proposed project, sponsored by Lane Partners, would demolish all onsite uses within the specific plan area and construct a transit-oriented R&D/office campus with a maximum anticipated building area of approximately 2.8 million square feet, including 3,064 underground parking spaces at various locations throughout the specific plan area, a nine-story parking structure with approximately 2,705 spaces, a new east-west connection road (Southline Avenue, provisionally named for the purpose of the specific plan and CEQA review), supportive utilities and related infrastructure, and up to 341,800 square feet (approximately 7.8 acres) of open space. Development would include commercial office/R&D buildings, envisioned to accommodate office and R&D tenants as well as supporting amenity uses, ranging in height from four to seven stories, subject to maximum building height limits in accordance with the Federal Aviation Administration and Airport Land Use Compatibility Plan requirements for San Francisco International Airport.



The proposed project would also construct offsite transportation, circulation, and infrastructure improvements at several locations outside the specific plan area, some of which are within the city of San Bruno (offsite improvement areas), totaling approximately 6.4 acres. As a responsible agency under CEQA, San Bruno was consulted during the EIR process to ensure that improvements within San Bruno's jurisdiction were consistent with applicable local requirements.

Much like the Bayhill Specific Plan EIR, the Southline Specific Plan EIR included a programmatic analysis of the specific plan and a project-level analysis of the first phase of development under the specific plan. The City of South San Francisco intends to use the EIR as a streamlining document for future development applications under the plan. The final EIR was released in May 2022. The project was unanimously recommended for approval by the South San Francisco Planning Commission on June 2, 2022, and is pending consideration by the City Council.

The Draft and Final EIR for the Southline Specific Plan can be accessed here:

<https://weblink.ssf.net/WebLink/Browse.aspx?startid=51192&row=1&dbid=0>.

### Milpitas Metro Specific Plan EIR



The Milpitas Metro Specific Plan (Metro Plan) planning area covers a significant portion of the southern area of Milpitas. The Metro Plan provides policies to guide development in this district in terms of land use, circulation, community design, and utilities and services. Policy 7.5 of the original Transit Area Specific Plan (TASP) requires the creation of a coordinated development plan for the parcels at and around the Milpitas Transit Center; the Metro Plan will continue to fulfill that requirement. The Metro Plan expands the original 437-acre TASP area by approximately 60

acres, annexing an industrial area on the east side near Interstate 680 and approximately 13 acres on the west side along a portion of South Main Street, resulting in a Metro Plan area of 510 acres. Buildout associated with the Metro Plan (compared to the original TASP) would result in approximately 7,000 additional dwelling units, 3,000,000 additional square feet of office space (including industrial), 300,000 additional square feet of retail space, and 700 additional hotel rooms. The vision of the Metro Plan is to transform the area into a transit-oriented neighborhood and complete the emerging neighborhood by expanding access to neighborhood services and retail, creating new opportunities for jobs near transit, providing additional affordable and market-rate housing, enhancing multimodal connections and non-vehicle mobility throughout the area, providing a greater variety of shared public spaces, and strengthening the identity sense of place within the Metro Plan area.

ICF prepared the draft subsequent EIR for the Metro Plan, which was released in April 2022. The document was prepared in accordance with the provisions of CEQA to evaluate the proposed changes to the Milpitas TASP final EIR, certified in 2008. The subsequent EIR analyzed the Metro Plan, an update to the original TASP. ICF is in the process of preparing the final subsequent EIR.

The draft subsequent EIR for the Milpitas Metro Specific Plan can be accessed here:

[https://www.ci.milpitas.ca.gov/wp-content/uploads/2022/04/Metro-Plan-Draft-SEIR\\_2022-April-with-Appendix-A-F.pdf](https://www.ci.milpitas.ca.gov/wp-content/uploads/2022/04/Metro-Plan-Draft-SEIR_2022-April-with-Appendix-A-F.pdf).

## Bayhill Specific Plan EIR

ICF prepared the EIR for a new specific plan for the 73-acre Bayhill Office Park, which is San Bruno's largest employment cluster, employing about one-third of the 15,000 employees in the city, including YouTube, Walmart.com, Kaiser Permanente, Oracle, and others. The office park currently contains about 1.5 million square feet of office space.

The project site, which abuts San Bruno's adopted Transit Corridors Specific Plan area,

also includes the adjacent 10-acre Bayhill Shopping Center. The specific plan would allow for the development of up to 2.46 million net new square feet of office uses on the project site. The specific plan would also establish housing and mixed-use overlay zones on a total of 20.5 acres in the southern portion of the project site that would allow for the development of up to 573 multi-family residential units. The project would accommodate the anticipated expansion of YouTube by adding additional office square footage while also creating a pedestrian-friendly and cohesive mixed-use community that enhances the area's identity and image and provides greater linkages to nearby public transportation opportunities. The project was approved and the EIR was certified by unanimous vote by the San Bruno City Council in October 2021.



The Bayhill Specific Plan EIR included a programmatic analysis of specific plan buildout and a project-level analysis of the first phase of YouTube's planned expansion (Phase I), which includes two new office buildings totaling 440,000 square feet. The specific plan allows mostly new office development but also establishes a residential overlay zone on the site. To allow for flexibility and account for variations in the mix of land uses that could ultimately be developed under the specific plan, the program analysis in the EIR evaluates "worst-case" buildout scenarios. The Phase I development is evaluated at a project level, relying on the plan analysis where possible and augmenting that analysis with site-specific and quantitative analysis where required. ICF worked closely with San Bruno's planning consultant, along with technical consultants, including Economic & Planning Systems, Inc. (EPS), Bottomley Design & Planning, West Yost, and Woodard & Curran, among others, to develop the specific plan along with the EIR, ensuring both documents are integrated and consistent. Through this effort, ICF consulted on policy issues associated with the specific plan and developed a robust template and approach for the EIR's program/project analysis.

The draft and final EIR for the Bayhill Specific Plan can be accessed here:

<https://www.sanbruno.ca.gov/618/Bayhill-Specific-Plan>.

## References

Provided below are references regarding four recent projects of a similar size from public agencies for which ICF has provided environmental consulting services.

Reference #1	
Project	Southline Specific Plan EIR and 751 Gateway Boulevard Project EIR
Client	City of South San Francisco
Client Unit	Economic and Community Development Department
Client Contact Name and Title	Adena Friedman, Senior Planner
Client Contact Phone	(650) 877-8535
Client Contact Email	<a href="mailto:adena.friedman@ssf.net">adena.friedman@ssf.net</a>
Client Address	315 Maple Street, South San Francisco, CA 94080

Reference #2	
Project	Milpitas Metro Specific Plan EIR
Client	City of Milpitas
Client Unit	Planning
Client Contact Name and Title	Ned Thomas, AICP, Planning Director
Client Contact Phone	(408) 586-3273
Client Contact Email	<a href="mailto:nthomas@milpitas.gov">nthomas@milpitas.gov</a>
Client Address	455 East Calaveras Blvd., Milpitas CA 95035

Reference #3	
Project	Bayhill Specific Plan EIR
Client	City of San Bruno
Client Unit	Community and Economic Development Department, Planning Division
Client Contact Name and Title	Matt Neuebaumer, Associate Planner
Client Contact Phone	(650) 616-7042
Client Contact Email	<a href="mailto:mneuebaumer@sanbruno.ca.gov">mneuebaumer@sanbruno.ca.gov</a>
Client Address	567 El Camino Real, San Bruno, CA 94066

Reference #4	
Projects	220 Park Road IS/MND, 1766 El Camino Real IS/MND and Categorical Exemption, 1814–1820 Ogden Drive Initial Study
Client	City of Burlingame
Client Unit	Community Development Department – Planning Division
Client Contact Name and Title	Catherine Keylon, Senior Planner
Client Contact Phone	650-558-7252
Client Contact Email	<a href="mailto:ckeylon@burlingame.org">ckeylon@burlingame.org</a>
Client Address	501 Primrose Road, Burlingame, CA 94010

## Other Relevant Information/Disclosures

To the best of our knowledge and understanding, ICF Jones & Stokes, Inc., is not aware of findings against the firm and does not have judgments against it.

ICF maintains a robust insurance program, providing appropriate coverage limits for the professional services we provide and a company of our size. Some of the main coverages are outlined below:

- (i) Commercial general liability and property (CHUBB), covering bodily injury and property damage, with minimum limits of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) general aggregate, including premises liability, products/completed operations, and contractual liability coverage;
- (ii) Business automobile liability (CHUBB), covering owned, hired, and non-owned vehicles, with limits of at least one million dollars (\$1,000,000) combined single-limit (bodily injury and property damage);
- (iii) Workers compensation (CHUBB), as required by all applicable statutory laws and employer's liability coverage, with a limit of not less than one million dollars (\$1,000,000);
- (iv) Umbrella liability (CHUBB) coverage, with minimum limits of five million dollars (\$5,000,000) each occurrence/aggregate, sitting excess of the general liability, business auto liability, and employer's liability programs;
- (v) Professional liability/cyber (CNA) coverage, with minimum limits of five million dollars (\$5,000,000) per claim with respect to negligent acts, errors, or omissions in connection with services to be provided;
- (vi) Cyber liability coverage with minimum limits of five million dollars (\$5,000,000) per claim and sufficiently broad to respond to claims, including, but not limited to, infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion, and network security;
- (vii) Crime coverage (ZURICH), with limits not less than five million dollars (\$5,000,000) per claim; and
- (viii) Contractors pollution liability (IRONSHORE), with limits not less than one million dollars (\$1,000,000) per occurrence.



## Heidi Mekkelson

### Managing Director/Principal

Ms. Mekkelson is a managing director/principal with ICF's Environment and Planning Division. She has over 18 years of experience in the preparation and management of environmental analysis documentation pursuant to the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA). Ms. Mekkelson has worked on documents for large residential projects; mixed-use, urban infill developments; commercial/retail projects; major league sports/entertainment venues; adaptive reuse projects; transportation projects; and affordable housing. She has also prepared numerous programmatic analyses for general plans, specific plans, and habitat conservation plans. She is skilled at preparing CEQA streamlining documents and has conducted numerous trainings on the topic. Ms. Mekkelson focuses her work on the Bay Area and Southern California, and she has extensive experience managing private development projects in the cities of Los Angeles and San Francisco.

### Project Experience

#### **Southline Specific Plan EIR—City of South San Francisco Economic and Community Development Department, South San Francisco, California, 03/2020 – present**

**Project Manager.** Ms. Mekkelson is serving as project manager to prepare an EIR for a new Specific Plan that would redevelop a 26.5-acre industrial site in the City of South San Francisco adjacent to the San Bruno Bay Area Rapid Transit (BART) station with a transit-oriented office/research and development (R&D) campus with a maximum anticipated building area of 2.8 million square feet. New development would include commercial buildings, a four-story supportive amenities building, approximately 3,000 underground parking spaces at various locations throughout the project site, a nine-story parking structure, a new east-west connection road (Southline Avenue), supportive utilities and related infrastructure, and approximately 300,000 square feet of open space. The City intends to use the EIR as a streamlining document for development applications under the Specific Plan.

#### **Milpitas Metro Specific Plan—City of Milpitas, Milpitas, California**

**Project Director.** Ms. Mekkelson is serving as the project director for the Milpitas Metro Specific Plan, and is currently working on the subsequent EIR, which updates the Specific Plan to allow for the development of additional growth around the recently completed Milpitas BART Station. Ms. Mekkelson has been working closely with the city and the authors of the Specific Plan to identify policies and mitigation measures to streamline future projects that will be developed in this area.

#### **1766 El Camino Real Project Class 32 Infill Exemption—City of Burlingame Planning Division, Burlingame, California, 01/2022 – 06/2022**

**Project Director.** Ms. Mekkelson served as project director for a Class 32 Categorical Exemption document for a project that would

### Years of Experience

Professional start date: 06/2003  
ICF start date: 02/2016

### Education

BS, Environmental Studies/  
Biology, University of Southern  
California, 2003

MSL, Water and Environmental  
Law, University of the Pacific,  
McGeorge School of Law,  
expected completion 2024

### Professional Affiliations

Association of Environmental  
Professionals

San Francisco Planning and  
Urban Research Association

demolish an existing two-story mixed-use building that is currently vacant, and construct a new eight-story, multiunit residential building with 311 residential units, 319 vehicle spaces, 172 bicycle parking spaces, and 14,132 sf of leasing and amenity space, as well as 25,892 sf of open space. ICF previously prepared an IS/MND for a different project at the same location, and to the extent possible, the analysis for this project relied on and/or updated the previous analysis that was included as part of the IS/MND where relevant to the currently proposed project.

**751 Gateway Boulevard EIR—City of South San Francisco Economic and Community Development Department, South San Francisco, California, 11/2019 – 02/2021**

**Project Director.** Ms. Mekkelson served as project director to prepare an EIR for the 751 Gateway Boulevard project in the City of South San Francisco. The project would involve the redevelopment of an approximately 7.4-acre, irregularly shaped site within the city’s Gateway Specific Plan planning area with a research and development (R&D) facility and office building. The project site is currently occupied by an existing 6-story, approximately 176,235-square foot (sf) office building at 701 Gateway Boulevard and a surface parking lot containing approximately 558 parking spaces. The proposed project would require entitlements to enable development of the project site, including, but not limited to, design review, precise plan approval, Transportation Demand Management (TDM) Plan approval, and a Conditional Use Permit required for a parking reduction.

**Bayhill Specific Plan EIR and Streamlined CEQA Documents—City of San Bruno Planning Department, San Bruno, California, 07/2017 – present**

**Project Manager.** Ms. Mekkelson served as project manager to prepare an EIR for a new Specific Plan for the 73-acre Bayhill Office Park, which is San Bruno’s largest employment cluster, employing about one-third of the 15,000 employees in the City, including You-Tube, Walmart.com, Kaiser Permanente, Oracle, and others. The office park currently contains about 1.5 million square feet of office space. The project site, which abuts the City’s adopted Transit Corridors Specific Plan area, also includes the adjacent 10-acre Bayhill Shopping Center. The Specific Plan would allow for the development of up to 2.46 million net new square feet of office uses on the Project Site. The Specific Plan would also establish housing and mixed-use overlay zones on a total of 20.5 acres in the southern portion of the Project Site that would allow for the development of up to 573 multi-family residential units. The project would accommodate the anticipated expansion of YouTube by adding additional office square footage while also creating a pedestrian-friendly and cohesive mixed-use community that enhances the area’s identity and image and provides greater linkages to nearby public transportation opportunities. The project was approved and the EIR was certified by unanimous vote by the San Bruno City Council in October 2021. The EIR now serves as a streamlining document for development applications under the Specific Plan. With the EIR complete, ICF provides assistance to the City in reviewing development applications for consistency with the Specific Plan, identifying the appropriate level of CEQA review, and preparing streamlined analyses.

**Skyline College Residential Project Addendum— City of San Bruno Planning Department, San Bruno, California, 06/2017 – 03/2018**

**Project Manager.** Ms. Mekkelson served as project manager for the preparation of an EIR Addendum for a 71-unit residential project on an 8-acre site adjacent to the San Mateo County Community College District’s (SMCCD) Skyline College Campus. The project was a component of the campus master plan for Skyline College and was analyzed in a 2016 Program EIR (also prepared by ICF) for SMCCD’s updated campus master plan for its three community college campuses. The Addendum examined the revised residential project in the context of the 2016 Program EIR focusing on changes to environmental impacts would result from the revisions to the project. ICF worked closely with SMCCD (the lead agency for the campus master plan) and the City of San Bruno (the lead agency for the residential project) to prepare the Addendum. The project was approved by the San Bruno City Council in 2018.



## Jessica Viramontes

### Senior Environmental Planner

Ms. Viramontes is a project manager with ICF's environment and planning division. She has 16 years of experience in environmental planning and project management. She is skilled in the California Environmental Quality Act (CEQA) process and has worked with both municipal and private sector clients throughout the San Francisco Bay Area, including the San Francisco Planning Department, Oakland Planning and Building Department, and Contra Costa County Public Works Department. She has managed infill development projects and transportation projects of varying sizes. As a project manager, she serves as the day-to-day point of contact and ensures deliverables are on time, within budget, and meet or exceed scope requirements.

### Years of Experience

Professional start date: 12/2006  
ICF start date: 10/2014

### Education

MS, Environmental Management, University of San Francisco, 2011

BS, Environmental Management and Protection, California Polytechnic University San Luis Obispo, 2006

BA, English Literature, California Polytechnic University San Luis Obispo, 2006

### Professional Memberships

Association of Environmental Professionals (AEP)

### Project Experience

#### **Middle Plaza at 500 El Camino Real Infill EIR—City of Menlo Park, California, 06/2016 – 12/2017**

**Project Manager for CEQA Review.** Ms. Viramontes oversaw the preparation of the Infill Checklist and EIR as well as coordinating with the team and the City. Stanford University is proposing to redevelop six parcels of land along the east side of El Camino Real into a mixed-use development. The six new buildings at the project site would include approximately 305,000 square feet of residential space (215 housing units); 144,000 square feet of non-medical office space; and 10,000 square feet of ground floor retail/restaurant space. Major environmental issues include transportation, noise, and air quality.

#### **Facebook Menlo Park Campus Expansion EIR and EIR Addendum—City of Menlo Park, California, 05/2015 – 10/2017**

#### **Deputy Project Manager for the EIR and Project Manager for the**

**EIR Addendum.** Ms. Viramontes was on the management team for both the EIR and the EIR Addendum for the Facebook Campus Expansion Project, which includes the demolition of the existing buildings at the site and the construction of two new office buildings (Buildings 21 and 22), encompassing approximately 985,720 sf (a net increase of approximately 149,880 sf at the Project site). The project would be organized around a 5-acre publicly accessible green space and a bicycle/pedestrian corridor that would run through the middle of the site. The project would also include construction of a new bicycle/pedestrian bridge over Bayfront Expressway to allow for access to the Bay Trail and Bedwell Bayfront Park from the project site and the Belle Haven neighborhood. Major environmental issues include transportation and greenhouse gas emissions.

#### **555 W. Middlefield Road & 777 W. Middlefield Road EIRs—City of Mountain View, California, 06/2017 – 05/2022**

**Project Manager.** Ms. Viramontes served as the day-to-day contact for the City, overseeing the internal section authors, and coordinating with the subconsultants. The 555 W. Middlefield Project would retain the existing, 402 market rate apartment units and construct 341 new apartment units in site locations currently in use as landscape open area and surface parking lots for the existing complex. The project would be phased to maintain onsite parking as development occurs. The 777 W. Middlefield Project would demolish the entire, existing 208 market-rate apartment units and construct 711 new apartment units (including 144 affordable units). The environmental review for the 555 W. Middlefield Project was completed in 2022 and the environmental review for the 777 W. Middlefield Project was completed in 2019. Major environmental issues include transportation, noise, and air quality.



**The Village at San Antonio – Phase II Project, Addendum to the San Antonio Precise Plan EIR for Precise Plan Amendments—City of Mountain View, California, 12/2020 – Present**

**Project Manager.** Ms. Viramontes served as the day-to-day contact for the City, overseeing the internal section authors, and coordinating with the subconsultants. The Village at San Antonio – Phase II Project proposes the demolition of two single-story commercial buildings and associated surface parking, and the construction of a commercial building with public open spaces and below-grade parking garage. The project would construct a seven-story building with ground-floor retail and six levels of office uses above, along with three levels of subterranean parking that would connect to the adjacent underground parking. Major environmental issues include transportation, noise, and air quality.

**San Francisco Housing Element 2022 Update Environmental Impact Report (EIR)—San Francisco Planning Department, San Francisco, CA, 07/2020 – Present**

**Project Manager.** Ms. Viramontes currently serves as project manager for the San Francisco Housing Element Update 2022 EIR. The EIR will provide a programmatic analysis of the indirect impacts that could result from adoption and implementation of the San Francisco Housing Element 2022 Update, which revises the adopted 2014 Housing Element of the General Plan. The proposed action is evaluating the objective of producing an average of approximately 5,000 housing units per year between 2020 and 2050. Major environmental issues include transportation, cultural resources, air quality, noise, aesthetics, and population and housing.

**Station East Mixed Use Project EIR – Integral, Union City, California, 06/2019 – 01/2022**

**Project Manager for CEQA Review.** Ms. Viramontes served as the day-to-day contact for the City and oversaw the preparation of the EIR. The project proposes the demolition of the buildings and surface parking lots and development of up to approximately 1.8 million sf, including up to 974 new residential units (apartments, condominiums, and townhome-style condominiums, referred to in this report as townhomes) and approximately 30,800 sf of commercial space. Three community parks, one tot lot, and one outdoor amphitheater would be located throughout the project site. The project site is part of the *Decoto Industrial Park Study Area (DIPSA) Specific Plan* area. Major environmental issues include transportation and hazardous materials.

**Mission Bay School EIR—San Francisco Unified School District, 03/2020-06/2022**

**Project Manager.** Ms. Viramontes served as project manager to prepare a focused EIR and initial study for the construction of a multi-story, up to 105,700-square-foot school, which would include a preschool, transitional kindergarten, kindergarten-through-fifth grade elementary school, linked learning hub, professional learning space, outdoor learning area, outdoor play area, and paved surface parking lot. Ms. Viramontes was responsible for QA/QC and coordination with ICF's internal technical specialist team.

**751 Gateway EIR—City of South San Francisco, California, 11/2019 – 01/2021**

**Project Manager.** Ms. Viramontes served as the day-to-day contact for the City, overseeing the internal section authors, and coordinating with the subconsultants. The proposed building would be constructed on the site of an existing surface parking lot. The proposed project involves the construction of a 148-foot-tall, seven-story building with approximately 208,800 sf of usable space (60 percent R&D uses, and 40 percent office uses). The existing building at 701 Gateway Boulevard would remain. Major environmental issues include transportation (vehicle miles traveled) and air quality.

**3700 California Street Project EIR—TMG Partners, San Francisco, CA, 03/2018 – 04/2020**

**Deputy Project Manager.** Ms. Viramontes was part of the project management team and was responsible for QA/QC and coordination with ICF's internal technical specialist team for an EIR related to a redevelopment project on the current site of the California Pacific Medical Center (CPMC). The project proposes the demolition of five existing hospital buildings on the project site, the renovation and adaptive reuse of two existing buildings, and the construction of 31 new residential buildings (273 dwelling units) and accessory amenity spaces. The proposed project would be constructed on three blocks, with residential buildings ranging from three to seven stories and situated above below-grade parking podiums on each block.



## Kirsten Chapman, BA

Ms. Chapman has over 15 years of experience in project management/coordination and environmental planning. She is skilled in the California Environmental Quality Act (CEQA)/National Environmental Policy Act (NEPA) process and has worked with municipal and federal clients, particularly in the San Francisco Bay Area. Ms. Chapman has focused on large, mixed-use infill development projects, tech campuses, office developments, and housing projects. She is responsible for writing sections for CEQA documents such as initial studies (ISs), mitigated negative declarations (MNDs), draft environmental impact reports (EIRs), final EIRs, and statements of overriding considerations. Ms. Chapman leads multidisciplinary teams through project management and conducts environmental analysis, prepares technical reports, performs quality control (QC)/quality assurance (QA), and edits documents for production. Project management responsibilities include client and internal team coordination, development of the scope of work and budget, project initiation tasks, subconsultant communication, preparation of progress reports, and contracting/billing. She has helped manage key projects such as the Willow Village Master Plan EIR, the Facebook Campus Expansion EIR, the City Place Santa Clara EIR, the Seawall Lot 337/Pier 48 (Mission Rock) Mixed-Use EIR, and the Burlingame Point EIR.

### Years of Experience

Professional start date: 02/2007  
ICF start date: 01/2013

### Education

BA, Environmental Studies/Economics, University of California, Santa Cruz, 2007

BA, Politics, with honors, University of California, Santa Cruz, 2007

### Project Experience

#### **Willow Village Master Plan EIR—City of Menlo Park, CA, 01/2018 – Present**

**Senior Advisor/Former Project Manager.** Ms. Chapman conducts project management tasks such as coordinating with the client and subconsultants, tracking billing and invoices, overseeing staff, reviewing and producing documents, and leading meetings and conference calls. The project sponsor, on behalf of Meta/Facebook, Inc., is proposing to redevelop an existing, approximately 59-acre industrial site as a multiphase, mixed-use development. The Willow Village Master Plan project would demolish existing onsite buildings and construct new buildings within a residential/shopping district, town square district, and campus district. The project would increase the area for nonresidential uses (i.e., office space and nonoffice commercial/retail) by approximately 1 million square feet (sq. ft.), for a total of approximately 2 million sq. ft. of nonresidential uses. The proposed project would also include multifamily housing units, a hotel, indoor space dedicated for community facilities/uses, park buildings/improvements, open space, and a bicycle/pedestrian tunnel.

#### **1350 Adams Court-Lot 3 Project EIR—City of Menlo Park**

**Senior Advisor/Former Project Manager.** Overseeing the preparation of the Initial Study and EIR, which tiers off of the Menlo Park General Plan EIR (ConnectMenlo). Writing section, conducting senior review, and coordinating subconsultants. The Project Sponsor is proposing to construct an approximately 260,400 gross-square-foot (gsf) building for life science (research and development) uses. Parking for the new building would be provided in both podium-level and above-grade garages that would be integrated into the building.



The Initial Study and EIR discloses relevant impacts and mitigation measures covered in the ConnectMenlo EIR and discusses whether the Project is within the parameters of the ConnectMenlo EIR.

### **Commonwealth Building 3 Project EIR—City of Menlo Park**

**Senior Advisor/Former Project Manager.** Overseeing the preparation of the Initial Study and EIR, which tiers off of the Menlo Park General Plan EIR (ConnectMenlo). Writing section, conducting senior review, and coordinating subconsultants. The Sobrato Organization (Project Sponsor) is proposing to construct an approximately 249,500-gross-square-foot (gsf) office building and an approximately 349,100 gsf parking structure as part of the Commonwealth: Building 3 Project (Project). The Project site is the existing Commonwealth Corporate Center property, which includes the Commonwealth Site at 162 and 164 Jefferson Drive and the Jefferson Site (also at 164 Jefferson Drive). Two buildings (Buildings 1 and 2), currently occupied by Facebook, were constructed at the Project site as part of the Commonwealth Corporate Center Project. The Project would add a four-story office building (Building 3) and a five-story parking structure with 1,061 parking spaces to the Project site.

### **Facebook Campus Expansion Project EIR—City of Menlo Park**

**Served as Project Manager.** Conducted project management tasks such as coordination with the client and subconsultants, tracked billing and invoices, oversaw staff, reviewed and produced the documents, and lead meetings and conference calls. The proposed Facebook Campus Expansion Project included the demolition of the existing buildings at the site and the construction of two new office buildings (Buildings 21 and 22), encompassing approximately 985,720 sf (a net increase of approximately 149,880 sf at the Project site). The Project would be organized around a 5-acre publicly accessible green space and a bicycle/pedestrian corridor that would run through the middle of the site. The Project would also include construction of a new bicycle/pedestrian bridge over Bayfront Expressway to allow for access to the Bay Trail and Bedwell Bayfront Park from the Project site and the Belle Haven neighborhood.

### **1300 El Camino Real Project Infill Checklist and Infill EIR—City of Menlo Park**

**Served as Deputy Project Manager.** The Project's development parameters are consistent with the development anticipated by the El Camino Real/Downtown Specific Plan. Therefore, CEQA analysis for this Project demonstrates consistency with SB 226, CEQA Streamlining for Infill Projects. Kirsten led the ICF team in preparing an Infill Environmental Checklist, followed by a focused Infill EIR. The Project would demolish the existing structures and construct approximately 420,000 sf of mixed uses. In total, the Project would include three mixed-use buildings up to four stories in height, a surface parking lot, an underground parking garage, onsite linkages, landscaping, and a privately-owned, publicly accessible park. The uses at the Project site would include a range of approximately: 200,000 sf of non-medical office space in two buildings; 200,000 sf of residential space (up to 202 housing units) in one building; and 30,000 sf of community-serving space.

### **SRI International Campus Modernization Project EIR—City of Menlo Park**

**Served as Deputy Project Manager.** Conducted project management tasks such as progress reports, scope/budget development, contract preparation and tracking, client and internal coordination, and working with subconsultants. SRI International is proposing to modernize its Campus with phased development over the next 25 years, amend the existing employee cap, and modify other land use regulations governing the site.

### **Commonwealth Corporate Center Project EIR—City of Menlo Park**

**Served as Deputy Project Manager.** Conducted project management tasks such as progress reports, scope/budget development, contract preparation and tracking, client and internal coordination, and working with subconsultants. The project, which requires an EIR, involves two four-story office buildings totaling 237,000 sf of office, biotech, and R&D uses.



## Devan Atteberry, BS

### Senior Environmental Planner

Devan Atteberry is an environmental planner and graduate from California Polytechnic State University, San Luis Obispo with a B.S. in Environmental Management and Protection, and a minor in Biology. She has four years of experience and knowledge conducting environmental analyses in accordance with the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA). She has also worked on sections for various forms of environmental documentation, including environmental impact reports (EIRs), environmental impact statements (EISs), initial studies and mitigated negative declarations (IS/MNDs), categorical exemptions (CEs), as well as addendums and community plan exemptions (CPEs). Devan has worked on a wide range of projects, including development, transportation, and habitat conservation plans. She focuses her work on the Bay Area and has extensive experience working on projects within the City of Menlo Park, and surrounding municipalities.

### Years of Experience

Professional start date: 08/2018  
ICF start date: 08/2018

### Education

BS, Environmental Management and Protection, California Polytechnic State University, San Luis Obispo, 2018

### Professional Affiliations

Association of Environmental Professionals (AEP), Member, 2018-Present

### Project Experience

#### **Lot 3 North: 1350 Adams Court Project IS/MND and EIR—City of Menlo Park, Menlo Park, CA, 08/2018-Ongoing**

**Project Manager and Section Author.** Serving as project manager, as of 01/2022, and section author for a project that would redevelop a portion of the existing Menlo Park Labs Campus. The project site currently consists of both an undeveloped vacant area on the northern portion at 1350 Adams Court (referred to as Lot 3 North) and an existing building on the southern portion at 1305 O'Brien Drive. The project would construct an approximately 255,000 gsf, five-story life sciences building on Lot 3 North with parking. The existing building at 1305 O'Brien Drive, and the campus property outside of the project site would remain in its existing condition. ICF prepared an Initial Study and a focused draft EIR. Devan drafted the energy, waterline analysis, other CEQA, and alternatives sections of the draft EIR, and is currently working on the final EIR.

#### **Commonwealth: Building 3 Project IS/MND—City of Menlo Park, Menlo Park, California, 10/2018- Ongoing**

**Deputy Project Manager and Section Author.** The project proposes to construct an approximately 249,500-gross-square-foot (gsf) office building and an approximately 404,000 gsf parking structure. The project would add a four-story office building, and a five-story parking structure with 1,340 parking spaces. Devan authored several sections of the initial study, as well as the Draft EIR, including the executive summary, project description, and other CEQA sections.

#### **Southline Specific Plan EIR—City of South San Francisco, South San Francisco, California, 03/2020- ongoing**

**Deputy Project Manager and Section Author.** Serving as deputy project manager and section author to prepare an EIR for a new Specific Plan for the 26-acre Southline Specific Plan Area. The proposed project would demolish all existing industrial uses on-site and construct seven office buildings, an amenities building,



underground parking throughout the site, a parking structure, a new road connection, and approximately 369,000-square feet of open space. Development of the proposed project would be phased, including a Phase I. In total, the project is anticipated to have a maximum building area of 2.8 million-square feet. Devan drafted the energy, wildfire, public services, and alternatives sections, and is currently working on the final EIR.

**City of San Bruno Environmental Impact Report for the Bayhill Specific Plan—City of San Bruno, CA, 2017 – 2021**

**Deputy Project Manager/Section Author.** Served as Deputy Project Manager for the environmental assessment of the Bayhill Specific Plan for the City of San Bruno. The Project included the Bayhill Specific Plan, a regulatory document for the 92.2-acre Project Site, and the construction of 440,000 square feet of new office space for YouTube's corporate office (Phase I Development). The Specific Plan will facilitate integrated development within the Project Site, including the Phase I Development, and allow for commercial/retail, office, residential, hotel, civic, and open space uses. The Specific Plan also established a housing and mixed-use overlay zones on a total of 20.5 acres in the southern portion of the Project Site that would allow for the development of up to 573 multi-family residential units. Devan drafted the energy section of the EIR, as well as edited and revised other sections of the EIR.

**Station East Residential/Mixed Use Project EIR—City of Union City, Union City, CA, 01/2019-04/2021**

**Project Coordinator and Section Author.** Served as project coordinator and section author for the EIR for the Station East Residential/Mixed Use Project in the City of Union City. The project is an infill project involving the redevelopment of approximately 24-acres of existing industrial and agricultural uses. The project proposes to demolish the existing buildings and develop approximately 45,000 – square feet of commercial space, up to 1,150 new residential apartments, parking structures, and two linear parks. Devan drafted the project description, population and housing, public services, and recreation sections.

**San Francisco Housing Element 2022 Update EIR—City of San Francisco Planning Department, San Francisco, CA, 02/2021- Present**

**Section Author.** The proposed project would update the 2014 housing element of the San Francisco General Plan, and establish goals, policies, and actions to address the existing and projected housing needs of the city of San Francisco. The overarching goal of the housing element update is to add 150,000 housing units between 2020 and 2050, or approximately 5,000 new housing units per year, with at least one-third of the housing units being permanently allocated for low- and moderate-income families. Devan drafted the land use, energy, and shadow sections of the Draft EIR.

**1489 West Sunset Boulevard Project—City of Los Angeles, Los Angeles, California, 09/2020-Ongoing**

**Project Manager and Section Author.** Serving as project manager and section author for the preparation of a CE for the demolition of a parking lot and two commercial buildings, retaining two buildings, and constructing a residential and commercial mixed-use building with two subterranean parking levels, and five above-ground residential levels. The project would include a mixed-use building with 136 residential units, 8,000 square feet of restaurant space, 985 square feet of outdoor eating areas, a 930 square foot lobby and mailroom, and 2,050 square feet of residential amenity space. Devan is managing the scope, schedule, and budget, and has drafted the project description and multiple sections within the CE document.

**555 West Middlefield EIR—City of Mountain View, Mountain View, CA, 10/2018- 10/2021**

**Deputy Project Manager and Section Author.** Served as deputy project manager and section author for the 555 West Middlefield Project in the City of Mountain View. The proposed project is an infill project involving the demolition of most of the existing surface parking areas and redevelopment of approximately 14.5-acres. The project is proposing a General Plan Amendment and Rezoning to allow the retention of 402 existing residential units, and the development of up to 334 new multi-family residential units in two buildings, as well as three subterranean garages. Devan drafted the energy, land use, and population and housing sections, along with the response to comments on the Final EIR.



## Laura Yoon, MS

### Managing Director

Ms. Yoon is an air quality and climate change managing director with experience in preparing criteria pollutant and greenhouse gas (GHG) inventories for both public and private sector projects. She focuses on technical modeling and report preparation in support of California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), and recent GHG legislation. Laura's expertise includes air quality impact studies; conformity analyses; dispersion modeling and health risk assessments; GHG inventories; and climate action plan (CAP) development. She has served as the technical lead and project manager for numerous air quality and climate change analyses throughout California. Prior project work provides a solid background for understanding and evaluating air quality, climate change, and energy impacts from projects.

### Years of Experience

Professional start date: 06/2009  
ICF start date: 06/2009

### Education

MS, Environmental Management,  
University of San Francisco, 2013

BA (summa cum laude),  
Environmental Studies (minor in  
Resource Management),  
University of Washington, 2009

### Certifications/Registrations

None.

### Professional Affiliations

Association of Environmental  
Professionals (2010 – Present)

Association of Women in Water,  
Energy, and Environment (2020 –  
2021)

### Project Experience

#### **Bayhill Specific Plan EIR—City of San Bruno, San Bruno, CA, 05/2018 – 12/2021**

**Air Quality and Climate Change Specialist.** Laura oversaw the air quality and climate change chapters for the EIR. The Bayhill Specific Plan will outline a cohesive, long-term, community driven vision for this key district, that is home to the largest cluster of offices in San Bruno, including headquarters of YouTube, as well as several other uses. Construction and operational emissions were quantified using CalEEMod, EMFAC, the EPA's AP 4.2, and other accepted tools. A detailed health risk assessment was also prepared to analyze potential receptor exposure to diesel emissions generated during construction of the new YouTube headquarters.

#### **Belmont General Plan and Specific Plan EIR—City of Belmont, CA, 01/2017 – 04/2019**

**Air Quality and Climate Change Specialist.** Laura prepared the air quality and climate change changes for the City of Belmont's 2035 General Plan Update and Belmont Village Specific Plan. Construction emissions from buildout of both the General Plan and Specific Plan were estimated using CalEEMod. Air quality and GHG impacts from motor vehicles operating within the General Plan and Specific Plan areas were evaluated using the CT-EMFAC2014 model whereas area and energy emissions were estimated using CalEEMod. Carbon monoxide hot-spots from increased traffic were modeled using the CALINE4 dispersion model. The analysis also evaluated health risks from receptor exposure to asbestos containing material and particulate matter. GHG emissions from buildout of the General Plan were evaluated by examining consistency of the plan, which includes the CAP, with the recommendations of the California Air Resources Board for municipalities to support Assembly Bill 32, Senate Bill 32, and Executive Order S-3-05 reduction targets.

#### **City Place Santa Clara EIR—RELATESC, Santa Clara, CA, 03/2013 – 04/2017**

**Air quality and climate change specialist.** The project is a 240 acre multiphased, mixed-use City neighborhood including up to 9.16 million gross square feet of office buildings, retail and entertainment

facilities, residential units, and hotel rooms, and would also include surface and structured parking facilities. Laura helped prepare the health risk assessment for the project and conducted emissions modeling. She evaluated air quality impacts using CalEEMod, EMFAC, marine emission factors from the California Air Resources Board, the EPA's AP 4.2, and other resources. She prepared a detailed health risk assessment using AERMOD and HARP.

**San Francisco Giants Mission Rock Seawall Lot 337 Pier 48 EIR—Seawall Lot 37 Associates LLC, San Francisco, CA, 6/2013 – 2/2016**

**Air quality and climate change specialist.** Laura served as technical analyst for CEQA review, conducting the air quality analysis, HRA, and climate change analysis. Seawall Lot 337, LLC proposes a mixed-use, multiphase waterfront development of Seawall Lot 337, rehabilitation/reuse of Pier 48, and construction of associated open spaces, public access areas, assembly areas, and an internal grid of new streets and utilities. In total, the project would include approximately 3.6 million gross square feet of flexible development including residential, commercial, and retail uses. ICF led a multidisciplinary team to evaluate the changes to the project site. Air quality impacts were evaluated using CalEEMod, EMFAC, marine emission factors from the California Air Resources Board, the EPA's AP 4.2, and other resources. A detailed health risk assessment was prepared using AERMOD and HARP.

**Folsom Center for Health Master Plan—UC Davis Health, Sacramento, California, 5/2021 – ongoing**

**Air Quality and Climate Change Specialist.** Through the Master Services Agreement with UC Davis Health, Laura is leading the air quality and GHG analyst for this program and project-level EIR. The project includes include a 110,000-sf medical office building, a 114,000-sf ambulatory surgery center, an 80,000-sf hotel, an 86,000-sf micro-hospital, a Central Utility Plant (CUP), and approximately 1,357 parking stalls. Laura is quantifying construction and operational emissions using CalEEMod and other accepted models. Heath risks to existing and planned future development are being analyzed using AERMOD. The EIR will evaluate project consistency with the City of Folsom's CAP, UC Davis' Sustainability Policy and Carbon Neutrality Initiative, and State climate change goals.

**Greenhouse Gas Mitigation Measures and California Emissions Estimator Model—Sacramento Metropolitan Air Quality Management District, California, 2020 – 2022**

**Project manager.** Laura lead a team of ICF subject matter experts and three subconsultants to incorporate climate adaptation and environmental justice into the California Air Pollution Control Officers Association (CAPCOA) *Quantifying Greenhouse Gas Mitigation Measures* handbook and to expand the GHG reduction measures to reflect the latest methodologies and best practices. Concurrently, ICF transformed CalEEMod into a web-based platform that integrated the updated Handbook to help mainstream climate adaptation and public health planning into project-level analysis.

**Awards for Managed Projects**

Climate Change Business Journal Achievement Award (2021). Advancing Best Practices Award for *Handbook for Analyzing Greenhouse Gas Emission Reductions, Assessing Climate Vulnerabilities, and Advancing Health and Equity: Designed for Local Governments, Communities, and Project Developers* ("Handbook"). Laura severed as the project manager and lead analyst for the project.

American Planning Association, Sacramento Valley Section (2022). Award of Merit – Best Practices for the "Handbook".

American Planning Association (2015). Award of Merit – Comprehensive Plan, Large Jurisdiction, for the *Los Angeles County General Plan Update*. Laura severed as the project manager and lead analyst for the Climate Action Plan, which was part of the General Plan Update.



### Years of Experience

Professional start date: 01/2011

ICF start date: 01/2011

### Education

BA, Atmospheric Science,  
University of California Berkeley,  
2009

## Cory Matsui, BA

### Manager—Air Quality and Climate Change

Mr. Matsui is a manager and senior air quality, climate change, and noise specialist, with experience in environmental impact analysis in accordance with the California Environmental Quality Act. In his 11 years of experience in the field of environmental science, Mr. Matsui has analyzed a diverse suite of projects, including rail and roadway projects, mixed-use development projects, and infrastructure projects. He is a talented writer and excels at drafting compelling narratives. His skill set also includes emissions modeling, quantitative Excel-based assessments, report preparation, and noise monitoring surveys. Mr. Matsui's expertise includes point-, area-, and mobile-source air quality impact studies; greenhouse gas (GHG) emissions inventory and reduction plan development; air quality conformity analyses; and air quality dispersion modeling. He has experience with standard air quality modeling software including EMFAC, AERMOD, CALRoads, and CALEEMOD, and with the Federal Highway Administration's Roadway Construction Noise Model and Traffic Noise Model, and standard noise protocols.

### Project Experience

#### **City of San Francisco Housing Element Update—San Francisco, CA, 03/2020 – Present**

**Lead Analyst.** Mr. Matsui serves as lead analyst for the analysis of environmental impacts in the air quality and GHG resource areas resulting from the update of the city's Housing Element. He has used complex air quality modeling results and distilled them into a streamlined narrative, presenting the impacts of the Housing Element update in a reader-friendly and conclusive manner.

#### **Updates to the Quantifying GHG Mitigation Measures—Sacramento Metropolitan Air Quality Management District, Sacramento, CA, 08/2020 – Present**

**Emissions Reduction Analyst.** Mr. Matsui serves as lead analyst in the effort to update the California Air Pollution Control Officers Association's (CAPCOA's) *Quantifying Greenhouse Gas Mitigation Measures* handbook and expand the GHG reduction measures to reflect latest methodologies and best practices. He leads and guides other analysts to perform a technically sound update of one of the most respected GHG reduction measure guidance documents.

#### **Facebook Constitution Campus Expansion EIR and Addendum, Menlo Park, California**

Mr. Matsui served as a technical expert for the air quality and noise analyses for the Facebook Constitution Campus Expansion Project Environmental Impact Report and EIR addendum. He conducted long-term and short-term noise measurements at the existing campus facility to evaluate the ambient noise levels, and quantified construction- and operational-related criteria pollutant and greenhouse gas emissions and evaluated the project's impact with respect to the Bay Area Air Quality Management District's guidelines.



### **One Vassar Project Community Plan Exemption, San Francisco, CA, 02/2019 – 02/2020**

**Lead Analyst and Senior Reviewer.** Mr. Matsui served as lead analyst and author of the noise technical report and as senior reviewer of the air quality technical report for a mixed-used office building. He led a noise monitoring survey and conducted a comprehensive noise analysis of the project. He also performed quality assurance (QA) and thoroughly reviewed the air quality technical report. Because of Mr. Matsui's contributions, the project was able to successfully document consistency with the Central SoMa Plan.

### **3700 California Street—TMG Partners, San Francisco, CA, 07/2018 – 02/2020**

**Lead Analyst.** Mr. Matsui served as lead author and technical specialist of the noise analysis for an environmental impact report (EIR) for a large, multiblock housing development project in San Francisco. He conducted noise measurements at the project site to determine existing noise levels and assessed construction and operational noise and vibration impacts of the project in accordance with the City of San Francisco's noise guidelines.

### **Santa Clara Building V5 Data Center Project & Santa Clara Building V6 Data Center Project – Santa Clara, California**

Conducted air quality and greenhouse gas analyses for two data center projects in the City of Santa Clara. Evaluated the impacts of construction and operational criteria pollutant emissions, including the impacts from a large number of back-up diesel generators at each project site. Additionally, Cory successfully assessed the significance of the projects' impacts on greenhouse gases, taking into consideration the substantial energy consumption typically associated with data centers.

### **Sonoma County Climate Action 2020—Sonoma County Regional Climate Protection Agency, County of Sonoma, CA, 04/2013 – 07/2016**

**Lead Technical Analyst.** Mr. Matsui served as lead analyst in the development of a GHG emissions inventory—backcast and forecast—prepared for the Sonoma County Regional Climate Protection Agency, for nine jurisdictions in the county. He was one of the primary analysts to quantify GHG emissions for all standard sectors (i.e., building energy, water, waste, etc.) in accordance with the Local Governments for Sustainability's (ICLEI's) Community Greenhouse Gas guidelines. Mr. Matsui developed and quantified GHG reduction measures for GHG reduction potential to help the county achieve its GHG reduction goal. He constructed a GHG reduction planning tool for municipal jurisdictions to assess GHG reductions associated with each reduction measure, based on user-inputted commitment levels. Results of the GHG inventory and reduction analyses were incorporated into a comprehensive climate action plan document, for which Mr. Matsui served as a primary author.

### **Station East Residential/Mixed-Use Project – City of Union City, CA**

Mr. Matsui was the senior air quality and greenhouse gas reviewer and lead noise analyst for a large mixed-used development project in Union City. Cory provided expert air quality oversight on the air quality analysis and comprehensively addressed comments from the public. He also led a noise monitoring survey and thoroughly evaluated noise impacts from project construction and operations. The project is a residential and commercial development in Union City, in close proximity to the BART station, and would provide much-needed housing units in a transit rich area.

### **220 Park Road Development Initial Study – City of Burlingame, California**

Cory was the lead air quality analyst for an office and retail development in the former post-office building in downtown Burlingame. Cory efficiently modelled the project's construction and operational emissions in accordance with Bay Area Air Quality Management District guidelines, and quantified the health risks for people living near the project site.



## Lisa Webber, MS

### Botanist/Wetland Ecologist

Lisa Webber specializes in coordinating and conducting botanical field surveys and wetland delineations of study areas in vegetation communities throughout northern California. She prepares California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) documentation, including environmental impacts reports (EIRs), wetland delineations, and various forms of environmental documentation for a wide variety of projects, including specific plans and master plans for development and redevelopment. Lisa also prepares application packages and coordinates with agency staff for Clean Water Act (CWA) Section 404 permits, California Department of Fish and Wildlife (CDFW) streambed alteration agreements, and Endangered Species Act (ESA) Section 10a requirements.

### Years of Experience

Professional start date: 10/1990  
ICF start date: 05/1998

### Education

MS, Botany, University of Massachusetts, Amherst, 1987

BA, Biology, University of California, Santa Cruz, 1980

### Professional Affiliations

California Native Plant Society

### Project Experience

#### **San Francisco Housing Element 2022 Update EIR—San Francisco Planning Department, San Francisco, CA, 01/2022 – Present**

**Biologist.** Lisa assisted with preparation of the biological resources section of the administrative draft EIR for the proposed update of the adopted 2014 housing element of the San Francisco General Plan. She provided peer review and guidance for the special-status plants and aquatic resources impact analyses.

#### **San Rafael Transit Center Replacement Project—Golden Gate Bridge, Highway and Transportation District, San Rafael, CA, 07/2020 – Present**

**Biologist.** Lisa performed field studies, including botanical surveys, evaluation of vegetation communities, and an assessment of aquatic resources in an urban area (downtown San Rafael) proposed for relocation of a transit center. She prepared the botanical and aquatic resources sections of the project EIR.

#### **Geary Road Bridge Replacement Project IS/MND—San Francisco Public Utilities Commission (SFPUC), Alameda County, CA, 01/2010 – 07/2012**

**Biologist.** Lisa conducted botanical surveys and the delineation of waters of the US. She prepared the botanical survey technical report, wetland delineation report, and IS/MND for a proposed bridge replacement over Alameda Creek in the Sunol Regional Wilderness Park.

#### **Housing-Related Code Amendments DEIR—County of Placer, California, 04/2020 – 10/2020**

**Biologist.** Lisa prepared the vegetation and aquatic resource sections of the draft EIR for proposed amendments to the Placer County General Plan, Placer County Zoning Ordinance, Zoning Combining Districts, and Community Design Manual for Multi-Family and Mixed-Use Development, which would provide a framework for

future housing development in the parts of Placer County that are under County jurisdiction.

**Central El Dorado Hills Specific Plan EIR—El Dorado County, CA, 2012 – Present**

**Biologist.** Prepared the vegetation and wetland EIR sections for a 340-acre regional community plan in the El Dorado Hills Community Region. Background technical reports including vegetation mapping, special-status plant surveys, and a delineation of waters of the U.S. were incorporated into the biological resources chapter of the EIR. A reconnaissance survey of the site was conducted to review and verify the data provided. Sensitive resource issues included oak woodlands, riparian habitat, and waters of the U.S.

**Village of Marble Valley Specific Plan EIR—El Dorado County, CA, 2012 – Present**

**Biologist.** Lisa prepared the vegetation and wetland sections for the draft EIR for a proposed regional community plan located on 1,875 acres south of SR 50 in El Dorado Hills. Background technical reports, including vegetation mapping, special-status plant surveys, and a delineation of waters of the U.S. were provided and incorporated into the biological resources chapter of the EIR. A reconnaissance survey of the site was conducted to review and verify the data provided. Sensitive resource issues included oak woodlands, riparian habitat, waters of the U.S., and a special-status plant species.

**Lime Rock Valley Specific Plan EIR—El Dorado County, California, 2012 – Present**

**Biologist.** Lisa prepared the vegetation and wetland sections for the draft EIR for a proposed regional community plan located on 740 acres south of SR 50 in El Dorado Hills. Background technical reports, including vegetation mapping, special-status plant surveys, and a delineation of waters of the U.S. were provided and incorporated into the biological resources chapter of the EIR. A reconnaissance survey of the site was conducted to review and verify the data provided. Sensitive resource issues included oak woodlands, riparian habitat, waters of the U.S., and two special-status plant species.

**U.C. Davis Sacramento Campus Long-Range Development Plan, Hospital Tower, and Aggie Square Projects EIRs—City of Sacramento, California, 02/2020 – 04/2022**

**Biologist.** Lisa conducted botanical surveys and an assessment for aquatic resources in the UCD Health LRDP area, which included two specific project areas. She prepared the botanical and wetland sections of the programmatic EIR for the plan and the project-level EIRs for the Hospital Tower and Aggie Square projects.

**West Sacramento General Plan Update EIR and Liberty Island Specific Plan EIR—City of West Sacramento, CA, 8/2015 – 9/2106**

**Biologist.** Lisa reviewed information from the General Plan Public Review Draft Background Report, Liberty Island Specific Plan, the CNDDDB, CNPS Inventory, and USFWS species lists. She conducted program-level and project-level analyses and prepared the vegetation and wetland portions of the General Plan Update EIR and Specific Plan EIR.

**University District Specific Plan EIR—City of Rohnert Park, CA, 01/2004 – 11/2005**

**Biologist.** Lisa prepared the botanical and wetland portions of an EIR for a commercial center, affordable housing at a variety of densities, including for-sale affordable housing, parks, open space preserves, trails, school, and a variety of housing types. The EIR will serve as a program-level EIR for the entire specific plan area and as a project-level EIR for a portion of the specific plan area. Major issues included wetlands and endangered species. The EIR was certified in May 2006.

**River Park Project EIR—City of West Sacramento, California, 01/2005 – 2006**

**Biologist.** Lisa prepared the botanical and wetland portions of a draft EIR. This project will include approximately 2,788 residential units (including rural residential and low-, medium-, and high-density offerings), a 44-acre regional park, community open space areas, a school, new roads, and a marina. Key biological resource issues include loss of habitat and realignment of an existing agricultural irrigation ditch at the site, which would be expanded and redesigned as an open water/emergent marsh habitat amenity along the Sacramento River.



## Lora Holland, MA, RPA

### Senior Archaeologist

Lora is a Registered Professional Archaeologist RPA#989173 and is a qualified professional archaeologist (36 CFR 61) with over 19 years of archaeological field and management experience on various project sites, both terrestrial and maritime. Lora has 12 years of cultural resources management experience on projects throughout California and served as a principal investigator, project manager, authored and overseen the drafting of cultural resources studies for local, state, and federal agencies in compliance with CEQA and Section 106. Lora's experience and expertise include survey testing and data recovery; monitoring; contractor training; archival research; artifact analysis and conservation; field staff supervision; cultural resources identification and eligibility evaluations, impact assessments, and mitigations; assisting agencies with Native American outreach and consultation; Section 106 studies for Caltrans, California High Speed Rail Authority, U.S. Department of Housing and Urban Development, U.S. Army Corps of Engineers, U.S. Bureau of Reclamation, and the Federal Aviation Administration.

### Years of Experience

Professional start date: 12/2002  
ICF start date: 11/2021

### Education

MA, Anthropology, University of West Florida, Pensacola, FL, 2006

BA History, Salem College, Winston-Salem, NC, 2000

### Project Experience

#### **Bay Area Ridge Trail: Fremont to Garin Project- East Bay Regional Parks District (EBRPD) Fremont and Union City, Alameda County, California, 2017 – 2018**

#### **Principal Investigator/Cultural Resources Task Lead (work conducted prior to employment with ICF).**

Lora conducted the cultural resources study and authored the report in support of proposed construction of approximately 2.2 miles of new nonmotorized multiuse recreational trail. The study consisted of background research, including a records search and a literature review of the proposed Area of Potential Effects (APE); a pedestrian field survey; and a Sacred Lands File search request with the Native American Heritage Commission. These tasks identified CA-ALA-548H/P-01-000227, an archaeological site with precontact and historic-period components, including the exposed foundations of an 1856 mill. Human remains were also identified during the survey. Lora worked with the EBRPD and the Native American Most Likely Descendant to design the trail access to avoid impacts to this resource. The project required an Army Corps of Engineers (Corps) Section 404 Nationwide Permit; due to this, the study complied with Section 106 of the National Historic Preservation Act (Section 106) and supported the project's obligations under CEQA.

#### **California High-Speed Rail Project, Bakersfield to Palmdale Project Section- California High Speed Rail Authority, Kern and Los Angeles, Counties, 2015 – 2020**

**Co-Principal Investigator (work conducted prior to employment with ICF).** Lora conducted the archaeological background studies, supervised the field survey and site recordation, prepared sections of the Archaeological Survey Reports (ASR) Finding of Effect Report (FOE), APE mapping, and Treatment Plan.



**Iron Horse Trail Bollinger Canyon Overcrossing Project-City of San Ramon Public Works Department, San Ramon, Contra Costa County, California, 2019 – 2020**

**Principal Investigator/Cultural Resources Task Lead (work conducted prior to employment with ICF).** Lora managed and conducted the cultural resources study in compliance with Caltrans' regulatory responsibilities under Section 106. The study consisted of background research, including a records search and a literature review of the proposed APE; a pedestrian field survey; a Sacred Lands File search request with the Native American Heritage Commission; and preparation of an Archaeological Survey Report, and Historic Property Survey Report. The City of San Ramon Public Works Department obtained NEPA clearance for the proposed Bollinger Canyon Overcrossing Project in April 2020.

**South County Recycled Water Pipeline Phase 1B/2A Project -Santa Clara Valley Water District, City of Gilroy, Santa Clara County, California, 2017 – 2018**

**Project Manager/Cultural Resources Task Lead (work conducted prior to employment with ICF).**

Lora conducted the cultural resources study in support of the proposed installation of 12,200 linear feet of recycled water transmission and distribution pipeline. Because the project was funded by the Bureau of Reclamation, this study was conducted to address requirements of Section 106. The study consisted of background research, including a records search and a literature review of the proposed APE; a pedestrian field survey; and a Sacred Lands File search request with the Native American Heritage Commission. The report was prepared in accordance with BOR Mid-Pacific Region General Scope of Work for Cultural Resources Investigations in California.

**Carmel Riverbank Stabilization Project-Monterey Peninsula Water Management District, Carmel, Monterey County, California, 2017 – 2018.**

**Project Manager/Cultural Resources Task Lead (work conducted prior to employment with ICF).**

Lora conducted the cultural resources study proposed Carmel Riverbank stabilization at San Carlos Road Project in Carmel, Monterey County, California. The project required a Corps Section 404 Nationwide Permit; due to this, the study also complied with Section 106. The study consisted of background research, including a records search and a literature review of the proposed APE; a pedestrian field survey; a Sacred Lands File search request with the Native American Heritage Commission; consultation with local Native American tribes and interested parties; eligibility evaluation, and FOE. The study identified the Rancho San Carlos Road Sedge Bed (sedge bed) within the APE. This sedge bed represents a Native American plant gathering area on the bank of Carmel River that is an important source of Santa Barbara sedge (*Carex barbarae*) for the Rumsen Ohlone.

**Alpine Road Trail Improvements Project- Midpeninsula Regional Open Space District, San Mateo County, California San Mateo County, California, 2019 – 2020**

**Project Archaeologist (work conducted prior to employment with ICF).** The proposed project consisted of the repairs and rehabilitation of the failed sections of the Alpine Road Trail at Coal Creek Open Space Preserve. Due to lack of maintenance and recent storms, this former vehicle road has been damaged by landslides and other slope failures, including the failure of a 220-foot-long, 48-inch-wide culvert. Ms. Holland conducted the cultural resources survey and assisted in the preparation of the environmental documentation in compliance with California Environmental Quality Act (CEQA) and Section 106.

**San Francisco International Airport Runway Safety Project -City and County of San Francisco, San Mateo County, California, 2012 – 2015**

**Cultural Resources Task Lead (work conducted prior to employment with ICF).** The City and County of San Francisco, as owner and operator of San Francisco International Airport (SFO), constructed various improvements to the Runway Safety Areas of runways to enhance safety at SFO. In accordance with the mitigation requirements for development of this project, Lora and monitoring staff conducted archaeological monitoring of excavation activities as required by the Section 106 consultation process between the Federal Aviation Administration and the State Historic Preservation Office. Ms. Holland served as the cultural resources lead for the multi-year project, coordinated the cultural resources monitoring, oversaw monitoring staff, and prepared the Archaeological Monitoring Reports.



## Jennifer Wildt, PhD, RPA

### Cultural Resources Specialist

Dr. Jennifer Wildt has over 15 years of archaeological experience, working for Cultural Resource Management firms, the National Park Service, in museums, and at universities. She has a wide range of experience throughout the United States and Guatemala. Dr. Wildt is a member of the Register of Professional archaeologists and earned her Ph.D. in Archaeology from Boston University. She meets the Secretary of the Interior's Professional Qualifications Standards for archaeology.

Dr. Wildt has extensive experience in historical and prehistoric archaeology. As a project manager, her duties include project oversight, proposal writing, budgeting, QA/QC, meeting with clients and regulatory agencies, employee mentoring, directing fieldwork, research, technical writing, and editing. She is well-versed in CEQA, NEPA, Section 106 and Section 110, has worked on phase 1, 2, and 3 projects, and has managed projects of all sizes with budgets from a few thousand dollars to over a million dollars.

### Years of Experience

Professional start date: 2001  
ICF start date: 10/2020

### Education

Ph.D., M.A. Archaeology, Boston University, 2015

B.A., Archaeology, University of Virginia, 2001

### Project Experience

#### **San Francisco Housing Element, Archaeological Sensitivity Analysis – City of San Francisco, CA, 2020-2021.**

**Primary Author.** Developed, directed, and co-wrote Archaeological Sensitivity Analysis for the City of San Francisco. This document will drive archaeological research associated with construction projects in the City and is based on the housing development plans for the next 30 years.

#### **San Rafael Transit Center Environmental Impact Report – City of San Rafael, CA, 2020-2021.**

**Cultural chapters author.** Wrote chapters on potential environmental impacts to Cultural Resources and Tribal Cultural Resources. Researched archaeological and historical past of San Rafael and the development of the city. Based on the past and environmental conditions, analyzed potential impacts to cultural and tribal cultural resources.

#### **Commonwealth Building 3 Environmental Impact Report – City of Menlo Park, CA, 2021.**

**Cultural chapters author.** Wrote chapters on potential environmental impacts to Cultural Resources and Tribal Cultural Resources. Researched archaeological and historical past of San Rafael and the development of the city. Based on the past and environmental conditions, analyzed potential impacts to cultural and tribal cultural resources.

#### **Alemany Boulevard Pavement Renovation and Sewer Replacement Project – San Francisco Public Utilities Commission, San Francisco, CA, 2021.**

**Lead author.** Analyzed and summarized archaeological monitoring logs to write report for monitoring project replacing water infrastructure.

**88 Broadway/735 Davis St. Housing Project—Bridge Housing, San Francisco, CA, 2017-2020.**

**Project Director.** While at PaleoWest, Dr. Wildt directed an archaeological compliance project for an affordable housing project being built by Bridge Housing, as required by the City and County of San Francisco. The project was in an archaeologically sensitive area of San Francisco and required extensive testing. Dr. Wildt authored an archaeological research design and treatment plan addendum/update for testing and monitoring that identified prehistoric and historical archaeologically sensitive areas, developed a testing plan, and outlined procedures to follow during archaeological testing and monitoring. Dr. Wildt coordinated with the client and San Francisco Planning cultural resources staff and worked to develop a public archaeology display for the lobbies of the two buildings.

**Transbay Block 9 Archaeological Monitoring—Essex Homes, San Francisco, CA, 2016-2019.**

**Project Director.** While at PaleoWest, in accordance with the project's construction permit, Dr. Wildt was responsible for overall project direction and oversight, preparation of the scope of work, budget, reporting oversight, QA/QC, client and agency coordination for construction of a 43-story tower. She co-authored the archaeological results report for the City and County of San Francisco for the testing and monitoring phases. The project used a consolidated version of the Section 106 process agreed to by the Memorandum of Agreement between the Federal Transit Administration, the Federal Transit Administration, and the Federal Railroad Administration, and the California State Historic Preservation Officer; San Francisco Office of Community Investment was the lead agency.

**Crittenden Lane Water Line Extension Project and Trailhead Improvements Archaeological Survey—Circlepoint, Mountain View, CA, 2017, 2019.**

**Project Director.** While at PaleoWest, Dr. Wildt was responsible for overall project direction and oversight, preparation of the scope of work, budget, reporting oversight, and QA/QC, for the installation of a water line and trailhead improvements.

**MIRO Towers Archaeological Testing—Bayview Development, San Jose, CA, 2017-2018.**

**Project Director.** While at PaleoWest, Dr. Wildt developed an archaeological research design and treatment plan for testing a building site in downtown San Jose. Dr. Wildt was responsible for overall project direction and oversight, directed test excavations including backhoe trenching, and authored archaeological resources report that was accepted by the City of San Jose with no revisions.

**Transbay Bus Storage Archaeological Testing—Transbay Joint Powers Authority, San Francisco, CA, 2016-2018.**

**Project Director.** While at PaleoWest, Dr. Wildt directed archaeological testing in advance of construction of new Bus Storage facility by the TJPA in downtown San Francisco. The project used a consolidated version of the Section 106 process agreed to by the Memorandum of Agreement between the Federal Transit Administration, the Federal Transit Administration, and the Federal Railroad Administration, and the California State Historic Preservation Officer. Dr. Wildt implemented archaeological testing including backhoe trenching, supervised artifact curation, and was responsible for overall project direction. She co-authored an archaeological results report for the City and County of San Francisco.

**The Grove Archaeological Monitoring—Edenbridge Homes, Mountain View, CA, 2016-2017.**

**Project Director.** While at PaleoWest, Dr. Wildt was responsible for overall project direction, preparation of SOWs, budget, monitoring, reporting, and QA/QC during the construction of a residential neighborhood near an archaeologically sensitive stream in Mountain View.



## Jonathon Rusch, MA

### Senior Historic Preservation Specialist

Jon Rusch is an architectural historian and historic preservation specialist with over 10 years of professional experience supporting public agencies and private-sector clients as they develop plans for historic buildings and cultural landscapes. His work has spanned the United States—with a focus on the Midwest and West Coast—and has involved preparing context studies and evaluating the historic resource status of properties in urban and rural settings. Jon has contributed to many regulatory documents that identify historic resources and assess development and rehabilitation projects for adherence to the Secretary of the Interior's Standards for the Treatment of Historic Properties and other regulatory standards. He utilizes his skills to assist clients comply with the California Environmental Quality Act (CEQA) and Section 106 and Section 110 of the National Historic Preservation Act (NHPA). In his work with agency clients and members of the public, Jon meets the Secretary of the Interior's Professional Qualification Standards for Architectural History.

### Years of Experience

Professional start date: 07/2012  
ICF start date: 07/2017

### Education

MA, Historic Preservation Planning, Cornell University, 2013

BA, Geography and Scandinavian Studies, University of Minnesota, 2006

### Professional Affiliations

Member, National Council on Public History

Member, Vernacular Architecture Forum

Member, Docomomo US

### **Willow Village Master Plan Project Environmental Impact Report—City of Menlo Park, Menlo Park, California, 01/2021 – Present**

**Historic Preservation Specialist.** Jon has served as the lead built-environment cultural resources author of the environmental document for a master plan that proposes new development, public realm improvements, and transportation features within an existing industrial and office park in Menlo Park. Jon's role has involved preparing a detailed peer review of another consultant's historical resource evaluation of the buildings currently located within the plan area and project impacts assessment, which ensured those documents meet industry standards and adequately support a defensible CEQA analysis. Jon has also drafted the cultural resources section of the project's environmental impact report, which includes analysis of proposed tunnel construction on a historically significant railroad line.

### **San Francisco Housing Element Update Historic Context Statements and Environmental Impact Report—City and County of San Francisco Planning Department, San Francisco, CA, 09/2020 – Present**

**Historic Preservation Specialist.** Jon is currently a key staff member supporting built environment analysis for the City and County of San Francisco's update to the housing element of its general plan. The document will introduce policies with far-reaching effects for housing development in San Francisco; an assessment of its potential impacts to historic buildings and structures citywide requires thoughtful and innovative approaches. Jon has drafted a historic theme study on small flats and apartment buildings, a common residential typology across the city that nevertheless has received little targeted attention in past investigations. Jon also serves as lead author of historic built environment analysis in the housing element's Environmental Impact Report, for which he has worked closely with City staff to develop analysis frameworks that





assess potential impacts across a large geographic area and also touch on critical issues like social equity that are intertwined with housing construction in the city.

**Better Market Street Environmental Impact Report, Section 106/NEPA Documents, and Mitigation Implementation—San Francisco Department of Public Works, San Francisco, CA, 2018 – Present**

**Historic Preservation Specialist.** Jon has contributed to the development of the Environmental Impact Report and various Caltrans Section 106 and NEPA documentation for the Better Market Street project. Jon's role in the project has involved reviewing and synthesizing previous documentation for historic architectural resources within and adjacent to the project corridor and crafting detailed impact statements that analyze the project's impacts to historical resources, which include a complex and large-scale cultural landscape district. Jon continues to support the project by completing deliverables that meet a detailed mitigation program: he specifically has planned a filmed tour of the Market Street corridor and has collaborated with a designer to develop the project's interpretive plan, which encompasses display boards, temporary exhibit, and website.

**1868 Ogden Drive Project Historical Resource Evaluation and Environmental Impact Report—City of Burlingame, Burlingame, California, 02/2020 – 10/2020**

**Historic Preservation Specialist.** Jon oversaw the completion of technical studies and cultural resources environmental analysis for a project that proposes to replace an existing low-rise office building with a new multi-unit residential building. Because the existing building was more than 50 years old, it required evaluation for California Register of Historical Resources eligibility. Upon evaluation, ICF architectural historians found that the building had historical significance associated with mid-20th-century conflicts between the United Farm Workers of America and the Western Conference of Teamsters and was the site of an important jurisdictional agreement signed by Cesar Chavez. The significance of the building elevated the required CEQA document to an environmental impact report. Jon provided quality control for the building evaluation to ensure its clarity and accuracy and subsequently advised the project sponsor and planning department staff on the process-related implications of ICF's evaluation. Jon provided input on potential project changes that may avoid an environmental impact report, as well as the anticipated alternatives analysis and mitigation commitments that the document would include. Jon was a primary author of the cultural resources section of the environmental impact report, which formally analyzed the project's impacts to the significant resource.

**The Hub Public Realm Plan Historic Resource Survey and Environmental Impact Report—City and County of San Francisco Planning Department, San Francisco, CA, 01/2018 – 07/2019**

**Project Manager and Historic Preservation Specialist.** Jon managed the team of architectural historians completing an intensive-level survey of age-eligible properties in the Hub neighborhood of San Francisco. The survey produced Department of Parks and Recreation (DPR) 523A and 523B form sets for each property, including evaluations of the properties' eligibility for listing in the California Register of Historical Resources. Jon's role involved training staff, coordinating research and field survey, and conducting QC review of major deliverables. Jon also served as lead author of the cultural resources section of the Environmental Impact Report for the Hub Plan, a complex neighborhood planning document that proposes new zoning controls and streetscape improvements.

**Employment History**

ICF. Architectural Historian/Historic Preservation Specialist. San Francisco, California and Minneapolis, Minnesota. 07/2017 – Present.

Page & Turnbull. Architectural Historian/Cultural Resources Planner. San Francisco, California. 03/2014 – 07/2017.

Colorado State University Center for Environmental Management of Military Lands. Project Historian. Fort Wainwright, Alaska. 06/2013 – 12/2013.

National Park Service. Cultural Landscape Inventory Intern. Omaha, Nebraska. 07/2012 – 04/2013.



## Nicole Felicetti, MS

### Historic Preservation Specialist

Nicole Felicetti joined ICF's San Francisco office in July 2021 as a historic preservation specialist. She holds a master's degree in Historic Preservation and has diverse experience in cultural resource management and interpretation, architecture, and public history.

Before joining ICF's Cultural Resources team, Nicole worked for The Woodlands, a 501(c)(3) nonprofit organization and National Historic Landmark District, in multi-faceted preservation, interpretation, and community engagement opportunities. Her combined professional and educational experiences across history and architecture have provided a robust foundation to the evolving landscape of cultural resource management.

### Project Experience

#### **Better Market Street—City of San Francisco Department of Public Works, San Francisco, CA, 09/2021 – Present**

**Historic Preservation Specialist.** ICF is contributing a series of technical documents supporting environmental review under Section 106, NEPA, and CEQA for the Better Market Street project. Nicole provides supplementary support for the Historic American Landscapes Survey documentation team by assisting in the conditions assessment and historical report. Nicole is also co-authoring the historic preservation treatment plan for the Embarcadero, Hallidie, and UN Plazas, including the contextualization of plaza histories, the assessment of character-defining features, and recommendations for rehabilitation.

#### **Drake and Harrington Substation Decommissioning Project—Pacific Gas and Electric, Arbuttle, CA, 12/2021 – Present**

**Historic Preservation Specialist.** ICF is conducting a study in compliance with the U.S. Bureau of Reclamation regulatory responsibilities under Section 106 of the National Historic Preservation Act. Nicole is composing two California DPR 523 forms for the two PG&E substations and co-authoring the finding of effect technical report.

#### **Bay Area Regional Transit Systemwide Evaluation—San Francisco Bay Area Rapid Transit (BART), San Francisco, CA, 11/2021 – 12/2021**

**Historic Preservation Specialist.** ICF was scoped to prepare 10 DPR 523 forms to evaluate various properties in the BART system for NRHP and CRHR eligibility. Nicole conducted fieldwork in documentation and photography for multiple BART station interiors and exteriors throughout the Bay Area, and researched and composed a California DPR 523 form for the Montgomery Station.

#### **Delta Conveyance Program—California Department of Water Resources (DWR), San Joaquin Valley, CA, 10/2021 – 12/2022**

**Historic Preservation Specialist.** ICF supports the DWR in the environmental review and planning process by creating new CEQA and NEPA documents, consultation on endangered species, and establishing programmatic agreements for Cultural and Tribal

### Years of Experience

Professional start date: 05/2018  
ICF start date: 07/2021

### Education

MS, Historic Preservation,  
University of Pennsylvania, 2021

BA, Architecture, University of  
Kentucky, 2018

### Certifications/Registrations

Secretary of the Interior's  
Professional Qualification  
Standards for Architectural History

### Professional Affiliations

Memberships with the National  
Trust for Historic Preservation,  
Vernacular Architecture Forum,  
and the Society of Architectural  
Historians



resources. Nicole researched, updated, and edited nearly twenty California DPR 523 forms for known eligible and ineligible historic properties. Nicole also conducted and compiled archival research in the Alameda, Contra Costa, and San Joaquin Counties Clerk-Recorder offices for deeds, building permits, and architectural drawings.

**1421 Old County Road—Madison Group, Unincorporated San Mateo County, CA, 08/2021 – 11/2021**

**Historic Preservation Specialist.** Nicole performed cultural resources research of industrial and commercial properties within unincorporated San Mateo County. Nicole prepared, wrote, and compiled five California DPR 523 forms, including primary records, building descriptions, and support imagery for properties within the APE. She also researched and wrote a historic context and site history for post-World War II industrial development in San Mateo County to support a built technical report.

**Richards Boulevard I-5 Interchange PA&ED—City of Sacramento, Sacramento, CA, 07/2021 – 10/2021**

**Historic Preservation Specialist.** ICF supports the City of Sacramento and Caltrans in environmental documentation under CEQA and NEPA based on current regulatory and environmental conditions. A series of technical study documentation was completed, including a Historic Property Survey Report. Nicole updated three California DPR 523 forms for known historic properties and evaluated six other properties built before 1973 to prepare DPR 523 forms. Nicole also wrote historic contexts for Mid-century Modern restaurants and industrial buildings in the Sacramento area.

**Edwardian-era Architectural Context Statement at The San Francisco Planning Department—San Francisco, CA, 05/2020 – 09/2020**

**Citywide Historic Resources Survey Intern.** While employed at the San Francisco Planning Department, Nicole conducted historic, photographic, and archival research to compose an Edwardian-era Residential Architectural Context Statement as part of a multi-year, comprehensive narrative of San Francisco's historic and cultural resources. Nicole identified patterns of development, building typologies, development significance, and other criteria to create a framework within which preservation staff and other professionals can contextually identify, interpret, and evaluate the city's housing stock from 1901 to 1915. Additional context statement deliverables included ArcGIS-generated maps, technical analysis of local and state regulations, and two-dimensional graphic design.

**Historic Preservation, Interpretation, and Community Engagement at The Woodlands—Philadelphia, PA, 08/2019 – 05/2021**

**Historic Site Assistant.** While employed at The Woodlands, Nicole worked closely with the Program/Operations Manager to support social programs, site interpretation, and collaboration with community partners. Nicole created educational and promotional content for the organization's official website and social media accounts, including ArcGIS-supported digital tours, digitized photographic collections, published local histories, and branded graphic design. As both a historic site and a public park, The Woodlands hosted many public events and community engagement opportunities while preserving the historic landscape and buildings. Nicole partnered with local historical and arts organizations to develop and support educational programs for the greater West Philadelphia community, including a volunteer gardening program, membership events, historic reenactments, and fundraisers.

**Employment History**

ICF. Historic Preservation Specialist. San Francisco, CA. 07/2021 – Present.

The Woodlands. Historic Site Assistant. Philadelphia, PA. 08/2019 – 05/2021.

San Francisco Planning Department. Citywide Historic Resources Survey Intern. San Francisco, CA. 06/2020 – 09/2020.

Lockett & Farley. Architectural Designer. Louisville, KY. 05/2018 – 08/2019.



## Diana C. Roberts, MA

### Environmental Planner/Project Coordinator

Ms. Roberts is a senior writer and project manager in ICF's San Jose office. As a project manager, she prepares and reviews California Environmental Quality Act (CEQA)/National Environmental Policy Act (NEPA) environmental compliance documents, coordinates the activities of multidisciplinary teams, and facilitates communication and information flow among team members. As a writer, she focuses on geological resources, paleontological resources, hazards and hazardous materials, and agricultural lands analyses for CEQA/NEPA environmental compliance documents and technical reports. She works on a variety of development, local jurisdiction planning, road and rail transportation, environmental restoration, and water and conservation planning projects to ensure that deliverables meet client needs and regulatory requirements.

### Years of Experience

Professional start date: 08/1997  
ICF start date: 01/2004

### Education

MA, Linguistics, Cornell University, 1991

BS, Applied Psychology, Georgia Institute of Technology, 1982

### Professional Affiliations

American Geophysical Union

Association of Environmental Professionals

Professional Soil Scientists Association of California

### Project Experience

#### Facebook Willow Village EIR—City of Menlo Park, CA, 2020 – Present

**Task Lead.** Ms. Roberts serves as task lead for geology, soils, paleontological resources, and hazards and hazardous materials. This project would redevelop an approximately 59-acre industrial site, plus 2 parcels west of Willow Road, as a multiphase, mixed-use development. The project would construct new buildings, establish various open space areas, install infrastructure within a new Residential/Shopping District, Town Square District, and Campus District, alter two parcels to accommodate realignment of Hamilton Avenue, and construct an undercrossing to provide tram and pedestrian access to neighboring Facebook campuses. Primary issues include hazards and hazardous materials.

#### 1075 O'Brien Drive IS/Mitigated Negative Declaration (MND)—City of Menlo Park, CA, 2020 – 2021

**Technical Lead.** Ms. Roberts served as technical lead for geology, soils, paleontological resources, and hazards and hazardous materials. This project would construct an industrial building for research and development, commercial, and office uses, along with a five-level parking structure. The project includes new hazardous materials storage bunkers and a utility yard.

#### 1125 O'Brien Drive IS/MND—City of Menlo Park, CA, 2019 – 2021

**Technical Lead.** Ms. Roberts served as technical lead for geology, soils, paleontological resources, and hazards and hazardous materials. This project would construct an industrial building for research and development uses, as well as surface parking. Primary issues include hazards and hazardous materials.

#### SRI International Campus Modernization Project EIR—City of Menlo Park, California (2015–2016)

**Technical Lead.** Ms. Roberts served as technical lead for geology, soils, and paleontological resources. SRI International proposed to modernize its campus with phased development over the next 25 years, amend the existing employee cap, and modify other land use regulations governing the site.



**San Francisco Housing Element Update—City and County of San Francisco, CA, 2021 – Present**

**Task Lead.** Ms. Roberts serves as task lead for geology, soils, and paleontological resources. This project will update the Housing Element to meet future housing demands. The Housing Element update would shift an increased share of the City and County of San Francisco's future housing growth to transit corridors and low-density residential districts.

**The Hub Plan, 30 Van Ness Avenue Project, 98 Franklin Street Project, and Hub Housing Sustainability District Program and Project Initial Study (IS) and Environmental Impact Report (EIR)—City and County of San Francisco, CA, 2018 – 2020**

**Technical Lead.** Ms. Roberts served as technical lead for geology, soils, seismicity, and paleontological resources and hazards and hazardous materials. The proposed Hub Plan would change the residential density of the Hub Plan area and increase height limits on buildings. The Hub Plan area is entirely within the Market and Octavia Plan Area. It is also within the Downtown/Civic Center, SoMa, Western Addition, and Mission neighborhoods..

**West Oakland Link CEQA and NEPA Evaluation—Bay Area Toll Authority/California Department of Transportation (Caltrans), San Francisco/Oakland, CA, 2020 – Present**

**Project Manager/Technical Author.** Ms. Roberts serves as project manager and technical author for geology and soils, paleontological resources, and hazards and hazardous materials. This project would construct a bicycle path, elevated for approximately 1.1 miles of its overall 2.7-mile length, in an area of West Oakland with dense traffic, traffic structures, industrial uses, and emerging residential and mixed-use centers. The project is complex due to the industrial nature of the site and agency and private stakeholders. Primary issues include air quality, noise, aesthetics, biological resources, and historical resources.

**Station District Specific Plan Existing Conditions Report and EIR—City of Union City, CA, 2019 – Present**

**Technical Lead.** Ms. Roberts serves as technical lead for geology, soils, and paleontological resources. This project involves developing an Existing Conditions Report and EIR for the update to the 2006 Decoto Industrial Park Study Area Specific Plan (now referred to as the Station District Specific Plan). The purpose of the Station District Specific Plan is to promote the redevelopment of an area of Union City occupied by aging industrial uses, by replacing it with a mix of office, light industrial, retail, and residential uses.

**San Bruno Bayhill Specific Plan EIR—City of San Bruno, CA, 2017 – 2021**

**Technical Lead.** Ms. Roberts served as technical lead for geology, soils, and paleontological resources, and hazards and hazardous materials. This project involved developing an Existing Conditions Report and EIR for a new Specific Plan for the 73-acre Bayhill Office Park, which is San Bruno's largest employment cluster, employing about one-third of the 15,000 employees in the city. The project would accommodate the anticipated expansion of YouTube by adding additional office square footage, while creating a pedestrian-friendly and cohesive mixed-use community that enhances the area's identity and image and provides greater linkages to nearby public transportation opportunities.

**California High-Speed Train, Los Angeles to Anaheim Section Environmental Impact Statement (EIS)/EIR—California High-Speed Rail (HSR) Authority, Los Angeles and Orange Counties, CA, (Subconsultant to STV), 2017 – Present**

**Deputy Project Manager/Task Lead.** Ms. Roberts serves as deputy project manager and task lead for agricultural and paleontological resources and as technical author for geology, soils, seismicity, hazardous materials, and wastes; for the introduction to analysis; and for the preferred alternative. This project section of the California HSR System would extend approximately 30 miles, starting at Los Angeles Union Station south to the Anaheim Regional Transportation Intermodal Center in Anaheim, with stations in between. This corridor runs through a narrow and constrained urban environment, with other rail operators in the area.



## Zachary Cornejo, MS

### Environmental Planner

Zachary Cornejo is an environmental planner with more than four years of experience working on a range of habitat conservation plans, development, public works, and transportation projects. He has experience preparing environmental documentation and technical studies in compliance with California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA), and the National Transportation Act of 1966 (Section 4(f) process). Zachary's experience includes all aspects of project management, including environmental documentation, technical study preparation, subcontractor oversight, managing project budgets and schedules, and coordination with federal, state, local agencies.

### Years of Experience

Professional start date: 06/2017  
ICF start date: 11/2020

### Education

MS, Natural Resource  
Stewardship, Colorado State  
University, 2019

BS, Environmental Science and  
Management, University of  
California Davis, 2017

### Project Experience

#### **San Francisco Housing Element Update EIR—San Francisco Planning Department, San Francisco, CA, August 2021 – Present.**

**Environmental Planner.** The San Francisco Planning Department is proposing to update the housing element of the San Francisco General Plan. The EIR evaluates the impacts that could result from adoption and implementation of the San Francisco Housing Element 2022 Update, which is an updates to the adopted 2014 Housing Element of the general plan. Zachary serves as the primary author of the public services, parks and recreation, wildfire, minerals, and agricultural sections of the EIR.

#### **Mission Bay School Project—San Francisco Unified School District, San Francisco, CA, December 2020 – August 2021.**

**Environmental Planner.** Zachary supported the preparation of the focused EIR and initial study prepared for this project and served as the primary author of the Utilities and Service Systems section. The Utilities and Service Systems section analysed impacts to water supply, wastewater, stormwater, solid waste, and electricity and telecommunications facilities associated with the project. The project included the construction of a multi-story, up to 105,700-square-foot school, which would include a preschool, transitional kindergarten, kindergarten-through-fifth grade elementary school, linked learning hub, professional learning space, outdoor learning area, outdoor play area, and paved surface parking lot.

#### **San Rafael Transit Center Project—Golden Gate Bridge, Highway, and Transportation District, San Rafael, CA, 2020 – Present.**

**Environmental Planner.** Zachary served as the primary author of the Transportation section of the project EIR. Additionally, Zachary served as the co-author of the Aesthetics/Visual Impacts section of the EIR. This project plans to construct a new transit center in the downtown portion of the City of San Rafael to address existing operational deficiencies and provide a safe and appealing center for public transit. The project is high profile and located within an urban environment result in complex environmental constraints pertaining to community impacts, noise impacts, traffic impacts, and aesthetic/visual impacts.



### **Corby Battery Energy Storage System—City of Vacaville, CA, 02/2021 – Present**

**Environmental Planner.** ICF is preparing a critical issues analysis, EIR, and conditional use permit to construct a new battery energy storage system (BESS) facility in the northeast portion of the City of Vacaville. The BESS facility would help the state secure its electrical utility systems during the summer and fall season in accordance with Governor Newsom's emergency mandate in February 2021. The proposed project would construct approximately 60 acres of new BESS facilities to capture unused electricity produced during high generation periods for use during low generation periods. Issues associated with this project include land use conflicts, labor union disputes, and impacts to wetlands and water of the US. water and stormwater, air quality, and visual resources Zachary has drafted the critical issues analysis and is assisting with project coordination.

### **State Route 131 Capital Preventative Maintenance Project—Caltrans District 4, Marin County, CA, November 2021 – Present.**

**Project Manager.** Zachary manages the preparation of the project IS/MND and coordination with Caltrans the production of the project description. Caltrans District 4 implemented the approximately 4.5 mile long project in Marin County t to improve the serviceability and ride quality of SR 131 along. Project improvements include improving existing safety features, upgrading signage, improving pavement delineation, rehabilitating drainage facilities, and modifying electrical systems within the Project area.

### **Last Chance Grade Project—Caltrans District 1, Crescent City, CA, 2020 – Present.**

**Deputy Project Manager.** Zachary coordinates with Caltrans and biological subconsultants to ensure that biological surveys are conducted according to agreed upon standards. Specifically, Zachary manages information and equipment needs for biological subconsultants and conveys survey status and concerns to Caltrans on a weekly bases. This project plans to reconstruct a 3-mile segment of US 101, between Klamath and Crescent City, that is subject to persistent landslides and road failures. The project alignments are located in a highly sensitive biological area and Caltrans has required extensive biological surveying to document existing conditions and accurately forecast project impacts.

### **State Route 239 Project—Contra Costa County Transportation Authority, 2020 – Present.**

**Deputy Project Manager.** Zachary coordinates with project stakeholders and regulatory agencies and assists the project management team with directing internal document preparation and review. Additionally, Zachary works in tandem with the project manager to ensure that subconsultants have updated project details and project site access permissions. This project plans to construct a new state route north-south connection in eastern contra costa and alameda counties. The project is high profile and complex and includes a number of environmental constraints, primarily including wetland resources, biological resources, community impacts, noise impacts and traffic impacts.

### **Employment History**

ICF. Environmental Planner. San Francisco, CA. 11/2020 – Present

Dewberry | Drake Haglan. Staff Environmental Scientist. Sacramento, CA. 01/2019 – 10/2020.

Drake Haglan & Associates. Associate Environmental Planner. Sacramento, CA. 06/2017 – 01/2019.



## Katrina Sukola

### Project Role: Hydrology and Water Quality

Katrina Sukola has experience in water and sediment quality, metal and nutrient analysis, and contaminant analysis in aquatic environments. She has managed and conducted fieldwork including river and coastal assessments such as the U.S. EPA's National Coastal Assessment, habitat assessments for herring, restoration projects including habitat restoration for red-legged frogs in the Eldorado National Forest, and monitoring programs for marine aquatic invasive species. Katrina has also designed and implemented environmental monitoring programs and coordinated fieldwork including surface and stormwater sampling.

Katrina prepares a variety of environmental documents including Environmental Impact Reports/Statements (EIRs/EISs), Environmental Assessments (EAs), Initial Studies (ISs), Mitigated Negative Declarations (MNDs), and technical reports related to water resources, and experienced in environmental compliance pursuant to the National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA). She is thoroughly familiar with water resource issues, water quality regulatory compliance, and experienced with review of permits such as wastewater, stormwater, National Pollutant Discharge Elimination System (NPDES), and municipal separate storm sewer system (MS4) permits, and environmental management plans including ocean management plans and fisheries management policy.

### Years of Experience

Professional start date: 08/2004  
ICF start date: 06/2015

### Education

MS Chemistry, University of Manitoba, 2003

BS Environmental Chemistry, University of Waterloo, 2001

### Project Experience

#### **Facebook Willow Village EIR—City of Menlo Park, CA, 05/2020 – 04/2022**

**Hydrology and Water Quality Lead Author.** Katrina serves as task lead for surface water hydrology, groundwater resources, water quality, and flood impacts. This project would redevelop an approximately 59-acre industrial site, plus 2 parcels west of Willow Road, as a multiphase, mixed-use development. The project would construct new buildings, establish various open space areas, install infrastructure within a new Residential/Shopping District, Town Square District, and Campus District, alter two parcels to accommodate realignment of Hamilton Avenue, and construct an undercrossing to provide tram and pedestrian access to neighboring Facebook campuses. Primary issues include existing contaminated groundwater, increased flooding, and adaptation to sea level rise.

#### **Bayhill Specific Plan EIR— City of San Bruno, California, 3/2019 – 09/2021**

**Hydrology and Water Quality Lead Author.** The Bayhill Specific Plan Area encompasses approximately 92.2 acres and made up of 17 large parcels. The Plan Area is part of a 20-year campus expansion plan to be developed in five phases. The project considers approximately 2.46 million square feet of new commercial and potentially residential development, with significant subterranean parking. Katrina authored the hydrology and water quality section of the EIR.





**Southline Specific Plan EIR — City of South San Francisco, South San Francisco, California, 03/2020 – 04/2022**

**Hydrology and Water Quality Lead Author.** The Southline Specific Plan encompasses the 26-acre Southline Specific Plan Area. The proposed project would demolish all existing industrial uses on-site and construct seven office buildings, an amenities building, underground parking throughout the site, a parking structure, a new road connection, and approximately 369,000-square feet of open space. Development of the proposed project would be phased, including a Phase I. In total, the project is anticipated to have a maximum building area of 2.8 million-square feet. Katrina authored the hydrology and water quality section of the EIR.

**751 Gateway Boulevard Project EIR - San Francisco No. 40, LLC, City of South San Francisco, California, 1/2020 – 6/2020**

**Hydrology and Water Quality Lead Author.** Katrina authored the Hydrology and Water Quality section for the 751 Gateway Boulevard Project Environmental Impact Report (EIR). The project included redevelop of a 7.4-acre, irregularly shaped site within the City of South San Francisco's Gateway Specific Plan planning area. The proposed project involves the construction of a seven-story building with approximately 208,8000 sf of usable space (60 percent research and development uses, and 40 percent office uses).

**555 & 777 West Middlefield EIRs—City of Mountain View, California, 12/2017 – 10/2021**

**Hydrology and Water Quality Lead Author.** The 555 West Middlefield Project includes retaining the 402 existing multi-family residential units and the construction of 348 new residential units in 2 separate buildings on 7 acres of existing surface parking lot. The 777 West Middlefield Project includes the demolition of the existing on-site buildings and construction of up to 716 new residential units in 3 buildings with subterranean parking.

**1075 O'Brien Drive IS/Mitigated Negative Declaration (MND)—City of Menlo Park, CA, 11/2020 – 04/2021**

**Hydrology and Water Quality Lead Author.** Katrina served as technical lead for surface water hydrology, groundwater resources, water quality, and flood impacts. This project would construct an industrial building for research and development, commercial, and office uses, along with a five-level parking structure. Primary issues include changes in stormwater runoff and development within the 100-year floodplain.

**1125 O'Brien Drive IS/MND—City of Menlo Park, CA, 10/2019 – 06/2021**

**Hydrology and Water Quality Lead Author.** Katrina served as technical lead for surface water hydrology, groundwater resources, water quality, and flood impacts. This project would construct an industrial building for research and development uses, as well as surface parking. The project includes reduced impervious surfaces and bioretention area and flow-through planter to capture and treat runoff.

**SF Giants Mission Rock Seawall Lot 337 Pier 48 EIR—Seawall Los 37 Associates LLC, San Francisco, California, 09/2015 – 06/2017**

**Hydrology and Water Quality Lead Author.** Katrina authored the Hydrology and Water Quality section for the SF Giants Mission Rock Seawall Lot 337 Pier 48 Project EIR documents. The 27-acre mixed use project involves development of residential, commercial, light industrial, active/retail, and open space as well as the rehabilitation and reuse of Pier 48. The project is located adjacent to marginal wharf, China Basin Park and Terry A. Francois Boulevard in the City of San Francisco.

**Facebook Constitution Campus Expansion—City of Menlo Park, California, 5/2015 – 08/2016**

**Hydrology and Water Quality Specialist.** Katrina authored the Hydrology and Water Quality section for the Facebook Constitution Campus Expansion Environmental Impact Report (EIR) documents. The project included the redevelopment of an existing industrial site with two new office buildings and a hotel. The project is located within the jurisdiction of the San Francisco Bay Water Board.



## DAVID DOEZEMA

*Mr. Doezema is a Principal in Keyser Marston Associates' San Francisco office with 15 years' experience in real estate and economic consulting.*

### **Key Role**

Mr. Doezema focuses on affordable housing nexus, fiscal and economic impact analysis, successor agency finance services and sports facilities.

### ***Inclusionary Housing and Affordable Housing Nexus Analyses***

Mr. Doezema has experience with affordable housing nexus and inclusionary housing assignments for a wide range of communities throughout California. Recent assignments have included a multi-jurisdiction nexus study covering 12 Bay Area jurisdictions, Boulder CO, Emeryville, Newark, Hayward, Fremont, and Mountain View. Large city experience includes San Diego, San Jose, San Francisco and Honolulu. He has prepared project-specific affordable housing analyses addressing the Facebook Campus in Menlo Park and the Stanford Medical Center in Palo Alto.

### ***Fiscal and Economic Impact Analysis***

Mr. Doezema has experience preparing fiscal impact analyses on projects throughout California spanning a wide variety of land uses including master planned communities, military base reuse plans, medical facilities, and mixed-use projects. Recent assignment include a fiscal impact analysis of a voter initiative in Alameda and a fiscal and economic impact peer review of an NFL stadium in Inglewood.

### ***Successor Agency Finance***

Mr. Doezema assists cities and counties in relation to redevelopment dissolution including preparation and review of recognized obligation payment schedules, cash flow analyses, and fiscal consultant reports for refinance of tax allocation bonds. He has been responsible for on-going pass through calculations for all 13 successor agencies in San Mateo County on behalf the County Controller's Office.

### ***Sports Facilities***

Mr. Doezema had a key role in KMA's services to the City of Santa Clara on the Levi's Stadium project and negotiations with the San Francisco 49ers. Mr. Doezema was involved from the initial concept through stadium opening and was responsible for analyzing numerous aspects of the project including public and private construction finance sources, funding of on-going operations of the Stadium Authority, fair market rent for the City's land, and fiscal and economic impacts.

### **Professional Credentials**

Mr. Doezema holds a master's degree in urban planning and a bachelor's degree in civil and environmental engineering from the University of Michigan, Ann Arbor.



*Years in  
the Industry*

**15+**



## Gary K. Black, AICP, President

### Education

**Master of City Planning in Urban Transportation**, University of California at Berkeley

**Bachelor of Arts in Geography**, University of California at Los Angeles



### Professional Associations

**American Institute of Certified Planners**

**Institute of Transportation Engineers**

### Experience

Since 1982, Mr. Black has directed a number of transportation planning, traffic engineering, parking, and transit studies. He has prepared transportation plans for the Cities of San Jose, Palo Alto, San Mateo, and San Carlos, and areawide plans for reuse of the Bay Meadows racetrack site in San Mateo, the Cargill salt ponds site in Redwood City, and many parts of San Jose (North San Jose, Downtown, Edenvale, and Evergreen). He has prepared traffic studies for new development in most cities within the Bay Area. He also has prepared numerous parking studies, including downtown parking studies for San Carlos, San Mateo, Gilroy, and San Jose.

### Representative Projects

- **Areawide Transportation Plans:**

**Circulation Elements** for General Plans in San Mateo, Sunnyvale, San Carlos, and Palo Alto.

**Bay Meadows** – Hexagon prepared the transportation plan for redevelopment of the Bay Meadows Race Track in San Mateo into a mixed-use, transit oriented development.

**San Carlos** - Citywide study involved estimating and analyzing the traffic conditions that would occur from buildout of known development sites within the city. Intersection levels of service were calculated and recommendations were made for possible transportation network improvements.

**North San Jose** – Hexagon developed a revised development policy for North San Jose that included a long-range forecast of traffic conditions and development of a long list of necessary transportation improvements – both roads and transit. The policy resulted in the adoption of an impact fee to fund transportation improvements.

**Redwood City** – Hexagon has done the transportation planning for the proposed reuse of the Cargill salt ponds in Redwood City. The potential reuse includes essentially the development of a new town with 12,000 homes, office buildings, a shopping center, and schools.

- **Campus Studies:**

**Foothill College** –The campus is served by one ring road that is accessed through a single intersection. Hexagon staff recommended that the ring road be made one-way. Other recommendations were also made for better signage and lighting around the ring road.

**City College** – Hexagon staff was hired to measure parking demand and to determine the amount of new parking needed. Hexagon staff conducted parking occupancy surveys. Student parking in neighborhoods was estimated by comparing overnight occupancy to occupancy at typical student peak times.

**IBM Campus** - Hexagon staff was hired to address various problems occurring on the internal roads. Many recommendations came out of the study, including modifying speed limits, narrowing streets, channelizing pedestrian crossings, adding signals, and modifying intersection geometries to improve sight distance.



- **Site Traffic Analyses:**

For offices, hotels, restaurants, residential subdivisions, apartments, schools, warehouses, industrial complexes, and mixed-use developments in San Jose, Santa Clara, Sunnyvale, Milpitas, Los Gatos, Fremont, Monterey, Palo Alto, Menlo Park, Redwood City, San Carlos, San Mateo, Los Altos, Santa Rosa, Napa, Hayward, Bakersfield, Richmond, Concord, and Cupertino, California. These included estimation of future trip generation, impacts on adjacent intersections, and site-specific pedestrian and auto circulation issues such as driveway and crosswalk locations.



- **Corridor Studies:**

**Route 238 Bypass** – Mr. Black evaluated several transportation alternatives to the proposed Rte. 238 Bypass in Hayward. The Planning Area 2 Travel Forecasting model was used to project future traffic in the Central County area. The basis of the evaluation was to analyze the effects of each scenario in terms of (a) changes in traffic volumes on major roads and freeway segments, (b) congested versus uncongested vehicle miles traveled (VMT), and (c) the impacts on major street intersection operations.



- **Parking Studies:**

**San Carlos** – Staff believed that the available parking spaces were utilized to such an extent that any future development could not be accommodated. It was determined that future development could be accommodated only by planning a parking structure. A suitable site was identified, and a three-level parking structure was designed (one level underground and two levels above). To help the financial feasibility of the parking structure, it was designed to have two levels of housing above.

**San Mateo** – Due to recent and projected growth, many downtown merchants believed that more parking facilities were needed. Surveys revealed that the existing parking situation was adequate, although during peak times customers sometimes had to settle for less desirable spaces because the prime spaces were taken by employees. The study was able to show that a relatively modest increase in downtown parking meter rates combined with a small property assessment could finance an additional parking structure.



- **Major Developments:**

**Valley Fair** – Valley Fair is a 1.2 million square foot regional mall that was proposed for enlargement by approximately 300,000 square feet.

**Santana Row** – This project transformed a 1960's era shopping center into a mixed-use "Main Street" style shopping, entertainment and residential center.

**Oakridge Mall** – The proposed expansion consisted of the addition of 85,000 square feet of movie theater space plus additional retail and restaurant space.



**Evergreen Specific Plan** - The plan called for the construction of over 4,000 dwelling units on about 600 acres. Hexagon staff analyzed both on-site and off-site traffic impacts of the plan and developed the circulation element of the EIR.



## Ollie Zhou, T.E., Vice President & Principal Associate

### Education

**Bachelor of Science – Civil & Environmental Engineering**, University of California – Berkeley

### Professional Associations

**Member of the Institute of Transportation Engineers**  
**Registered Professional Traffic Engineer in the State of California (TR 2857)**



### Experience

Since January 2014, Mr. Zhou has managed a large variety of traffic engineering and transportation planning projects for both the public and private sectors throughout the greater San Francisco Bay Area. These projects mainly include travel demand model validation and application, VMT analysis, general plan updates and area plans, and traffic impact studies. Mr. Zhou is experienced in managing large-scale projects and areawide plans with prolonged schedules and complicated work scopes. Mr. Zhou mainly utilizes the CUBE software package for travel demand model applications, and manage a variety of projects conducted with Synchro, SimTraffic, Vistro, TRAFFIX software.

### Representative Projects

#### • Travel Demand Forecasting Model Development and Application Projects:

- **Menlo Park Citywide Model** – Model refinement and validation. Model application for the Willow Village/Facebook project, VMT policy update, and Housing Element Update
- **Sunnyvale Citywide Model** – Model refinement and validation. Model application for the Moffett Park Specific Plan, Sunnyvale General Plan Update, Lawrence Station Area Plan, Peery Park Specific Plan, and Sunnyvale Traffic Impact Fee.
- **San Mateo Citywide Model** – Model development, refinement and validation. Model application for the San Mateo Traffic Impact Fee.
- **10<sup>th</sup> St and 11<sup>th</sup> St two-way street conversion, San Jose** – Local model validation and forecasting link-level and intersection-level volumes.
- **Gilroy Downtown Specific Plan with High-Speed Rail (HSR) Station, Gilroy** – Incorporated boarding-alighting data provided by HSR Authority at Gilroy Caltrain Station into the Gilroy Citywide Model to analyze three downtown specific plan alternatives.

#### • Vehicle-Miles Travel (VMT) Analysis for residential, office, hotel, school, area plans, Housing Element Updates, and mixed-use developments throughout the greater Bay Area. Representative projects include:

- **Willow Village/Facebook, Menlo Park** – 1.6 million s.f. office, 1,730 housing units, 200,000 s.f. retail, 193-room hotel; project included updating City's VMT policy, and incorporating specific project characteristics into the travel demand model for VMT calculations.
- **Menlo Park Housing Element Update** – CEQA analysis for HEU with 4,000 housing units beyond GP buildout, spread across 16 sub-areas.
- **Avenue School, San Jose** – developed a hybrid VMT methodology using a combination of travel demand model and off-model processes to analyze private school; project included a 2,700 student pre-k to grade 12 private school. Using available private school student data, a custom distribution model was developed for this project.
- **Danville Housing Element Update** – CEQA analysis for HEU with 4,500 housing units among 8 opportunity sub-areas
- **Moffett Park Specific Plan, Sunnyvale** – CEQA analysis for specific plan with 33 million s.f. office/R&D, 20,000 housing units. Project incorporated specific project characteristics into the travel demand model for VMT calculations.

- **Sobel Mixed-Use Development, Salinas** – developed VMT methodology for a mixed-use development with 37,000 s.f. retail, 96-room motel, 4 restaurants, separate service station.
- **Over 50 Traffic Analyses/Traffic Feasibility Studies** for area-wide plans, offices, hotels, apartments, schools, daycare centers and multiple-use developments throughout the Bay Area.
- **Traffic Simulation/Signal Coordination Studies** for various congested corridors in San Mateo, Los Gatos, and Sunnyvale.
- **Traffic Impact Fee (TIF) Update Studies** for the City of San Mateo and the City of Sunnyvale. Conducted nexus studies and calculated appropriate impact fees for the TIF Update projects.
- **Multi-Modal Analysis** for the Palo Alto General Plan Update in Palo Alto, CA. This study included analyzing the existing and future roadway segment level-of-service for all of automobile mode, pedestrian mode, bicycle mode, and transit mode. This study followed the multi-modal analysis guidelines outlined in the *Highway Capacity Manual (HCM), 2010 Edition*.
- **Bicycle Level of Service Analysis** for the Magee Ranch project in Danville, CA. This study utilized the bicycle level of service methodology for two-lane highway segments outlined in the *Highway Capacity Manual (HCM), 2010 Edition*.



## Ling Jin, Associate

### Education

**Master of Science—Civil Engineering**, The University of Texas at Austin

**Master of Engineering—Civil Engineering**, Nanyang Technological University, Singapore

**Bachelor of Science—Civil Engineering**, Tsinghua University, China



### Experience

Since joining Hexagon in 2004, Ms. Jin has participated in a variety of transportation engineering and planning projects throughout the Bay Area. Prior to joining Hexagon, Ms. Jin worked for two years on travel demand modeling and transportation planning projects in Philadelphia, PA. Her projects include transportation impact analyses for environmental impact reports, traffic feasibility studies, multimodal studies, travel behavior analyses, transportation demand management plans, and parking studies. Ms. Jain has experience with TRAFFIX, Synchro/Simtraffic, ArcGIS, and Vistro software packages.

### Representative Projects

- **Transportation Analyses** for area-wide plans. Representative projects include Patrick Henry Drive Specific Plan in Santa Clara, CA, and Freedom Circle Focus Area Plan in Santa Clara, CA
- **Traffic Impact Analyses and Vehicle-Miles Travel (VMT) Analysis** for offices, apartments, schools, and mixed-use developments throughout the Bay Area. Representative projects include:
  - 200 Twin Dolphin Drive Office Development - Redwood City, CA
  - 505 East Bayshore Road Residential Development - Redwood City
  - 1350 Adams Court Office EIR - Menlo Park, CA
  - 3723 Haven Avenue Hotel Transportation Analysis - Menlo Park, CA
  - 550 Piercy Road Industrial Development – San Jose, CA
- **Transportation Demand Management (TDM) Plans** for both small and large projects in a variety of settings, incorporating current best practices for reducing single-occupant vehicle trips. Each plan has been tailored to the specific project and the requirements of the community where it is located. Representative projects include 123 Independence Drive TDM Plan in Menlo Park, 610 Walnut Street Office Development TDM Plan in Redwood City, and Greystar Main Street Mixed-use Development TDM Plan in Redwood City.
- **Traffic Operation Analyses and Parking Studies** for office, residential, retail, and school projects. These studies included transportation operation analyses, site access and on-site circulation analyses, conducting surveys of existing parking demand, calculations of required parking supply for the proposed projects, and shared parking analyses. Representative projects include the 3700 Thomas Road Daycare in Santa Clara, 1001 Shoreline Boulevard Residential Development Parking Study in Mountain View, and 4856 El Camino Real Residential Development in Los Altos.
- **Travel Demand Forecasting Model Development and Applications:**
  - **City of Sunnyvale General Plan Update; Sunnyvale, California.** Prepared demographic data for model calibration and development.
  - **City of Palo Alto General Plan Update; Palo Alto, California.** Prepared demographic data for model calibration and development and calculate intersection Level of Services.
  - **C/CAG El Camino Real Corridor Preliminary Traffic Study.** Coded highway networks for project alternatives. Estimated traffic demand and analyzed level of service for studied intersections.
  - **2004/2005 C/CAG Model Update; San Mateo, California.** Prepared highway network and demographic data for the updated travel demand model for San Mateo County, California.

Appendix B  
Keyser Marston Associates – Housing Needs Assessment Scope





KEYSER MARSTON ASSOCIATES  
ADVISORS IN PUBLIC/PRIVATE REAL ESTATE DEVELOPMENT

July 26, 2022

Kirsten Chapman  
Project Manager  
ICF  
201 Mission Street, Suite 1500  
San Francisco, CA 94105

ADVISORS IN:  
REAL ESTATE  
AFFORDABLE HOUSING  
ECONOMIC DEVELOPMENT

SAN FRANCISCO  
A. JERRY KEYSER  
TIMOTHY C. KELLY  
DEBBIE M. KERN  
DAVID DOEZEMA  
KEVIN FEENEY

LOS ANGELES  
KATHLEEN H. HEAD  
JAMES A. RABE  
GREGORY D. SOO-HOO  
KEVIN E. ENGSTROM  
JULIE L. ROMEY  
TIM BRETZ

SAN DIEGO  
PAUL C. MARRA

Re: Proposed Scope of Services to Prepare a Housing Needs Assessment for the Parkline Project

Dear Kirsten:

Keyser Marston Associates, Inc. ("KMA") is pleased to present the enclosed proposed scope of services to prepare a Housing Needs Assessment ("HNA") for the City of Menlo Park addressing the proposed Parkline Project ("Project"). The Project is a mixed-use neighborhood with residential and office/research and development (R&D) buildings and supporting amenities. The Project would redevelop the Project site with the following uses:

- 400 new rental residential units;
- Five new office and R&D buildings, an office amenity building, and community building totaling 1.1 million square feet, representing a one-to-one replacement of the portion of existing non-residential floor area proposed to be demolished;
- Three existing buildings totaling approximately 284,000 square feet would be retained for continued R&D use;
- Landscaped publicly accessible open space, totaling 25 acres; and
- New bicycle and pedestrian pathways.

KMA is exceptionally well qualified to prepare the HNA for the Project based on our broad expertise preparing housing impact studies and project-specific housing needs analyses. Our HNA experience encompasses a wide range of projects in Menlo Park, including the following:

- Menlo Gateway
- Facebook Campus
- Facebook Campus Expansion Project

- Menlo Flats
- Menlo Portal
- Menlo Uptown
- 1350 Adams Court
- Commonwealth Building 3
- 111 Independence Drive
- Willow Village Master Plan Project

The enclosed HNA scope of services includes preparation of an HNA using a methodology generally consistent with prior HNAs prepared for the City. Please let me know if you have any questions or comments regarding this proposed scope of services.

Sincerely,

KEYSER MARSTON ASSOCIATES, INC.



David Doezema

Attachment A: Scope of Services  
Attachment B: KMA Rate Schedule

**Attachment A**  
**Scope of Services to Prepare a Housing Needs Assessment (HNA)**  
**for the Parkline Project**

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The following scope of services is for preparation of a Housing Needs Assessment (HNA) addressing the Parkline Project (“Project”). The HNA will address the following major housing-related topics, to the extent possible:

- 1) Net impact on housing supply and housing need by income level considering:
  - a. Housing supply added by the Project;
  - b. Net impact on worker housing need from removal of existing commercial buildings from the Project site and replacement with new office / R&D buildings, with no net increase in non-residential floor area; and
  - c. Added worker housing need associated with off-site retail and other services to residents of the new residential units.
- 2) Estimated geographic distribution of housing needs by jurisdiction; and
- 3) Qualitative evaluation of potential influence on the regional housing market and potential to cause or contribute to the displacement of existing residents in nearby communities that are vulnerable to displacement.

These housing-related impacts are not required to be analyzed under CEQA but may be of interest to decision-makers and/or the public in evaluating the merits of the Project. The HNA scope and methodology will be generally consistent with HNAs for prior projects in Menlo Park. As the Project adds residential uses but does not result in a net increase in non-residential floor area, the analysis of potential displacement impacts will be qualitative in nature, consistent with HNAs for previous projects in Menlo Park that were primarily residential in nature.

***Task 1 – Project Initiation and Data Collection***

The purpose of this task is to identify the availability of data necessary to complete the HNA, identify key analysis inputs and assumptions, and refine the approach to the assignment. As part of this task, KMA will:

- (1) Provide a list of data needs to complete the HNA and work with the prime consultant and the City’s project team as necessary to gather the necessary data.
- (2) Meet with City staff, its consultants, and the project sponsor team to: (a) discuss data and analysis alternatives (b) review technical methodology and approach (c) discuss and agree on schedule.

## **Task 2 – Net impact on housing supply and housing need by income category**

KMA will quantify, by affordability level, the net impact on housing supply and housing demand associated with the Project. The analysis will address the following:

- a. *Housing Supply Addition by Income Level* – The 400 residential units to be added to the housing supply by the Project will be summarized based on the income level(s) applicable to the Below Market Rate (BMR) affordable units and the estimated income level(s) applicable to the market rate units. The income level(s) for market rate units will be estimated based on an analysis of market rents for comparable units.
- b. *Net Impact to Worker Housing Demand* – The net impact to worker housing demand will be based on the estimated net change in employment levels from removal of the existing commercial buildings and construction of the new office / R&D space and office amenity building, combined with household size ratios developed from Census data. The net impact to housing demand by income level will be estimated using a methodology consistent with other recent HNAs prepared for the City. The analyses utilize a combination of Bureau of Labor Statistics, Census, and California Employment Development Department data to estimate the household incomes of workers. The analysis will address two scenarios regarding the mix of office / R&D and life sciences tenants since this mix may vary in response to future tenant needs.
- c. *Housing Demand for Off-site Jobs Supported by Residential* – Development of new residential units adds to the demand for services such as retail, restaurants, healthcare and education. KMA will prepare an analysis to estimate housing demand by income for workers associated with off-site services to residential units. The analysis will follow a series of steps linking the estimated incomes of residents living in the new units, their demand for goods and services, the number of jobs associated with providing these services, and the housing need by income level of the workers who fill those jobs. Multiplier effects will be considered as part of the analysis.
- d. *Net Housing Demand / Supply Effect* – The net housing supply / demand effects will be computed by combining the findings of the above analyses, including each of the two scenarios regarding the mix of office / R&D and life sciences tenants.

## **Task 3 - Commuting and Geographic Distribution of Housing Supply / Demand Effects**

The prior task determines the total housing supply and demand effects irrespective of geography. In this task, the geographic distribution is estimated. The new housing units will be located in Menlo Park while the net change in worker housing needs will reflect the locations where workers live. Estimates of geographic distribution of housing demand effects will be

based upon data on commute patterns available through a special tabulation of the U.S. Census and could also incorporate any available commute data for the existing non-residential space.

#### ***Task 4 – Relationship to Regional Housing Market and Potential to Contribute to Displacement***

Lower income communities in the Bay Area have become increasingly vulnerable to displacement of existing residents. Employment growth, constrained housing production, and rising income inequality are among the factors that have contributed to increased displacement pressures, especially within lower income communities in locations accessible to employment centers where many households are housing-cost burdened. In this task, KMA will draw on the findings of the prior tasks and context materials assembled for prior HNAs prepared for other projects to provide a qualitative evaluation of the potential housing market effects.

The proposed qualitative discussion of housing market effects and displacement is more limited in scope than for past HNAs addressing projects that result in a significant increase in non-residential uses. The proposed approach reflects the nature of the Project, which adds housing while maintaining the same amount of employment space.

#### ***Task 5 – Project Variant***

The report will include a discussion of a Project variant with 600 residential units. KMA will quantify and summarize the net impact on housing demand and supply for the Project variant consistent with Tasks 2 and 3. For the Task 4 analysis of displacement impacts, a limited qualitative discussion of the variant will be provided.

#### ***Task 6 – Report Preparation***

The methodology, data sources, results and implications of the HNA will be documented in a written report. This scope assumes one draft version of the report for review and one final report.

#### ***Task 7 – Responses to DEIR Comments***

KMA anticipates assisting the City and the prime consultant in preparing responses to comments on the Draft EIR. KMA's focus will be on comments that are directly related to the HNA. We have included a time and materials budget allowance for KMA to assist with preparation of responses to comments.

## Budget

KMA proposes to complete this scope of services for the Parkline Project on a time and materials basis for an amount not to exceed \$45,000 per the estimate below. A copy of our current rate schedule is attached.

<b>Task</b>	<b>Budget Estimate</b>
Task 1 - Project Initiation and Data Collection	\$3,000
Task 2 – Net Housing Supply / Demand Effect (two scenarios)	\$20,000
Task 3 – Commuting and Geographic Distribution of Housing Effects	\$4,000
Task 4 – Relationship to Regional Housing Market and Displacement	\$5,000
Task 5 – Project Variant	\$2,000
Task 6 – Report (Draft and Final)	\$6,000
Task 7 – T&M Allowance for DEIR responses to comments	\$2,000
Reimbursable Expenses (data purchases)	\$3,000
<b>Total</b>	<b>\$45,000</b>

**ATTACHMENT B  
KEYSER MARSTON ASSOCIATES, INC.  
PUBLIC SECTOR HOURLY RATES**

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	<u>2022/2023</u>
CHAIRMAN, PRESIDENT, MANAGING PRINCIPALS*	\$290.00
SENIOR PRINCIPALS*	\$280.00
PRINCIPALS*	\$260.00
MANAGERS*	\$235.00
SENIOR ASSOCIATES	\$195.00
ASSOCIATES	\$175.00
SENIOR ANALYSTS	\$160.00
ANALYSTS	\$140.00
TECHNICAL STAFF	\$100.00
ADMINISTRATIVE STAFF	\$85.00

Directly related job expenses not included in the above rates are: auto mileage, parking, air fares, hotels and motels, meals, car rentals, taxis, telephone calls, delivery, electronic data processing, graphics and printing. Directly related job expenses will be billed at 110% of cost.

Monthly billings for staff time and expenses incurred during the period will be payable within thirty (30) days of invoice date.

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\* Rates for individuals in these categories will be increased by 50% for time spent in court testimony.

Appendix C  
Hexagon – Transportation Scope





July 22, 2022

ICF  
201 Mission Street  
San Francisco, CA 94105

**Re: *Proposal to Prepare a Transportation Impact Analysis for the Proposed Parkline Project in Menlo Park, CA.***

Dear Ms. Garcia:

Hexagon Transportation Consultants, Inc. is pleased to submit this proposal to prepare a Transportation Impact Analysis (TIA) for the proposed Parkline project in Menlo Park, CA. The project site located at 333 Ravenswood Avenue is currently occupied by the existing SRI International campus. The project proposes to redevelop the approximately 63-acre site to include 400 new housing units (including affordable housing), 1.1 million s.f. of replacement office and R&D uses, and new community-oriented retail space. A variant project description increasing the residential component to include up to 600 units will also be evaluated.

Residential site access would be provided via driveways on Laurel Street and on Ravenswood Avenue. Access to the office and R&D land uses would be provided via driveways on Ravenswood Avenue and on Middlefield Road.

## Scope of Services

The purpose of the transportation study is to satisfy the requirements of the City of Menlo Park, California Environmental Quality Act (CEQA), and the City/County Associations of Governments (C/CAG) Congestion Management Program (CMP). The transportation study will include a VMT analysis and an operational analysis of weekday AM and PM peak-hour traffic conditions. The operational analysis will determine the potential traffic adverse effects caused by the proposed project on up to 25 key intersections, 2 freeway segments, and 4 freeway ramps in the vicinity of the site.

## CEQA Analysis

1. **VMT Analysis.** The project is located mostly within ½ mile of the Menlo Park Caltrain station but is not located in a low VMT zone. Therefore, aside from the retail land use, which can be exempted for its local-oriented nature, the office and residential land uses will require a VMT analysis. Hexagon will coordinate with City staff on the most appropriate approach to evaluate the project's VMT for its office and residential land uses.
2. **VMT Mitigation.** If the VMT analysis identifies a significant VMT impact, Hexagon will work with City staff to identify the most appropriate mitigation strategies. It is envisioned that the City may need to work with the applicant team to develop the appropriate mitigation measures. Hexagon will provide technical support in reviewing documents and conducting any necessary analysis. This task assumes up to 20 hours of staff time. Work requiring considerably more effort will require additional budget authorization.



- 3. Provision of Data to Air Quality and Noise Consultants.** It is anticipated that the Air Quality and Noise consultants will need traffic and VMT data for their analysis. This task includes Hexagon staff time to coordinate with the consultants on the data needs, formats, and providing the requested data.

### Non-CEQA Operations Analysis

- 4. Selection of Study Intersections, Freeway Segments and Freeway Ramps.** Hexagon will coordinate with the project team and City staff to determine the list of study intersections, freeway segments, and freeway ramps. Decisions such as whether traffic currently generated by existing uses on site, or traffic that can be generated by existing uses on site at full occupancy can be credited towards project trip generation could affect the study scope. This proposal assumes a budget for up to 25 key intersections, 2 freeway segments, and 4 freeway ramps. Additional budget and schedule would be needed if the scope needs to include additional locations.
- 5. Site Reconnaissance.** The physical characteristics of the site and the surrounding roadway network will be reviewed to identify existing roadway cross-sections, intersection lane configurations, traffic control devices, and surrounding land uses.
- 6. Observation of Existing Traffic Conditions in the Study Area.** Field observations of existing traffic conditions will be limited to field-verifying signal timing at signalized intersections during peak hours. Due to COVID conditions, field observations of intersection-level operational issues are not included in this proposal.
- 7. Data Collection.** It is assumed that intersection counts at most study intersections will be provided by City staff. Counts at unsignalized intersections may not be available from the City. Intersection counts collected during COVID conditions will be compared against nearby locations with COVID and pre-COVID counts. This proposal includes collecting peak hour (7-9 AM, and 4-6 PM) turning movements counts at up to 10 locations. Pedestrian and bicycle counts will be included.
- 8. Evaluation of Existing Conditions.** Existing traffic conditions will be evaluated based on existing traffic volumes at the study intersections. The existing traffic conditions at the key study intersections will be evaluated using the software Vistro, which employs the *Highway Capacity Manual (HCM) 6<sup>th</sup> Edition* methodology for intersection analyses and is the designated level of service methodology for the City of Menlo Park.
- 9. Project Trip Generation, Distribution, and Assignment.** Estimates of trips to be added to the surrounding roadway network by the proposed project will be based on the trip generation rates recommended by the Institute of Traffic Engineers' *Trip Generation Manual, 11<sup>th</sup> Edition*. Potential trip reductions for the project location and mixed-use design will be estimated using the latest MXD model. Trips generated by existing uses on site will be credited based on City input (see Task 3).

Hexagon will run the citywide travel demand forecasting model to determine the trip distribution pattern for the project. Site-generated traffic will be assigned to the roadway network based on the trip generation and distribution pattern. The trip generation,



distribution, and assignment estimates will be reviewed and approved by City staff prior to initiation of the subsequent tasks.

- 10. Evaluation of Background Conditions.** Background traffic volumes represent a near-term horizon when the project is anticipated to be completed. Hexagon will work with the team and City staff to define the horizon year. A list of approved, and not-yet constructed or occupied projects will be obtained from City staff. Hexagon will use the travel demand forecasting model to forecast intersection-level traffic volumes and freeway volumes. The model's land use for the project zone will be reviewed to determine whether additional modifications are needed to generate the background conditions traffic volumes. Intersection LOS analysis will be completed using the Vistro software.
- 11. Evaluation of Background Plus Project Conditions.** Project-generated traffic will be added to the background condition traffic volumes. Intersection levels of service under project conditions will be evaluated using the Vistro software. Intersection level of service calculations will be conducted to estimate project traffic conditions during the AM and PM peak hours after the completion of the proposed project. Intersection adverse effects associated with the project will be evaluated relative to background conditions.
- 12. Evaluation of Cumulative Conditions.** Cumulative traffic volumes represent a 2040 horizon assuming the buildout of the City's General Plan, as well as any approved or pending General Plan Amendments. Hexagon assumes that either the cumulative + project model run completed for the Willow Village project, or the cumulative + project model run complete for the Housing Element Update project will be used to represent cumulative conditions. This task does not assume a new model run. The model's land use for the project zone will be reviewed to determine whether additional modifications are needed to generate the cumulative conditions traffic volumes. Intersection LOS analysis will be completed using the Vistro software.
- 13. Evaluation of Cumulative Plus Project Conditions.** Project-generated traffic will be added to the cumulative condition traffic volumes. Intersection levels of service under project conditions will be evaluated using the Vistro software. Intersection level of service calculations will be conducted to estimate project traffic conditions during the AM and PM peak hours. Intersection adverse effects associated with the project will be evaluated relative to cumulative conditions.
- 14. Freeway Segment and Ramp Analysis.** The magnitude of project trips on freeway segments and ramps near the site will be determined based on the trip assignment task described above. The number of trips on nearby freeway segments and ramps will be compared to the CMP's threshold. The results of this task will be documented in the traffic study.
- 15. Site Access, On-Site Circulation and Parking.** A review of the project site plan will be performed to determine the overall adequacy of the site access and on-site circulation in accordance with generally accepted traffic engineering standards and to identify any access or circulation issues that should be improved. Parking will be evaluated relative to the City's parking code.



- 16. Signal Warrant Analysis.** This proposal assumes that the intersection analysis will include unsignalized intersections. The need for future signalization of these unsignalized study intersections will be evaluated on the basis of the Peak Hour Warrant (Warrant 3 – Part B) in the *California Manual on Uniform Traffic Control Devices*. The warrant will be evaluated using peak-hour volumes for all study scenarios.
- 17. Evaluation of Vehicle Queuing.** For selected locations where the project would add a significant number of left-turning vehicles, the adequacy of existing/planned storage at turn pockets will be assessed by means of comparison with expected maximum vehicle queues. Vehicle queues will be estimated using a Poisson probability distribution.
- 18. Bicycle, Pedestrian, and Transit Facilities.** A qualitative analysis of the project's effect on transit service in the area and on bicycle and pedestrian circulation in the study area will be included in the traffic report. This includes sidewalks, bicycle lanes, and amenities to promote the safe use of alternate modes of transportation, and connections to the existing bicycle and pedestrian network.
- 19. Peer Review of TDM Plan.** Hexagon will conduct a comprehensive peer review of the applicant-provided Transportation Demand Management (TDM) Plan. Hexagon will summarize our comments in a draft memorandum and will respond to one round of comments from City of Menlo Park and prepare a final memorandum. This task also includes a peer review of the Final TDM Plan.
- 20. Variant Analysis.** For the project-proposed variant of including up to 600 housing units, Hexagon will qualitatively discuss the project's VMT impacts, and conduct a quantitative evaluation of the non-CEQA operational issues (intersection LOS analysis, freeway and freeway ramp analysis, queuing analysis, and parking analysis). This proposal assumes that the variant analysis will not materially change the site plan, so a site plan review is not included as part of this task.
- 21. Description of Recommendations.** Based on the results of the level of service calculations, operational issues of the site-generated traffic will be identified and described. Recommendations will be formulated that identify the locations and types of improvements or modifications necessary to alleviate the operational issues. Improvements could include street widenings, lane additions, changes in lane usage, or modifications to existing traffic signals.

## Reports and Meetings

- 22. Meetings.** The fee estimate includes Hexagon staff attendance at the project kickoff meeting, three public hearings, and ten team meetings with the Consultant team/City staff. Additional meetings will require additional budget authorization.
- 23. EIR Transportation Chapter.** Hexagon will author the EIR Transportation Chapter and include all CEQA-related and any necessary non-CEQA contents. This task includes three rounds of report revisions.



**24. TIA Report.** Hexagon will prepare a separate TIA report documenting our study methodology and findings for all tasks performed. This task includes three rounds of report revisions.

**25. Response to Public Comments.** Hexagon will prepare response to public comments as requested (i.e. NOP comments, draft EIR comments). This task assumes up to 40 hours of staff time in preparing responses to comments.

## Time of Performance

Since the EIR Transportation Chapter may or may not include non-CEQA analysis, the schedule below assumes that the administrative draft of the EIR Transportation Chapter and the TIA report will be submitted together, at the conclusion of the initial analysis. Barring any unforeseen delays, the administrative drafts will be submitted approximately 12 weeks (major milestones are described below) after: (1) authorization to proceed, and (2) receipt of all required data (such as new count data, the City's approved trips inventory, and project related information). Upon receiving the first and second rounds of review comments, Hexagon will revise the report within 2 weeks. Upon receiving the third round of review comments, assumed to be minor editorial comments, Hexagon will revise the report within 1 week.

### Major Milestones

Week	Milestone
Week 3	Provide draft trip generation, distribution and assignment for City review and approval (assume 2-week City review time)
Week 5	Provide preliminary VMT results for City review (assume 2-week City review time)
Week 8	Provide preliminary results for non-CEQA analyses (assume 2-week City review time)
Week 12	Provide administrative draft EIR Transportation Chapter, TIA report, and data needs for AQ/Noise



## Cost of Services

The fee for the scope of services will be based on time and expenses up to a maximum budget of \$125,000 (see Table 2 for budget breakdown). Also attached is Hexagon's billing rate by position. Work not specifically specified in this scope are considered out-of-scope (such as analyzing additional variants, alternatives, revised project description after project initiation), and will require additional budget authorization.

We appreciate your consideration of Hexagon Transportation Consultants for this assignment. If you have any questions, please do not hesitate to call.

Sincerely,

**HEXAGON TRANSPORTATION CONSULTANTS, INC.**

A handwritten signature in black ink, appearing to read "Gary K. Black".

Gary K. Black  
President

A handwritten signature in black ink, appearing to read "Ollie Zhou".

Ollie Zhou, T.E.  
Principal Associate



**Table 1**  
**Budget by Task**

#	Task	President	Principal Associate	Associate	Engineer	Admin/ Graphics	Direct Expenses	Budget
1	VMT Analysis	4	16					\$ 5,360
2	VMT Mitigation	4	16					\$ 5,360
3	Provision of Data to AQ/Noise		8	8				\$ 3,680
4	Selection of Intersections, Freeway Segments, Ramps		4			2		\$ 1,260
5	Site Reconnaissance			4				\$ 800
6	Traffic Condition Observations				8		\$ 100	\$ 1,340
7	Data Collection				8		\$ 2,600	\$ 3,840
8	Evaluation of Existing Conditions		4	16				\$ 4,240
9	Trip Generation, Distribution, Assignment	2	4	8	8	2		\$ 4,700
10	Background Conditions		4	16				\$ 4,240
11	Background + Project Conditions			4				\$ 800
12	Cumulative Conditions		4	16				\$ 4,240
13	Cumulative + Project Conditions			4				\$ 800
14	Freeway Segment and Ramp Analysis		16					\$ 4,160
15	Site Access, On-Site Circulation, Parking		4	8				\$ 2,640
16	Signal Warrant Analysis				4			\$ 620
17	Vehicle Queuing			4	4			\$ 1,420
18	Bike, Pedestrian and Transit Facilities		2	8				\$ 2,120
19	Peer Review of TDM Plan	2	8	24				\$ 7,480
20	Variant Analysis		8	20				\$ 6,080
21	Description of Recommendations	4	8	8				\$ 4,880
22	Meetings	10	24					\$ 9,240
23	EIR Transportation Chapter	10	20	60		4		\$ 20,640
24	TIA Report	4	20		50			\$ 14,150
25	Response to Public Comments	10	30					\$ 10,800
	<b>Total</b>	<b>50</b>	<b>200</b>	<b>208</b>	<b>82</b>	<b>8</b>	<b>\$ 2,700</b>	<b>\$ 125,000</b>

## Hexagon 2022 Billing Rates

<u>Professional Classification</u>	<u>Rate per Hour</u>
President	\$300
Principal	\$260
Senior Associate II	\$240
Senior Associate I	\$220
Associate II	\$200
Associate I	\$175
Planner/Engineer II	\$155
Planner/Engineer I	\$130
Admin/Graphics	\$110
Senior CAD Tech	\$95
Technician	\$75

Direct expenses are billed at actual costs, with the exception of mileage, which is reimbursed at the current rate per mile set by the IRS.

Billing rates shown are effective January 1, 2022 and subject to change January 1, 2023.

Appendix D  
West Yost – Optional Water Supply Assessment Scope



July 27, 2022

SENT VIA: EMAIL

Heidi Mekkelson  
Principal  
ICF  
201 Mission Street, Suite 1500  
San Francisco, CA 94105

**SUBJECT: Proposal for Engineering Services – Preparation of a Water Supply Assessment for the Proposed SRI Parkline Project**

Dear Heidi:

As requested, the following is West Yost’s proposed Scope of Services for an optional task to be included in your proposal for Environmental Impact Report (EIR) preparation and environmental consultant services for the City of Menlo Park (City). This scope includes engineering services related to the preparation of a Water Supply Assessment (WSA) for the proposed Parkline Project (Proposed Project), which proposes to update SRI’s research campus, located in Menlo Park, California, and within the Menlo Park Municipal Water (MPMW) service area.

**PROJECT UNDERSTANDING**

On October 15, 2021, Lane Partners LLC (Project Applicant) submitted an application on behalf of SRI International (SRI) to update SRI’s research campus and create a new transit-oriented, mixed-use district adjacent to the City’s Downtown Area and Caltrain Station. The proposal, called Parkline, will replace and consolidate SRI’s existing facilities and create new housing and open space on the approximately 63.2 acre site. The Parkline project includes, but is not limited to, the following:

- 400 new housing units (apartment units and town homes)
- 1.05 million square feet of new office/research and development/life science space to replace outdated research buildings
- 44,000 square feet of new office amenity space
- Retaining 284,000 square feet of office space for SRI’s continued operations
- 2,000 square feet of retail space
- 1-acre community athletic field
- Over 25 acres of open space

In addition, the Project Applicant has requested review of a project variant that would include up to 600 residential units.

California Senate Bill 610 (SB 610) amended state law, effective January 1, 2002, to improve the link between information on water supply availability and certain land use decisions made by cities and counties. SB 610 sought to promote more collaborative planning between local water suppliers and cities and counties, requiring detailed information regarding water availability to be provided to the city and county decision-makers prior to approval of specified large development projects. The purpose of this coordination is to ensure that prudent water supply planning has been conducted and that planned water supplies are adequate to meet existing demands, anticipated demands from approved projects and tentative maps, and the demands of proposed projects.

SB 610 amended California Water Code sections 10910 through 10915 (inclusive) to require land use lead agencies to:

- Identify any public water purveyor that may supply water for a proposed development project; and
- Request a WSA from the identified water purveyor.

The purpose of the WSA is to demonstrate the sufficiency of the purveyor's water supplies to satisfy the water demands of the proposed project, while still meeting the water purveyor's existing and planned future uses. Water Code sections 10910 through 10915 delineate the specific information that must be included in the WSA.

The Proposed Project will be served by MPMW's existing potable water system. Based on the description of the Proposed Project, a WSA will be required in compliance with the requirements of SB 610.

## **SCOPE OF SERVICES**

Our proposed Scope of Services to prepare the WSA is described below.

### **Task 1. Evaluate Water Demands for Buildout of the Proposed Project**

MPMW evaluated future potable and recycled water demands through 2040 as part of the 2020 Urban Water Management Plan (UWMP) planning process. MPMW's Decision Support System (DSS) Water Demand and Conservation Model was revised by the Bay Area Water Supply and Conservation Agency (BAWSCA) to account for changes that have occurred since the 2015 UWMP was developed. As described in the 2020 UWMP, the baseline year for projections was updated to 2019, population and employment inputs were revised by the City's Planning Division based on recently approved projects and the 2016 General Plan Update (ConnectMenlo), and a partial rebound scenario was considered to account for inelastic demand changes due to water savings from water rates increases and active conservation programs.

In this task, West Yost will review the current development plans for the Proposed Project and project potable and recycled water demands for the Proposed Project, with and without the project variant. The demands projected for the Proposed Project will be compared against the projected water demand increase available for future growth within the MPMW service area, as projected in the 2020 UWMP.

#### ***Task 1.1. Review Available Data***

Under this task, West Yost will review available data on the Proposed Project, including the number and type of residential units, square footages of non-residential buildings, number of stories, anticipated occupancy, anticipated landscape areas, recycled water use areas, etc.

### **Task 1.2. Project Water Demands for Proposed Project**

Based on the information collected and reviewed in Task 1.1, West Yost will project the water demands for buildout of the Proposed Project. Previous water demand projections prepared for MPMW's Water System Master Plan (WSMP) will be reviewed to assess any changes in the projected demands within the Water Analysis Zone in which the Proposed Project is located.

West Yost will also coordinate with the City and Project Proponents to understand: (1) any water conservation measures to be incorporated into the Proposed Project, including water efficient fixtures; and (2) anticipated Proposed Project completion date to evaluate whether landscape irrigation could be served by recycled water from planned future recycled water facilities, which may reduce potable water use at the Proposed Project site. Recycled water demand projections are included in MPMW's 2020 UWMP and are consistent with the WBSD's Bayfront Recycled Water Facilities Plan.

The projected potable and recycled water demands for the Proposed Project site will be compared with those included in MPMW's 2020 UWMP.

#### **Task 1 Assumptions**

- West Yost has budgeted one (1) meeting with MPMW staff to discuss comments on the preliminary potable water demands.

#### **Task 1 Deliverables**

- West Yost will submit preliminary potable and recycled water projections for the Proposed Project to MPMW for review and comment prior to proceeding with Task 2.

### **Task 2. Prepare Water Supply Assessment**

West Yost will prepare a WSA for the Proposed Project in accordance with the requirements of SB 610 (as adopted in the California Water Code as Sections 10910-10915). The WSA will be based on information provided by the City and Project Proponents.

Projected water demands for the Proposed Project will be based on those projected in Task 1. The existing and future water supply quantities and supply reliability will be as documented in the MPMW's 2020 UWMP and will incorporate information provided by the San Francisco Public Utilities Commission (SFPUC) regarding the potential water supply impacts resulting from amendments to the Water Quality Control Plan for the San Francisco Bay/Sacramento-San Joaquin Delta Estuary, which were adopted by the State Water Resources Control Board in December 2018.

The WSA will include the following:

- A description of the Proposed Project, including location, overall area, number of parcels, type of proposed development, and proposed phasing, if applicable;
- An estimation of the total water demand associated with buildout of the Proposed Project (no phasing will be evaluated in the WSA);
- A description of MPMW's current and future water supply and demand conditions, including supply entitlement and contractual amounts, supply reliability under varying hydrologic condition, and existing and anticipated future water demands;

- A description of determinations as required by SB 610, including:
  - If the Proposed Project is subject to the requirements of the California Environmental Quality Act (CEQA),
  - If the Proposed Project meets the SB 610 definition of a Project,
  - Identification of MPMW as the responsible water system, and
  - If MPMW’s 2020 UWMP includes the water demands for the Proposed Project.
- A water supply assessment for the Proposed Project including the following:
  - Identification of existing water supplies for the Proposed Project and demonstration that said supplies exist,
  - If inadequate supplies exist, identification and evaluation of options to meet water supply deficit,
  - Evaluation of the sufficiency and reliability of the proposed supply for the Proposed Project,
  - Identification of any potential conflicts that may arise from the exercise of water supply entitlements required for the Proposed Project, and
  - Proposed use and sufficiency of groundwater supplies (based on existing available data and studies).
- A determination of sufficiency of existing and future supply for the Proposed Project in accordance with the requirements of SB 610.

#### **Task 2 Assumptions**

- West Yost will attend one review meeting to discuss comments on the Draft WSA Report.

#### **Task 2 Deliverables**

- West Yost will prepare and provide one (1) electronic copy (in PDF format) to ICF and the City for review and comment.
- West Yost will prepare and submit one (1) PDF copy of the Final WSA Report following receipt of comments on the Draft WSA Report.

### **Task 3. Project Management, Meetings and Coordination**

West Yost will keep ICF and City staff informed as to the progress on the above tasks via regularly scheduled conference calls. During the conference calls, West Yost will report on progress for on-going tasks and discuss any issues being encountered.

As described in the tasks above, West Yost also anticipates virtual meetings with ICF, the City and Project Proponents at key milestones of this Project. Meetings at the following milestones are anticipated and included in this Scope of Services:

- One project kickoff meeting to discuss the approach for the preparation of the WSA;
- One meeting at the completion of Task 1 to discuss the potable water demand projections for the Proposed Project;
- One meeting at the completion of Task 2 to discuss any questions or comments on the Draft WSA for the Proposed Project; and
- Attendance at the City of Menlo Park Council Meeting when the Final WSA is considered for adoption to be available to respond to any questions that may arise.

Additional meetings beyond those described above are not included in this Scope of Services but could be added with an approval and associated budget augmentation by ICF.

### Task 3 Assumptions

- It is assumed that up to two (2) West Yost staff will attend the project kickoff meeting, up to two (2) West Yost staff will attend the meetings at the completion of Tasks 1 and 2, and one (1) West Yost staff will attend the City of Menlo Park Council Meeting.
- It is assumed that all meetings will be held virtually via MS Teams or equivalent.

### Task 3 Deliverables

- No deliverable will be provided for this task.

## PROJECT BUDGET

West Yost will perform the basic Scope of Services described above on a time-and-materials basis, at the billing rates set forth in West Yost's attached 2022 Billing Rate Schedule, for a not-to-exceed budget of \$35,700. If additional work is identified that is not included in this Scope of Services, we will perform additional work only after receipt of ICF's written authorization. The estimated level of effort and costs associated with performing the basic Scope of Services described above are summarized in Table 1.

Description	Level of Effort, hours	Costs, dollars
Task 1. Evaluate Water Demands for Buildout of the Proposed Project	38	8,900
Task 2. Prepare Water Supply Assessment	101	22,800
Task 3. Project Management, Meetings and Coordination	13	4,000
<b>Total</b>	<b>152</b>	<b>\$35,700</b>

## SCHEDULE

West Yost will commence work on this Project immediately upon receiving Notice to Proceed from ICF and will coordinate the preparation of the WSA with ICF and City staff.

We look forward to working with you on this important project. Please do not hesitate to call me at 925-461-6793 or email me at [edrayer@westyost.com](mailto:edrayer@westyost.com) if you have any questions or require additional information.

Sincerely,  
WEST YOST



Elizabeth Drayer, PE  
Vice President  
RCE #46872

Attachment A. West Yost 2022 Billing Rate Schedule

West Yost 2022 Billing Rate Schedule

# 2022 Billing Rate Schedule

(Effective January 1, 2022 through December 31, 2022)\*



POSITIONS	LABOR CHARGES (DOLLARS PER HOUR)
<b>ENGINEERING</b>	
Principal/Vice President	\$318
Engineer/Scientist/Geologist Manager I / II	\$301 / \$315
Principal Engineer/Scientist/Geologist I / II	\$272 / \$289
Senior Engineer/Scientist/Geologist I / II	\$244 / \$256
Associate Engineer/Scientist/Geologist I / II	\$209 / \$224
Engineer/Scientist/Geologist I / II	\$168 / \$195
Engineering Aide	\$98
Field Monitoring Services	\$90
Administrative I / II / III / IV	\$86 / \$109 / \$130 / \$144
<b>ENGINEERING TECHNOLOGY</b>	
Engineering Tech Manager I / II	\$313 / \$315
Principal Tech Specialist I / II	\$287 / \$297
Senior Tech Specialist I / II	\$263 / \$275
Senior GIS Analyst	\$238
GIS Analyst	\$225
Technical Specialist I / II / III / IV	\$168 / \$191 / \$215 / \$240
Technical Analyst I / II	\$120 / \$144
Technical Analyst Intern	\$97
Cross-Connection Control Specialist I / II / III / IV	\$125 / \$136 / \$152 / \$170
CAD Manager	\$189
CAD Designer I / II	\$147 / \$166
<b>CONSTRUCTION MANAGEMENT</b>	
Senior Construction Manager	\$304
Construction Manager I / II / III / IV	\$185 / \$199 / \$211 / \$267
Resident Inspector (Prevailing Wage Groups 4 / 3 / 2 / 1)	\$162 / \$180 / \$201 / \$209
Apprentice Inspector	\$147
CM Administrative I / II	\$79 / \$106
Field Services	\$209

- Hourly rates include Technology and Communication charges such as general and CAD computer, software, telephone, routine in-house copies/prints, postage, miscellaneous supplies, and other incidental project expenses.
- Outside Services such as vendor reproductions, prints, shipping, and major West Yost reproduction efforts, as well as Engineering Supplies, etc. will be billed at actual cost plus 15%.
- The Federal Mileage Rate will be used for mileage charges and will be based on the Federal Mileage Rate applicable to when the mileage costs were incurred. Travel other than mileage will be billed at cost.
- Subconsultants will be billed at actual cost plus 10%.
- Expert witness, research, technical review, analysis, preparation and meetings billed at 150% of standard hourly rates. Expert witness testimony and depositions billed at 200% of standard hourly rates.
- A Finance Charge of 1.5% per month (an Annual Rate of 18%) on the unpaid balance will be added to invoice amounts if not paid within 45 days from the date of the invoice.

\* This schedule is updated annually

# 2022 Billing Rate Schedule

(Effective January 1, 2022 through December 31, 2022)\*



## Equipment Charges

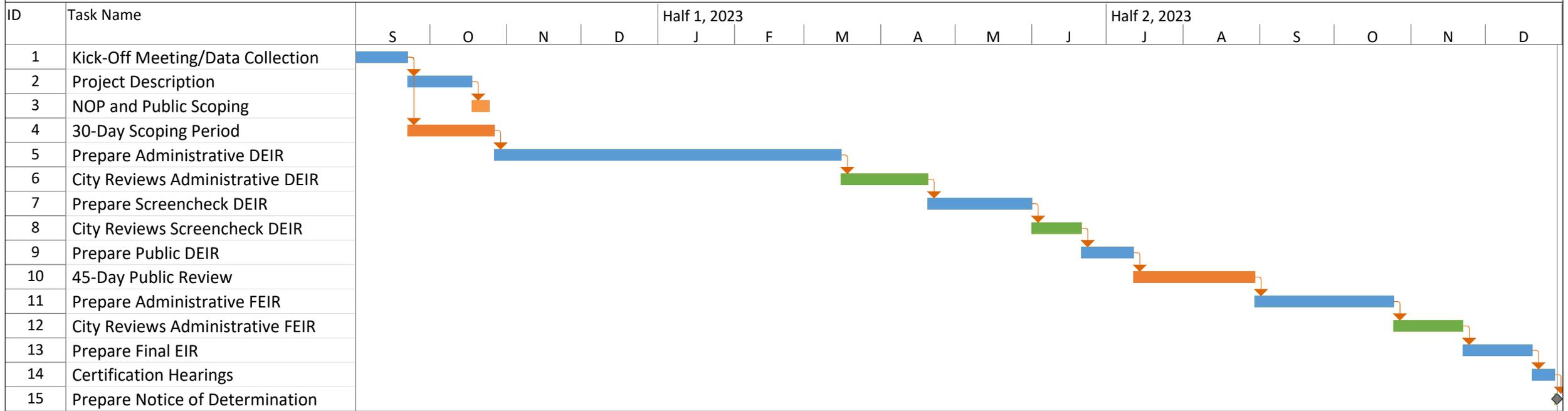
EQUIPMENT	BILLING RATES
2" Purge Pump & Control Box	\$270 / day
Aquacalc / Pygmy or AA Flow Meter	\$28 / day
Emergency SCADA System	\$35 / day
Gas Detector	\$80 / day
Generator	\$39 / day
Hydrant Pressure Gauge	\$10 / day
Hydrant Pressure Recorder, Impulse (Transient)	\$55 / day
Hydrant Pressure Recorder, Standard	\$40 / day
Low Flow Pump Controller	\$75 / day
Powers Water Level Meter	\$32 / day
Precision Water Level Meter	\$19 / day
Stainless Steel Wire per foot	\$0.03 / day
Storage Tank	\$15 / day
Sump Pump	\$24 / day
Transducer Components (per installation)	\$23 / day
Trimble GPS – Geo 7x	\$220 / day
Tube Length Counter	\$22 / day
Turbidity Meter	\$22 / day
Vehicle	\$10 / day
Water Flow Probe Meter	\$20 / day
Water Quality Meter	\$27 / day
Water Quality Multimeter	\$185 / day
Well Sounder	\$30 / day

\* This schedule is updated annually



**Appendix E**  
**Proposed Schedule**

Parkline Master Plan Project EIR Schedule



Project: Schedule  
Date: Fri 7/29/22

Public Review Period [Orange bar]      City Task [Green bar]      ICF Task [Blue bar]

Appendix F  
Cost Estimate



Period 1

	<b>Period 1</b>	<b>Project Total</b>
<b>Budget</b>	<b>\$28,826.25</b>	<b>\$598,316.75</b>

Period 1 Range

04/01/22 - 12/31/22

1		2		3		4		5		6	
Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
30	\$ 5,040.00	34	\$ 5,140.00	38	\$ 6,280.00	0	\$ 2,420.00	0	\$ -	0	\$ -

1	2	3	4	5	6
Kick-Off/Data Collection	Project Description	NOP and Scoping	Admin Draft EIR	Alternatives, Other CEQA, Variant	Screencheck Draft EIR

Labor				1		2		3		4		5		6	
Project Role	Last Name	First Name	Rate	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Project Director	Mekkelson	Heidi	\$230.00	6	\$1,380.00	2	\$460.00	8	\$1,840.00		\$0.00		\$0.00		\$0.00
Senior Advisor/Aes/Pop/LU	Chapman	Kirsten	\$175.00	4	\$700.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
Project Manager	Viramontes	Jessica	\$150.00	12	\$1,800.00	8	\$1,200.00	18	\$2,700.00		\$0.00		\$0.00		\$0.00
DPM/Energy/PS/Util	Atteberry	Devan	\$145.00	8	\$1,160.00	24	\$3,480.00	12	\$1,740.00		\$0.00		\$0.00		\$0.00
Geo/Haz/Paleo	Roberts	Diana	\$160.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
Hazards	Barrera	Mario	\$175.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
Archeo	Holland	Lora	\$175.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
Archeo	Wildt	Jennifer	\$175.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
Noise	Matsui	Cory	\$160.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
Noise	Schumaker	Noah	\$125.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
AQ/GHG	Yoon	Laura	\$200.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
AQ/GHG	Mansoor	Jacqueline	\$125.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
AQ/GHG	Trageser	Darrin	\$125.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
AQ/GHG	Carr	Edward	\$240.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
Historic	Rusch	Jonathon	\$160.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
Historic	Felicetti	Nicole	\$115.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
Biology	Webber	Lisa	\$175.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
Hydro	Sukola	Katrina	\$145.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
Editor	Mathias	John	\$115.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
Graphics	Conley	John	\$145.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
Analyst/Util/LU	Cornejo	Zachary	\$125.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
<b>Total - Labor</b>				<b>30</b>	<b>\$5,040.00</b>	<b>34</b>	<b>\$5,140.00</b>	<b>38</b>	<b>\$6,280.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>
Other Direct Costs (ODCs)				1		2		3		4		5		6	
Category	Rate		Dollars		Dollars		Dollars		Dollars		Dollars		Dollars		Dollars
Subtotal - ODCs			\$0.00		\$0.00		\$0.00		\$0.00		\$2,200.00		\$0.00		\$0.00
Markup	10.00%		\$0.00		\$0.00		\$0.00		\$0.00		\$220.00		\$0.00		\$0.00
<b>Total - ODCs</b>			<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$2,420.00</b>		<b>\$0.00</b>		<b>\$0.00</b>
Subcontractors				1		2		3		4		5		6	
Firm	Name	Rate	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	
Hexagon		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
KMA		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
<b>Total - Subcontractors</b>			<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	
<b>Subcontractors - Markup</b>			<b>10.00%</b>	<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>	
<b>Total Proposed Price</b>			<b>30</b>	<b>\$5,040.00</b>	<b>34</b>	<b>\$5,140.00</b>	<b>38</b>	<b>\$6,280.00</b>	<b>0</b>	<b>\$2,420.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	



Period 1

	<b>Period 1</b>	<b>Project Total</b>
<b>Budget</b>	<b>\$28,826.25</b>	<b>\$598,316.75</b>

7 Total		8 Total		9 Total		10 Total		11 Total		12 Total	
Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
0	\$ 1,685.75	0	\$ -	0	\$ 66.00	0	\$ 495.00	0	\$ 49.50	48	\$ 7,650.00

Period 1 Range

04/01/22 - 12/31/22

7	8	9	10	11	12	TOTAL
Public Draft EIR	Public Review/ Hearings	Draft Responses to Comments	Final EIR and Certification	MMRP/ Findings/ Admin Record	Project Management / Meetings	

Labor				7	8	9	10	11	12	TOTAL					
Project Role	Last Name	First Name	Rate	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars				
Project Director	Mekkelson	Heidi	\$230.00		\$0.00		\$0.00		\$0.00	6	\$1,380.00				
Senior Advisor/Aes/Pop/LU	Chapman	Kirsten	\$175.00		\$0.00		\$0.00		\$0.00	2	\$350.00				
Project Manager	Viramontes	Jessica	\$150.00		\$0.00		\$0.00		\$0.00	24	\$3,600.00				
DPM/Energy/PS/Util	Atteberry	Devan	\$145.00		\$0.00		\$0.00		\$0.00	16	\$2,320.00				
Geo/Haz/Paleo	Roberts	Diana	\$160.00		\$0.00		\$0.00		\$0.00		\$0.00				
Hazards	Barrera	Mario	\$175.00		\$0.00		\$0.00		\$0.00		\$0.00				
Archeo	Holland	Lora	\$175.00		\$0.00		\$0.00		\$0.00		\$0.00				
Archeo	Wildt	Jennifer	\$175.00		\$0.00		\$0.00		\$0.00		\$0.00				
Noise	Matsui	Cory	\$160.00		\$0.00		\$0.00		\$0.00		\$0.00				
Noise	Schumaker	Noah	\$125.00		\$0.00		\$0.00		\$0.00		\$0.00				
AQ/GHG	Yoon	Laura	\$200.00		\$0.00		\$0.00		\$0.00		\$0.00				
AQ/GHG	Mansoor	Jacqueline	\$125.00		\$0.00		\$0.00		\$0.00		\$0.00				
AQ/GHG	Trageser	Darrin	\$125.00		\$0.00		\$0.00		\$0.00		\$0.00				
AQ/GHG	Carr	Edward	\$240.00		\$0.00		\$0.00		\$0.00		\$0.00				
Historic	Rusch	Jonathon	\$160.00		\$0.00		\$0.00		\$0.00		\$0.00				
Historic	Felicetti	Nicole	\$115.00		\$0.00		\$0.00		\$0.00		\$0.00				
Biology	Webber	Lisa	\$175.00		\$0.00		\$0.00		\$0.00		\$0.00				
Hydro	Sukola	Katrina	\$145.00		\$0.00		\$0.00		\$0.00		\$0.00				
Editor	Mathias	John	\$115.00		\$0.00		\$0.00		\$0.00		\$0.00				
Graphics	Conley	John	\$145.00		\$0.00		\$0.00		\$0.00		\$0.00				
Analyst/Util/LU	Cornejo	Zachary	\$125.00		\$0.00		\$0.00		\$0.00		\$0.00				
<b>Total - Labor</b>				<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>48</b>	<b>\$7,650.00</b>	<b>150</b>	<b>\$24,110.00</b>

Other Direct Costs (ODCs)										
Category	Rate	Dollars	Dollars	Dollars	Dollars	Dollars	Dollars	Dollars	Dollars	Dollars
Subtotal - ODCs		\$1,532.50	\$0.00	\$60.00	\$450.00	\$45.00	\$0.00	\$4,287.50		
Markup	10.00%	\$153.25	\$0.00	\$6.00	\$45.00	\$4.50	\$0.00	\$428.75		
<b>Total - ODCs</b>		<b>\$1,685.75</b>	<b>\$0.00</b>	<b>\$66.00</b>	<b>\$495.00</b>	<b>\$49.50</b>	<b>\$0.00</b>	<b>\$4,716.25</b>		

Subcontractors										
Firm	Name	Rate	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Hexagon		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
KMA		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
<b>Total - Subcontractors</b>			<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>
<b>Subcontractors - Markup</b>		<b>10.00%</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>

<b>Total Proposed Price</b>			<b>0</b>	<b>\$1,685.75</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$66.00</b>	<b>0</b>	<b>\$495.00</b>	<b>0</b>	<b>\$49.50</b>	<b>48</b>	<b>\$7,650.00</b>	<b>150</b>	<b>\$28,826.25</b>
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Period 2

	<b>Period 2</b>	<b>Project Total</b>
<b>Budget</b>	<b>\$569,490.50</b>	<b>\$598,316.75</b>

Period 2 Range

01/01/23 - 12/31/23

1		2		3		4		5		6	
Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
0	\$ -	0	\$ -	0	\$ -	1426	\$399,035.80	194	\$ 28,840.00	249	\$ 36,776.15

1	2	3	4	5	6
Kick-Off/Data Collection	Project Description	NOP and Scoping	Admin Draft EIR	Alternatives, Other CEQA, Variant	Screencheck Draft EIR

Labor				1		2		3		4		5		6	
Project Role	Last Name	First Name	Rate	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Project Director	Mekkelson	Heidi	\$236.90		\$0.00		\$0.00		\$0.00	18	\$4,264.20	6	\$1,421.40	8	\$1,895.20
Senior Advisor/Aes/Pop/LU	Chapman	Kirsten	\$180.25		\$0.00		\$0.00		\$0.00	74	\$13,338.50	4	\$721.00	12	\$2,163.00
Project Manager	Viramontes	Jessica	\$154.50		\$0.00		\$0.00		\$0.00	66	\$10,197.00	22	\$3,399.00	44	\$6,798.00
DPM/Energy/PS/Util	Atteberry	Devan	\$149.35		\$0.00		\$0.00		\$0.00	116	\$17,324.60	40	\$5,974.00	60	\$8,961.00
Geo/Haz/Paleo	Roberts	Diana	\$164.80		\$0.00		\$0.00		\$0.00	60	\$9,888.00	10	\$1,648.00	2	\$329.60
Hazards	Barrera	Mario	\$180.25		\$0.00		\$0.00		\$0.00	40	\$7,210.00		\$0.00		\$0.00
Archeo	Holland	Lora	\$180.25		\$0.00		\$0.00		\$0.00	72	\$12,978.00	4	\$721.00	2	\$360.50
Archeo	Wildt	Jennifer	\$180.25		\$0.00		\$0.00		\$0.00	26	\$4,686.50		\$0.00	8	\$1,442.00
Noise	Matsui	Cory	\$164.80		\$0.00		\$0.00		\$0.00	40	\$6,592.00	4	\$659.20	4	\$659.20
Noise	Schumaker	Noah	\$128.75		\$0.00		\$0.00		\$0.00	210	\$27,037.50	16	\$2,060.00	10	\$1,287.50
AQ/GHG	Yoon	Laura	\$206.00		\$0.00		\$0.00		\$0.00	58	\$11,948.00	8	\$1,648.00	4	\$824.00
AQ/GHG	Mansoor	Jacqueline	\$128.75		\$0.00		\$0.00		\$0.00	248	\$31,930.00	20	\$2,575.00	12	\$1,545.00
AQ/GHG	Trageser	Darrin	\$128.75		\$0.00		\$0.00		\$0.00	58	\$7,467.50	6	\$772.50	4	\$515.00
AQ/GHG	Carr	Edward	\$247.20		\$0.00		\$0.00		\$0.00	8	\$1,977.60		\$0.00		\$0.00
Historic	Rusch	Jonathon	\$164.80		\$0.00		\$0.00		\$0.00	44	\$7,251.20	8	\$1,318.40	2	\$329.60
Historic	Felicetti	Nicole	\$118.45		\$0.00		\$0.00		\$0.00	88	\$10,423.60	2	\$236.90	8	\$947.60
Biology	Webber	Lisa	\$180.25		\$0.00		\$0.00		\$0.00	28	\$5,047.00	2	\$360.50	2	\$360.50
Hydro	Sukola	Katrina	\$149.35		\$0.00		\$0.00		\$0.00	34	\$5,077.90	4	\$597.40	2	\$298.70
Editor	Mathias	John	\$118.45		\$0.00		\$0.00		\$0.00	64	\$7,580.80	20	\$2,369.00	32	\$3,790.40
Graphics	Conley	John	\$149.35		\$0.00		\$0.00		\$0.00	14	\$2,090.90	2	\$298.70	1	\$149.35
Analyst/Util/LU	Cornejo	Zachary	\$128.75		\$0.00		\$0.00		\$0.00	60	\$7,725.00	16	\$2,060.00	32	\$4,120.00
<b>Total - Labor</b>				<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>1,426</b>	<b>\$212,035.80</b>	<b>194</b>	<b>\$28,840.00</b>	<b>249</b>	<b>\$36,776.15</b>
Other Direct Costs (ODCs)				1		2		3		4		5		6	
Category	Rate		Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Subtotal - ODCs			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
Markup	10.00%		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
<b>Total - ODCs</b>			<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>
Subcontractors				1		2		3		4		5		6	
Firm	Name	Rate		Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Hexagon		\$0.00			\$0.00		\$0.00		\$0.00		\$125,000.00		\$0.00		\$0.00
KMA		\$0.00			\$0.00		\$0.00		\$0.00		\$45,000.00		\$0.00		\$0.00
<b>Total - Subcontractors</b>				<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$170,000.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>
<b>Subcontractors - Markup</b>			<b>10.00%</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$17,000.00</b>		<b>\$0.00</b>		<b>\$0.00</b>
<b>Total Proposed Price</b>				<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>1,426</b>	<b>\$399,035.80</b>	<b>194</b>	<b>\$28,840.00</b>	<b>249</b>	<b>\$36,776.15</b>



Period 2

	<b>Period 2</b>	<b>Project Total</b>
<b>Budget</b>	<b>\$569,490.50</b>	<b>\$598,316.75</b>

Period 2 Range

01/01/23 - 12/31/23

7 Total		8 Total		9 Total		10 Total		11 Total		12 Total	
Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
109	\$ 16,057.70	36	\$ 6,159.40	250	\$ 37,110.90	101	\$ 15,012.25	98	\$ 14,770.20	94	\$ 15,728.10

				7 Public Draft EIR		8 Public Review/ Hearings		9 Draft Responses to Comments		10 Final EIR and Certification		11 MMRP/ Findings/ Admin Record		12 Project Management / Meetings		TOTAL		
Project Role	Last Name	First Name	Rate	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	
Project Director	Mekkelson	Heidi	\$236.90	4	\$947.60	8	\$1,895.20	10	\$2,369.00	4	\$947.60	8	\$1,895.20	16	\$3,790.40	82	\$19,425.80	
Senior Advisor/Aes/Pop/LU	Chapman	Kirsten	\$180.25	6	\$1,081.50		\$0.00	16	\$2,884.00	6	\$1,081.50		\$0.00	2	\$360.50	120	\$21,630.00	
Project Manager	Viramontes	Jessica	\$154.50	24	\$3,708.00	16	\$2,472.00	48	\$7,416.00	20	\$3,090.00	18	\$2,781.00	44	\$6,798.00	302	\$46,659.00	
DPM/Energy/PS/Util	Atteberry	Devan	\$149.35	32	\$4,779.20	12	\$1,792.20	62	\$9,259.70	32	\$4,779.20	40	\$5,974.00	32	\$4,779.20	426	\$63,623.10	
Geo/Haz/Paleo	Roberts	Diana	\$164.80		\$0.00		\$0.00	4	\$659.20	2	\$329.60		\$0.00		\$0.00	78	\$12,854.40	
Hazards	Barrera	Mario	\$180.25		\$0.00		\$0.00		\$0.00	1	\$180.25		\$0.00		\$0.00	41	\$7,390.25	
Archeo	Holland	Lora	\$180.25	2	\$360.50		\$0.00	2	\$360.50		\$0.00		\$0.00		\$0.00	82	\$14,780.50	
Archeo	Wildt	Jennifer	\$180.25		\$0.00		\$0.00	4	\$721.00		\$0.00		\$0.00		\$0.00	38	\$6,849.50	
Noise	Matsui	Cory	\$164.80	1	\$164.80		\$0.00	2	\$329.60	1	\$164.80		\$0.00		\$0.00	52	\$8,569.60	
Noise	Schumaker	Noah	\$128.75	2	\$257.50		\$0.00	8	\$1,030.00	4	\$515.00		\$0.00		\$0.00	250	\$32,187.50	
AQ/GHG	Yoon	Laura	\$206.00	1	\$206.00		\$0.00	2	\$412.00	1	\$206.00		\$0.00		\$0.00	74	\$15,244.00	
AQ/GHG	Mansoor	Jacqueline	\$128.75	4	\$515.00		\$0.00	14	\$1,802.50	6	\$772.50		\$0.00		\$0.00	304	\$39,140.00	
AQ/GHG	Trageser	Darrin	\$128.75	1	\$128.75		\$0.00	2	\$257.50	1	\$128.75		\$0.00		\$0.00	72	\$9,270.00	
AQ/GHG	Carr	Edward	\$247.20		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	8	\$1,977.60	
Historic	Rusch	Jonathon	\$164.80	1	\$164.80		\$0.00	2	\$329.60		\$0.00		\$0.00		\$0.00	57	\$9,393.60	
Historic	Felicetti	Nicole	\$118.45	2	\$236.90		\$0.00	6	\$710.70		\$0.00		\$0.00		\$0.00	106	\$12,555.70	
Biology	Webber	Lisa	\$180.25		\$0.00		\$0.00	2	\$360.50		\$0.00		\$0.00		\$0.00	34	\$6,128.50	
Hydro	Sukola	Katrina	\$149.35	1	\$149.35		\$0.00	2	\$298.70	1	\$149.35		\$0.00		\$0.00	44	\$6,571.40	
Editor	Mathias	John	\$118.45	24	\$2,842.80		\$0.00	40	\$4,738.00	16	\$1,895.20		\$0.00		\$0.00	196	\$23,216.20	
Graphics	Conley	John	\$149.35		\$0.00		\$0.00	4	\$597.40		\$0.00		\$0.00		\$0.00	21	\$3,136.35	
Analyst/Util/LU	Cornejo	Zachary	\$128.75	4	\$515.00		\$0.00	20	\$2,575.00	6	\$772.50	32	\$4,120.00		\$0.00	170	\$21,887.50	
<b>Total - Labor</b>				<b>109</b>	<b>\$16,057.70</b>	<b>36</b>	<b>\$6,159.40</b>	<b>250</b>	<b>\$37,110.90</b>	<b>101</b>	<b>\$15,012.25</b>	<b>98</b>	<b>\$14,770.20</b>	<b>94</b>	<b>\$15,728.10</b>	<b>2,557</b>	<b>\$382,490.50</b>	
<b>Other Direct Costs (ODCs)</b>																		
<b>Category</b>			<b>Rate</b>	<b>Dollars</b>		<b>Dollars</b>		<b>Dollars</b>		<b>Dollars</b>		<b>Dollars</b>		<b>Dollars</b>		<b>Dollars</b>		
Subtotal - ODCs				\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
Markup			10.00%	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
<b>Total - ODCs</b>				<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		
<b>Subcontractors</b>																		
<b>Firm</b>			<b>Name</b>	<b>Rate</b>	<b>Hours</b>	<b>Dollars</b>	<b>Hours</b>	<b>Dollars</b>	<b>Hours</b>	<b>Dollars</b>	<b>Hours</b>	<b>Dollars</b>	<b>Hours</b>	<b>Dollars</b>	<b>Hours</b>	<b>Dollars</b>	<b>Hours</b>	<b>Dollars</b>
Hexagon				\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$125,000.00
KMA				\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$45,000.00
<b>Total - Subcontractors</b>				<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>\$170,000.00</b>
<b>Subcontractors - Markup</b>			<b>10.00%</b>	<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$17,000.00</b>
<b>Total Proposed Price</b>				<b>109</b>	<b>\$16,057.70</b>	<b>36</b>	<b>\$6,159.40</b>	<b>250</b>	<b>\$37,110.90</b>	<b>101</b>	<b>\$15,012.25</b>	<b>98</b>	<b>\$14,770.20</b>	<b>94</b>	<b>\$15,728.10</b>	<b>2,557</b>	<b>\$569,490.50</b>	



Other Direct Expenses

Period 1														
			4.00 Admin Draft EIR		7.00 Public Draft EIR		9.00 Draft Responses to Comments		10.00 Final EIR and Certification		11.00 MMRP/ Findings/ Admin Record		TOTAL	
Other Direct Costs														
Item	Unit	Unit Cost	Units	Cost	Units	Cost	Units	Cost	Units	Cost	Units	Cost	Units	Cost
Reproduction	B&W Page	\$0.10		\$0	10,000	\$1,000	500	\$50	3,000	\$300	450	\$45	13,950	\$1,395
Reproduction - Color	Color Page	\$0.85		\$0	450	\$383		\$0		\$0		\$0	450	\$383
FedEx	1 lb package	\$10.00		\$0	15	\$150	1	\$10	15	\$150		\$0	31	\$310
NWIC Records Search	1 records search	\$1,000.00	1	\$1,000		\$0		\$0		\$0		\$0	1	\$1,000
Noise Monitoring	1 noise monitoring	\$1,200.00	1	\$1,200		\$0		\$0		\$0		\$0	1	\$1,200
<b>Total</b>				<b>\$2,200</b>		<b>\$1,533</b>		<b>\$60</b>		<b>\$450</b>		<b>\$45</b>		<b>\$4,288</b>

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**Total**

	<b>Project Total</b>
<b>Budget</b>	<b>\$598,316.75</b>

1	Total	2	Total	3	Total	4	Total	5	Total	6	Total
Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
30	\$ 5,040.00	34	\$ 5,140.00	38	\$ 6,280.00	1426	#REF!	194	\$ 28,840.00	249	\$ 36,776.15

				1	2	3	4	5	6				
				Kick-Off/Data Collection	Project Description	NOP and Scoping	Admin Draft EIR	Alternatives, Other CEQA, Variant	Screencheck Draft EIR				
				Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars		
<b>Labor</b>													
Project Role	Last Name	First Name	Rate	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars		
Project Director	Mekkelson	Heidi		6	\$1,380.00	2	\$460.00	8	\$1,840.00	18	\$4,264.20		
Senior Advisor/Aes/Pop/LU	Chapman	Kirsten		4	\$700.00	0	\$0.00	0	\$0.00	74	\$13,338.50		
Project Manager	Viramontes	Jessica		12	\$1,800.00	8	\$1,200.00	18	\$2,700.00	66	\$10,197.00		
DPM/Energy/PS/Util	Atteberry	Devan		8	\$1,160.00	24	\$3,480.00	12	\$1,740.00	116	\$17,324.60		
Geo/Haz/Paleo	Roberts	Diana		0	\$0.00	0	\$0.00	0	\$0.00	60	\$9,888.00		
Hazards	Barrera	Mario		0	\$0.00	0	\$0.00	0	\$0.00	40	\$7,210.00		
Archeo	Holland	Lora		0	\$0.00	0	\$0.00	0	\$0.00	72	\$12,978.00		
Archeo	Wildt	Jennifer		0	\$0.00	0	\$0.00	0	\$0.00	26	\$4,686.50		
Noise	Matsui	Cory		0	\$0.00	0	\$0.00	0	\$0.00	40	\$6,592.00		
Noise	Schumaker	Noah		0	\$0.00	0	\$0.00	0	\$0.00	210	\$27,037.50		
AQ/GHG	Yoon	Laura		0	\$0.00	0	\$0.00	0	\$0.00	58	\$11,948.00		
AQ/GHG	Mansoor	Jacqueline		0	\$0.00	0	\$0.00	0	\$0.00	248	\$31,930.00		
AQ/GHG	Trageser	Darrin		0	\$0.00	0	\$0.00	0	\$0.00	58	\$7,467.50		
AQ/GHG	Carr	Edward		0	\$0.00	0	\$0.00	0	\$0.00	8	\$1,977.60		
Historic	Rusch	Jonathon		0	\$0.00	0	\$0.00	0	\$0.00	44	\$7,251.20		
Historic	Felicetti	Nicole		0	\$0.00	0	\$0.00	0	\$0.00	88	\$10,423.60		
Biology	Webber	Lisa		0	\$0.00	0	\$0.00	0	\$0.00	28	\$5,047.00		
Hydro	Sukola	Katrina		0	\$0.00	0	\$0.00	0	\$0.00	34	\$5,077.90		
Editor	Mathias	John		0	\$0.00	0	\$0.00	0	\$0.00	64	\$7,580.80		
Graphics	Conley	John		0	\$0.00	0	\$0.00	0	\$0.00	14	\$2,090.90		
Analyst/Util/LU	Cornejo	Zachary		0	\$0.00	0	\$0.00	0	\$0.00	60	\$7,725.00		
<b>Total - Labor</b>				<b>30</b>	<b>\$5,040.00</b>	<b>34</b>	<b>\$5,140.00</b>	<b>38</b>	<b>\$6,280.00</b>	<b>1,426</b>	<b>\$212,035.80</b>		
<b>Other Direct Costs (ODCs)</b>													
Category			Rate	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars		
Subtotal - ODCs					\$0.00		\$0.00		\$0.00		\$2,200.00		
G & A	Markup		10.00%		\$0.00		\$0.00		\$0.00		\$220.00		
<b>Total - ODCs</b>					<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$2,420.00</b>		
<b>Subcontractors</b>													
Firm	Name	Rate	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	
Hexagon			0	\$0.00	0	\$0.00	0	\$0.00	0	#REF!	0	\$0.00	
KMA			0	\$0.00	0	\$0.00	0	\$0.00	0	#REF!	0	\$0.00	
				<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>#REF!</b>	<b>0</b>	<b>\$0.00</b>
<b>Subcontractors - Markup</b>			<b>10.00%</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>#REF!</b>		<b>\$0.00</b>
<b>Total Proposed Price</b>				<b>30</b>	<b>\$5,040.00</b>	<b>34</b>	<b>\$5,140.00</b>	<b>38</b>	<b>\$6,280.00</b>	<b>1,426</b>	<b>#REF!</b>	<b>194</b>	<b>\$28,840.00</b>



**Total**

	<b>Project Total</b>
<b>Budget</b>	<b>\$598,316.75</b>

7	Total	8	Total	9	Total	10	Total	11	Total	12	Total
Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
109	\$ 17,743.45	36	\$ 6,159.40	250	\$ 37,176.90	101	\$ 15,507.25	98	\$ 14,819.70	142	\$ 23,378.10

				7	8	9	10	11	12	TOTAL							
				Public Draft EIR	Public Review/ Hearings	Draft Responses to Comments	Final EIR and Certification	MMRP/ Findings/ Admin Record	Project Management / Meetings	Hours	Dollars						
Project Role	Last Name	First Name	Rate	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars						
<b>Labor</b>																	
Project Director	Mekkelson	Heidi		4	\$947.60	8	\$1,895.20	10	\$2,369.00	4	\$947.60	8	\$1,895.20	22	\$5,170.40	104	\$24,485.80
Senior Advisor/Aes/Pop/LU	Chapman	Kirsten		6	\$1,081.50	0	\$0.00	16	\$2,884.00	6	\$1,081.50	0	\$0.00	4	\$710.50	126	\$22,680.00
Project Manager	Viramontes	Jessica		24	\$3,708.00	16	\$2,472.00	48	\$7,416.00	20	\$3,090.00	18	\$2,781.00	68	\$10,398.00	364	\$55,959.00
DPM/Energy/PS/Util	Atteberry	Devan		32	\$4,779.20	12	\$1,792.20	62	\$9,259.70	32	\$4,779.20	40	\$5,974.00	48	\$7,099.20	486	\$72,323.10
Geo/Haz/Paleo	Roberts	Diana		0	\$0.00	0	\$0.00	4	\$659.20	2	\$329.60	0	\$0.00	0	\$0.00	78	\$12,854.40
Hazards	Barrera	Mario		0	\$0.00	0	\$0.00	0	\$0.00	1	\$180.25	0	\$0.00	0	\$0.00	41	\$7,390.25
Archeo	Holland	Lora		2	\$360.50	0	\$0.00	2	\$360.50	0	\$0.00	0	\$0.00	0	\$0.00	82	\$14,780.50
Archeo	Wildt	Jennifer		0	\$0.00	0	\$0.00	4	\$721.00	0	\$0.00	0	\$0.00	0	\$0.00	38	\$6,849.50
Noise	Matsui	Cory		1	\$164.80	0	\$0.00	2	\$329.60	1	\$164.80	0	\$0.00	0	\$0.00	52	\$8,569.60
Noise	Schumaker	Noah		2	\$257.50	0	\$0.00	8	\$1,030.00	4	\$515.00	0	\$0.00	0	\$0.00	250	\$32,187.50
AQ/GHG	Yoon	Laura		1	\$206.00	0	\$0.00	2	\$412.00	1	\$206.00	0	\$0.00	0	\$0.00	74	\$15,244.00
AQ/GHG	Mansoor	Jacqueline		4	\$515.00	0	\$0.00	14	\$1,802.50	6	\$772.50	0	\$0.00	0	\$0.00	304	\$39,140.00
AQ/GHG	Trageser	Darrin		1	\$128.75	0	\$0.00	2	\$257.50	1	\$128.75	0	\$0.00	0	\$0.00	72	\$9,270.00
AQ/GHG	Carr	Edward		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	8	\$1,977.60
Historic	Rusch	Jonathon		1	\$164.80	0	\$0.00	2	\$329.60	0	\$0.00	0	\$0.00	0	\$0.00	57	\$9,393.60
Historic	Felicetti	Nicole		2	\$236.90	0	\$0.00	6	\$710.70	0	\$0.00	0	\$0.00	0	\$0.00	106	\$12,555.70
Biology	Webber	Lisa		0	\$0.00	0	\$0.00	2	\$360.50	0	\$0.00	0	\$0.00	0	\$0.00	34	\$6,128.50
Hydro	Sukola	Katrina		1	\$149.35	0	\$0.00	2	\$298.70	1	\$149.35	0	\$0.00	0	\$0.00	44	\$6,571.40
Editor	Mathias	John		24	\$2,842.80	0	\$0.00	40	\$4,738.00	16	\$1,895.20	0	\$0.00	0	\$0.00	196	\$23,216.20
Graphics	Conley	John		0	\$0.00	0	\$0.00	4	\$597.40	0	\$0.00	0	\$0.00	0	\$0.00	21	\$3,136.35
Analyst/Util/LU	Cornejo	Zachary		4	\$515.00	0	\$0.00	20	\$2,575.00	6	\$772.50	32	\$4,120.00	0	\$0.00	170	\$21,887.50
<b>Total - Labor</b>				<b>109</b>	<b>\$16,057.70</b>	<b>36</b>	<b>\$6,159.40</b>	<b>250</b>	<b>\$37,110.90</b>	<b>101</b>	<b>\$15,012.25</b>	<b>98</b>	<b>\$14,770.20</b>	<b>142</b>	<b>\$23,378.10</b>	<b>2,707</b>	<b>\$406,600.50</b>
<b>Other Direct Costs (ODCs)</b>																	
<b>Category</b>			<b>Rate</b>	<b>Dollars</b>		<b>Dollars</b>		<b>Dollars</b>		<b>Dollars</b>		<b>Dollars</b>		<b>Dollars</b>		<b>Dollars</b>	
Subtotal - ODCs					\$1,532.50	\$0.00	\$60.00	\$450.00	\$45.00	\$0.00	\$4,287.50						
G & A			Markup	10.00%	\$153.25	\$0.00	\$6.00	\$45.00	\$4.50	\$0.00	\$428.75						
<b>Total - ODCs</b>					<b>\$1,685.75</b>	<b>\$0.00</b>	<b>\$66.00</b>	<b>\$495.00</b>	<b>\$49.50</b>	<b>\$0.00</b>	<b>\$4,716.25</b>						
<b>Subcontractors</b>																	
<b>Firm</b>		<b>Name</b>	<b>Rate</b>	<b>Hours</b>	<b>Dollars</b>	<b>Hours</b>	<b>Dollars</b>	<b>Hours</b>	<b>Dollars</b>	<b>Hours</b>	<b>Dollars</b>	<b>Hours</b>	<b>Dollars</b>	<b>Hours</b>	<b>Dollars</b>	<b>Hours</b>	<b>Dollars</b>
Hexagon				0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$125,000.00
KMA				0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$45,000.00
				<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$170,000.00</b>
<b>Subcontractors - Markup</b>			<b>10.00%</b>	<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$17,000.00</b>	
<b>Total Proposed Price</b>				<b>109</b>	<b>\$17,743.45</b>	<b>36</b>	<b>\$6,159.40</b>	<b>250</b>	<b>\$37,176.90</b>	<b>101</b>	<b>\$15,507.25</b>	<b>98</b>	<b>\$14,819.70</b>	<b>142</b>	<b>\$23,378.10</b>	<b>2,707</b>	<b>\$598,316.75</b>



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# PARKLINE MASTER PLAN

MENLO PARK, CA

PLANNING SUBMITTAL: RESPONSE #1

JANUARY 07, 2022



**MENLO PARK, CA  
SITE INFORMATION SUMMARY  
PARKLINE MASTER PLAN PROJECT**

**LOCATION:** 333 RAVENSWOOD AVE.

**EXISTING ZONING DESIGNATION:** C1(X)

**EXISTING USE:** OFFICE / R&D

**PROPOSED USE:** RESIDENTIAL; OFFICE/R&D/LIFE SCIENCE

**APPLICANT:** LANE PARTNERS, LLC

**PROPERTY OWNER (S):** SRI INTERNATIONAL

**APPLICATION(S):** INITIAL PLANNING SUBMITTAL

**APPLICATION NUMBER:** PLN2021-00045 AND SUB2021-00010

**DEVELOPMENT MANAGER:** LANE PARTNERS, LLC

SITE AREA SUMMARY	PROPOSED DEVELOPMENT			EXISTING		
	SQUARE FEET	ACRES		SQUARE FEET	ACRES	
TOTAL SITE AREA	2,754,035	63.22		2,754,035	63.22	
OFFICE / R&D SITE AREA	2,318,435	53.22		2,754,035	63.22	
RESIDENTIAL SITE AREA	435,600	10.00		0	0	

SITE COVERAGE & FAR CALCULATIONS	PROPOSED DEVELOPMENT			EXISTING		
	COVERAGE (SQ.FT.)	COVERAGE (ACRES)	PERCENTAGE OF COVERAGE	COVERAGE (SQ.FT.)	COVERAGE (ACRES)	PERCENTAGE OF COVERAGE
LANDSCAPING	1,319,804	30.30	48%	767,431	17.62	28%
PAVING	853,487	15.00	24%	1,351,793	31.03	58%
BUILDING COVERAGE	780,744	17.92	28%	634,821	14.57	23%
<b>TOTAL SITE AREA</b>	<b>2,754,035</b>	<b>63.22</b>		<b>2,754,035</b>	<b>63.22</b>	

SITE FAR CALCULATIONS	PROPOSED DEVELOPMENT			EXISTING		
	SITE AREA	GROSS FLOOR AREA	FAR	SITE AREA	GROSS FLOOR AREA	FAR
OFFICE/R&D	2,318,435	1,379,545	0.60	2,754,035	0	0.00
RESIDENTIAL	435,600	504,059	1.16	0	0	0.00
<b>TOTAL</b>	<b>2,754,035</b>	<b>1,883,604</b>	<b>0.68</b>	<b>2,754,035</b>	<b>0</b>	<b>0.00</b>

RESIDENTIAL BUILDING AREA SUMMARY			
RESIDENTIAL BUILDING	BUILDING COVERAGE (SF)	GROSS FLOOR AREA (SF)	UNITS (DU)
RESIDENTIAL 1	43,328	110,040	85
RESIDENTIAL 2	81,245	185,000	151
RESIDENTIAL 3	76,545	169,410	145
TOWN HOMES	15,609	39,549	19
<b>TOTAL RESIDENTIAL</b>	<b>216,727</b>	<b>504,059</b>	<b>400</b>

RESIDENTIAL FAR	1.16
PARKING RATIO	1 SPACE / DU
RESIDENTIAL DU/ACRE	40

OFFICE/R&D BUILDING SUMMARY			
	BUILDING COVERAGE (SF)	GROSS FLOOR AREA (SF)	PARKING SPACES
<b>NEW</b>			
OFFICE 1	52,505	165,000	
OFFICE 2	47,300	244,000	
OFFICE 3	48,200	244,000	
OFFICE 4	49,585	198,000	
OFFICE 5	51,565	198,000	
OFFICE AMENITY BUILDING	24,844	44,719	
COMMUNITY BUILDING	2,000	2,000	
<b>SUBTOTAL NEW BLDGS</b>	<b>275,999</b>	<b>1,095,719</b>	
<b>EXISTING</b>			
BUILDING P	42,683	180,519	
BUILDING S	12,999	21,241	
BUILDING T	52,985	82,066	
<b>SUBTOTAL EXISTING BLDGS</b>	<b>108,267</b>	<b>283,826</b>	
<b>SUB-TOTAL BUILDINGS</b>	<b>384,266</b>	<b>1,379,545</b>	
<b>OFFICE/R&amp;D PARKING</b>			
PARKING GARAGE 1	48,910		
PARKING GARAGE 2	50,920		2,300
PARKING GARAGE 3	69,600		
SURFACE PARKING			500
<b>SUB TOTAL PARKING</b>	<b>169,430</b>	<b>0</b>	<b>2,800</b>
<b>TOTAL OFFICE/R&amp;D+ PARKING</b>	<b>553,696</b>	<b>1,379,545</b>	<b>2,800</b>
OFFICE / R&D FAR		0.60	
PARKING RATIO		APPROX. 2 SPACES / 1,000 SF	

TREES	EXISTING		EXISTING TO BE REMOVED		NEW	
HERITAGE TREE	565		214			
NON-HERITAGE TREE	810		489			
NEW					795	
<b>TOTAL</b>			<b>683</b>		<b>795</b>	
<b>TOTAL EXISTING TREES</b>	<b>1375</b>					
<b>TOTAL ALL TREES UPON REDEVELOPMENT</b>	<b>1489</b>					

NOTES:  
1. All figures above are approximate.

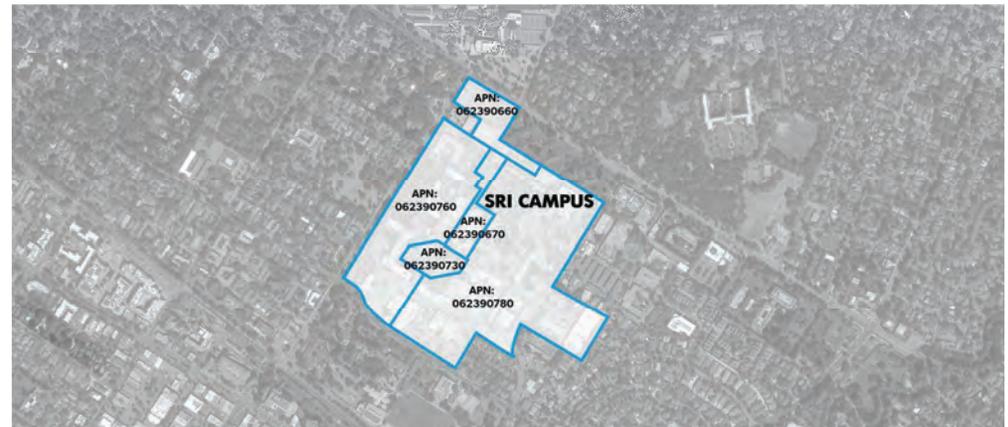
LOCATION MAP



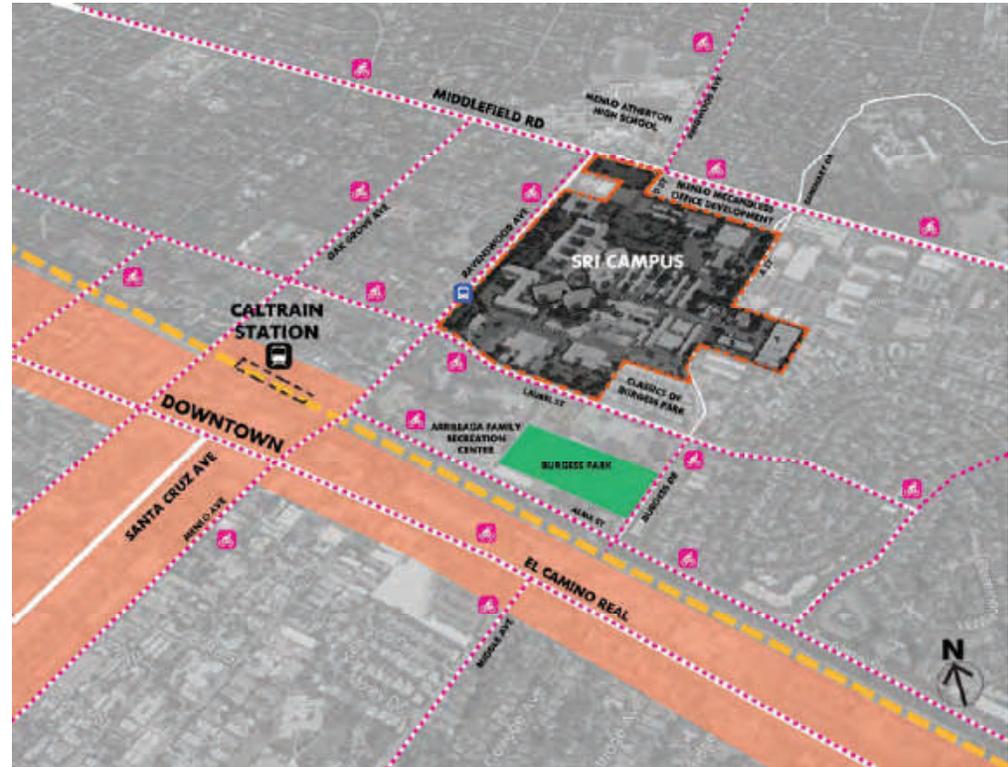
SITE MAP



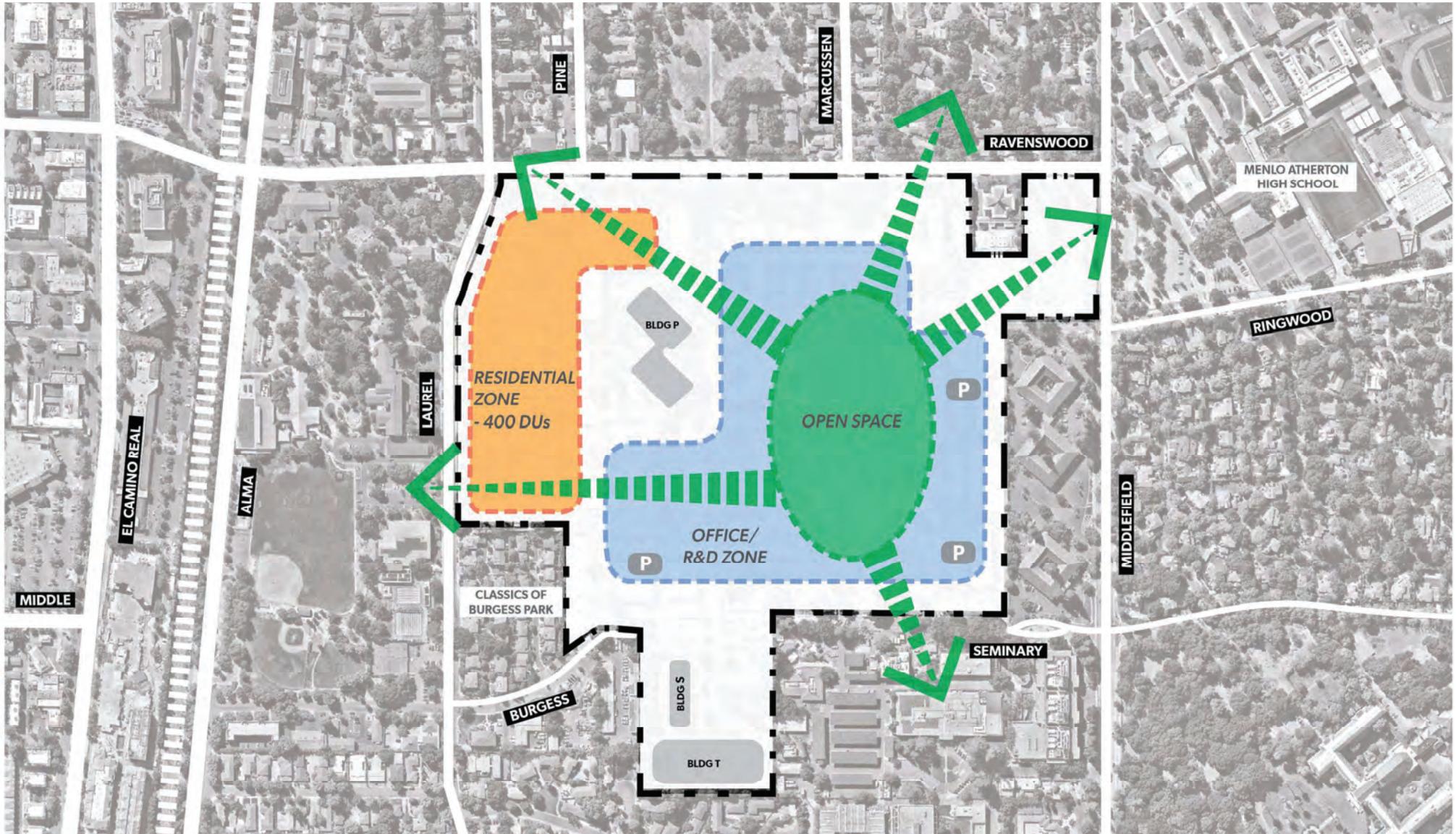
EXISTING PARCELIZATION MAP



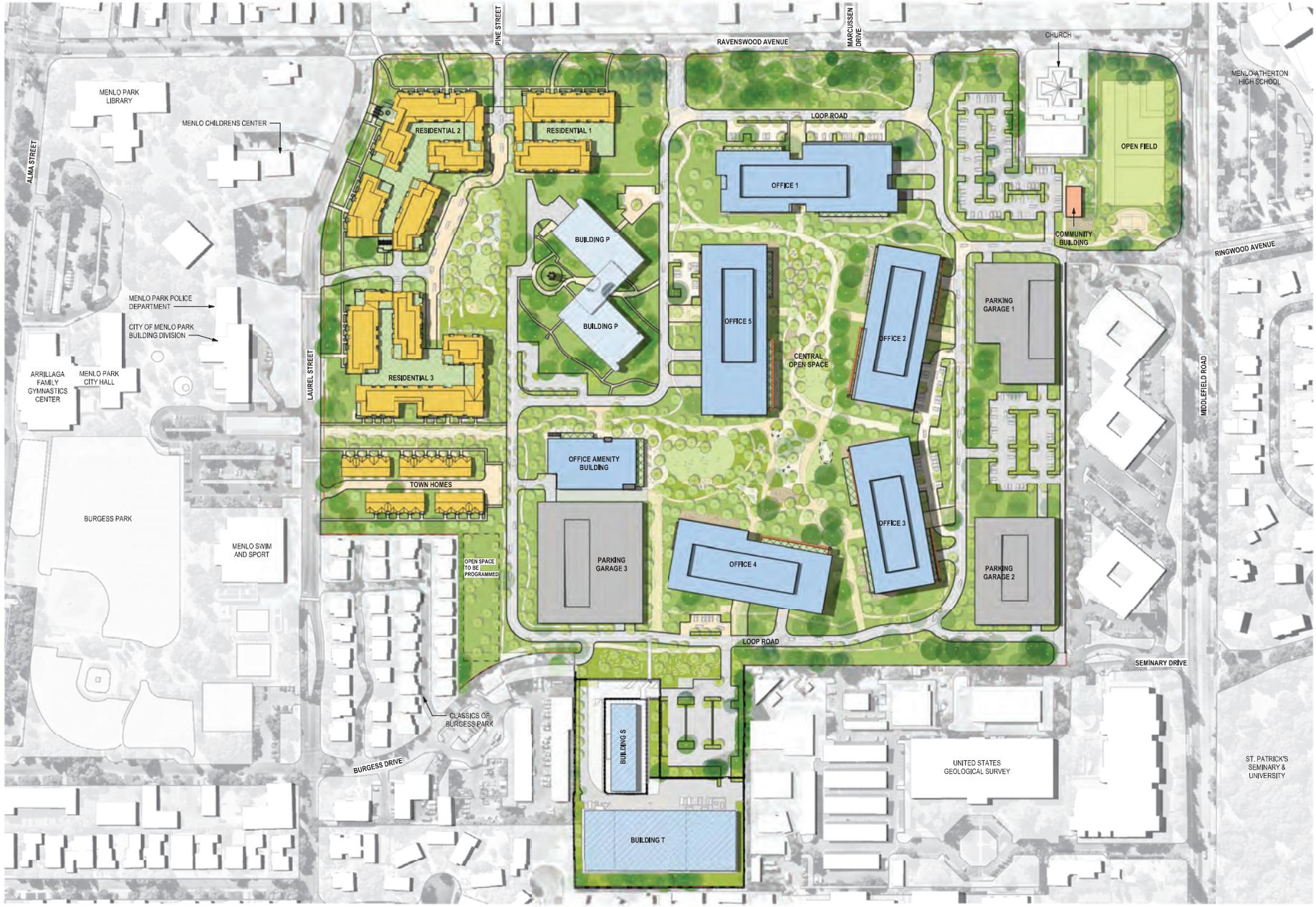
SITE DIAGRAM











LEGEND	
<span style="display:inline-block; width:15px; height:10px; background-color:yellow; border:1px solid black;"></span>	RESIDENTIAL
<span style="display:inline-block; width:15px; height:10px; background-color:lightblue; border:1px solid black;"></span>	OFFICE
<span style="display:inline-block; width:15px; height:10px; background-color:lightgrey; border:1px solid black;"></span>	PARKING GARAGE
<span style="display:inline-block; width:15px; height:10px; background-color:orange; border:1px solid black;"></span>	COMMUNITY AMENITY
<span style="display:inline-block; width:15px; height:10px; border:1px dashed black;"></span>	EXISTING BUILDINGS
<span style="display:inline-block; width:15px; height:10px; background: repeating-linear-gradient(45deg, transparent, transparent 2px, black 2px, black 4px); border:1px solid black;"></span>	UPPER TERRACES

0 10 50 100 250  
 SCALE : 1" = 100'









PROPOSAL

# ENVIRONMENTAL IMPACT REPORT PREPARATION AND ENVIRONMENTAL CONSULTANT SERVICES

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**CITY OF MENLO PARK**

1630 San Pablo Avenue, Suite 300 / Oakland, CA 94612 / 510.601.2500

# Cover Letter

August 1, 2022

Corinna D. Sandmeier, Acting Principal Planner  
 City of Menlo Park  
 701 Laurel Street  
 Menlo Park, California 94025

**Subject: Proposal for Environmental Impact Report Preparation and Environmental Consultant Services**

Dear Ms. Sandmeier,

Dudek is excited for the opportunity to support the City of Menlo Park (City) for Environmental Impact Report (EIR) Preparation and Environmental Consultant Services for the proposed redevelopment of the existing Stanford Research Institute (SRI) International campus (project). Dudek's California Environmental Quality Act (CEQA) practitioners, planners, and technical experts are committed to helping California communities understand the environmental effects associated with all types of development and infrastructure projects, and to identify feasible and effective mitigation measures to avoid or minimize such impacts to ensure protection of the community values and resources. For this proposal, we will be teaming with BAE Urban Economics, Inc. (BAE), who will provide socioeconomic services.

**Responsive Project Management.** We will manage this contract from our Auburn office, with support from our other Northern California offices. Project Manager Katherine Waugh will lead the Dudek team and serve as the primary point of contact. Ms. Waugh has extensive experience preparing CEQA documents and managing environmental compliance efforts for municipal projects throughout the region. She will be supported by technical leads with expertise in a wide range of disciplines to address the City's anticipated needs.

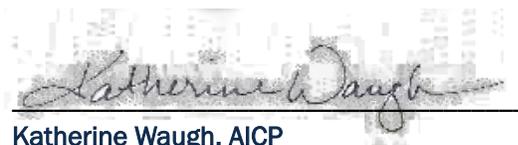
**Unmatched Technical Assets.** Our team has provided similar environmental services for projects throughout the state, including the Bay Area. As detailed within our proposal, Dudek has in-house specialists with expertise in biological and botanical resources, cultural and historic resources, air quality and noise, traffic and transportation, geographic information system (GIS) services, and regulatory compliance and permitting. Additionally, we are including BAE as a subconsultant to provide socioeconomic services for the project.

We welcome any questions and look forward to the opportunity to further discuss our unique approach, capabilities, and proven track record with similar projects. If you have any questions, please feel free to contact me at [kwaugh@dudek.com](mailto:kwaugh@dudek.com) or 530.863.4642.

Sincerely,



**Joseph Monaco**  
 President and CEO



**Katherine Waugh, AICP**  
 Project Manager

*Joseph Monaco is authorized to sign on behalf of Dudek.*

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**APPENDIX**

A Resumes

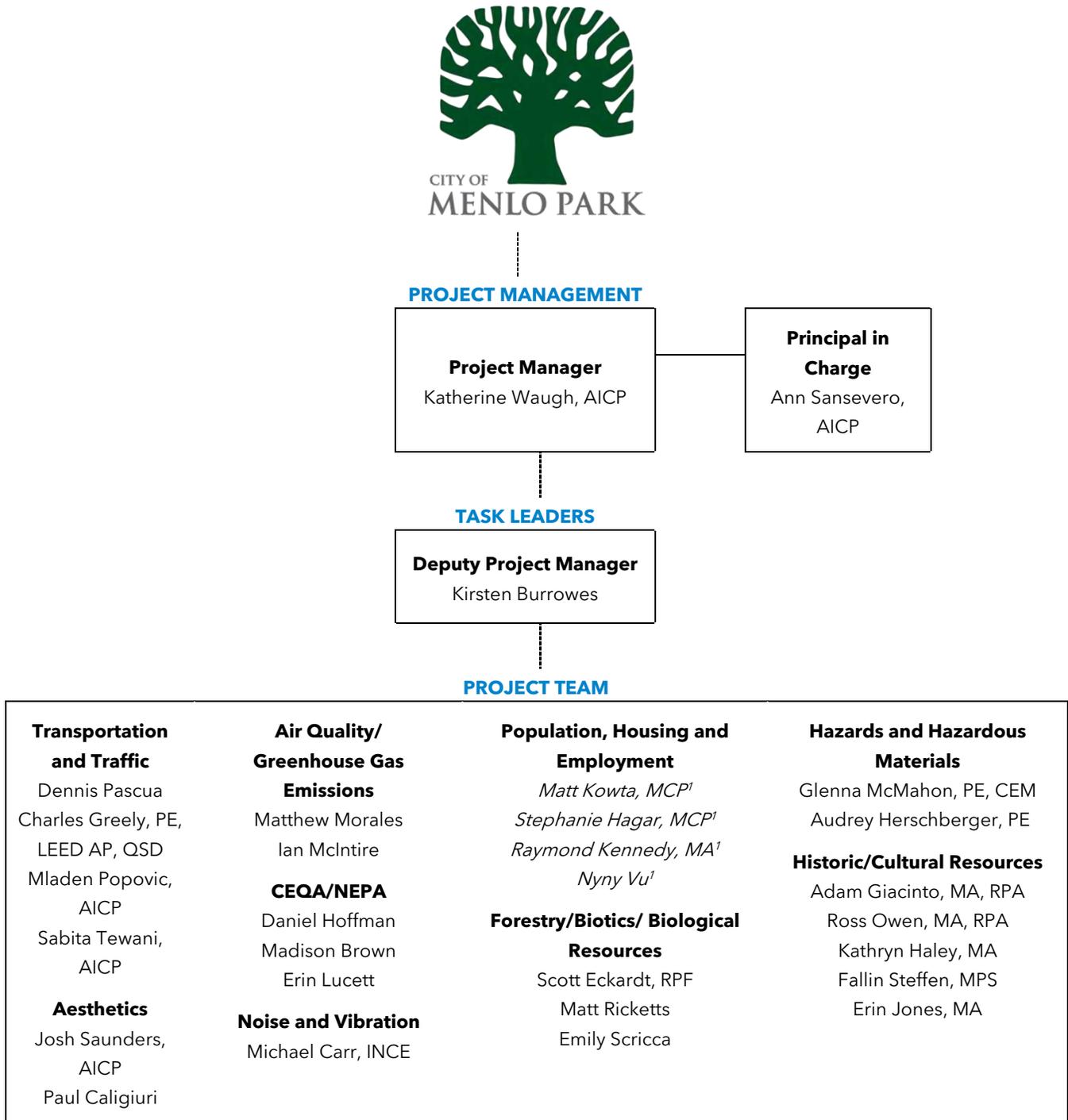
# Project Team

We have assembled an in-house team that can provide all necessary services, other than the Housing Needs Assessment, included in preparation of the Environmental Impact Report (EIR) for the proposed redevelopment of the existing Stanford Research Institute (SRI) International campus (project). Katherine Waugh, AICP, will serve as the project manager for this project and Kirsten Burrowes will serve as the deputy project manager; Ms. Waugh and Ms. Burrowes will be the City's primary points of contact. Ms. Waugh is a senior planner with 22 years' experience in CEQA, current planning methods, and environmental documentation. Ms. Burrowes is an environmental planner and project manager with 8 years' experience in CEQA, other types of environmental review, and resource permitting for a variety of projects throughout California and Nevada. Ms. Waugh and Ms. Burrowes will manage technical staff, reports, and preparation of any environmental documentation. Further supporting the team as principal in charge will be Ann Sansevero, AICP. Ms. Sansevero has 36 years' experience in environmental assessment and land use planning with a broad range in the preparation of CEQA/National Environmental Policy Act (NEPA) documents and other types of planning and environmental studies. Dudek will retain BAE Urban Economics (BAE) as a subconsultant to prepare the Housing Needs Assessment.

**Figure 1** illustrates the organizational structure and lines of communication for the Dudek team. **Table 1** lists key staff roles and qualifications. Full resumes for the key staff selected for this project can be found in **Appendix A**.



Figure 1. Dudek Team Organization



<sup>1</sup> BAE Urban Economics, Inc.

**Table 1. Key Staff Roles and Qualifications**

<b>Key Staff Name and Role</b>	<b>Education and Certifications</b>
Katherine Waugh, AICP <i>Project Manager</i>	University of California, Davis, BS, Environmental Policy Analysis and Planning American Institute of Certified Planners (AICP)
Ann Sansevero, AICP <i>Principal in Charge</i>	University of California, Santa Cruz, BA, Biological Sciences and Environmental Studies AICP
Kirsten Burrowes <i>Deputy Project Manager</i>	Sonoma State University, BA, Environmental Studies and Planning, German Language Minor
Daniel Hoffman <i>CEQA/NEPA</i>	Whitman College, BA, Environmental Studies/Economics
Madison Brown <i>CEQA/NEPA</i>	University of San Diego, BA, Environmental and Ocean Sciences University of California San Diego CEQA Certification
Erin Lucett <i>CEQA/NEPA</i>	California Polytechnic University (Cal Poly), San Luis Obispo, MS, Environmental Science and Management Cal Poly, San Luis Obispo, BS, Environmental Management and Protection University of California, San Diego, California Environmental Quality Act Certification
Matthew Morales <i>Air Quality/Greenhouse Gas Emissions</i>	University of California, Davis, BS, Environmental Toxicology
Ian McIntire <i>Air Quality/Greenhouse Gas Emissions</i>	California State University, Sacramento, BS, Environmental Studies
Dennis Pascua <i>Transportation and Traffic</i>	University of California, Irvine, BA, Social Ecology (Environmental Analysis and Design)
Charles Greely, PE, LEED AP, QSD <i>Transportation and Traffic</i>	University of Washington, BS, Civil Engineering Professional Civil Engineer (PE) CA No. 69056; WA No. 40823 South Coast Air Quality Management District Fugitive Dust Control Certification, No. 05-08-3112 LEED AP Qualified SWPPP Developer (QSD), No. 69056
Mladen Popovic, AICP <i>Transportation and Traffic</i>	University of California, Santa Barbara BA (with Honors), Geographic Information Systems, BA (with Honors), Environmental Studies University of California, Irvine, Masters, Urban and Regional Planning AICP

**Table 1. Key Staff Roles and Qualifications**

<b>Key Staff Name and Role</b>	<b>Education and Certifications</b>
Sabita Tewani, AICP <i>Transportation and Traffic</i>	Newcastle University, MSc, Transportation Engineering and Operations, School of Planning and Architecture, New Delhi, MA, Planning (Transportation specialization), BA, Architecture AICP
Adam Giacinto, MA, RPA <i>Historic/Cultural Resources</i>	San Diego State University, MA, Anthropology Sonoma State University, BA, Anthropology/ Linguistics Santa Rosa Junior College, AA, Anthropology Registered Professional Archaeologist (RPA)
Ross Owen, MA, RPA <i>Historic/Cultural Resources</i>	Indiana University of Pennsylvania, MA, Applied Archaeology Boston University, BA, Archaeology RPA
Kathryn Haley, MA <i>Historic/Cultural Resources</i>	California State University, Sacramento, MA, Public History, BA, History
Fallin E. Steffen, MA <i>Historic/Cultural Resources</i>	Tulane University, New Orleans, Louisiana, MA Preservation Studies University of California, Santa Cruz, California, B.A. History of Art and Visual Culture
Erin Jones, MA <i>Historic/Cultural Resources</i>	California State University, Sacramento, Master of Arts Public History with Honors University of Oregon, Bachelor of Arts History
Michael Carr, INCE <i>Noise and Vibration</i>	Sierra College, AS, Electronic Technology, AS, Computer Technology Certificate in Mechatronic Systems AVIXA Certified Technology Specialist (CTS)
Scott Eckardt, RPF <i>Forestry/Biotics/ Biological Resources</i>	California State University, Long Beach, MA, Geography California Polytechnic State University, San Luis Obispo, BS, Forestry and Natural Resources Management Registered Professional Forester (RPF), No. 2835 Certified Arborist, No. WE 5914A Association for Fire Ecology Certified Wildland Fire Professional
Matt Ricketts <i>Forestry/Biotics/Biological Resources</i>	Eastern Kentucky University, MS, Biology/Applied Ecology University of Illinois at Urbana-Champaign, BS, Natural Resources and Environmental Sciences U.S. Fish and Wildlife Service, ESA Section 10(a)(1)(A) Recovery Permit No. TE-61177B-0
Emily Scricca <i>Forestry/Biotics/ Biological Resources</i>	San Jose State University, MS, Environmental Studies University of Vermont, BS, Animal Sciences, USFWS, Section 10(a)(1)(A) Native Endangered and Threatened Species Recovery Permit, No. TE45251C-0 California tiger salamander CDFW, Memorandum of Understanding, Scientific Collecting Permit, No. SC-013755 California Tiger Salamander

**Table 1. Key Staff Roles and Qualifications**

Key Staff Name and Role	Education and Certifications
Josh Saunders, AICP <i>Aesthetics</i>	New School of Architecture + Design, MS, Architecture (Landscape Architecture concentration) University of California, San Diego, BA, Urban Studies and Planning AICP
Paul Caligiuri <i>Aesthetics</i>	Mira Costa College, Vocational Certificate Palomar College, AA, General Studies Palomar College, Three Semesters 3D Modeling and Animation
Glenna McMahon, PE, CEM <i>Hazards and Hazardous Materials</i>	University of Vermont, BS, Civil and Environmental Engineering Professional Engineer (PE), CA No. 79742 Certified Environmental Manager (CEM), NV No. 1974 OSHA 40-Hour HAZWOPER OSHA Site Supervisor RCRA and DOT Hazardous Waste Manager Certification
Audrey Herschberger, PE <i>Hazards and Hazardous Materials</i>	Oregon State University, BS, Chemical Engineering Professional Environmental Engineer, OR No. 80505PE 40-Hour HAZWOPER Certification 8-Hour HAZWOPER Refresher 10-Hour OSHA Construction Standards First Aid/CPR Certification Hazardous Waste Basics, Managing Common Wastes Oregon Department of Environmental Quality

# Detailed Statements

## General Approach to the Project

### PROJECT UNDERSTANDING

The proposed redevelopment of the SRI International campus includes demolition of 35 of the existing 38 structures and replacing them with the same amount of non-residential building space in 5 new buildings arranged in a campus setting. The project would also construct 400 dwelling units on 10 acres in the western portion of the project site and establish 25 acres of publicly accessible open space throughout the site. A project variant would construct 600 dwelling units over a total of 11 acres of the site. The project includes a request to amend the City's General Plan to create a new land use designation and a request to amend the Zoning Ordinance by creating two new zoning districts.

The project site is surrounded by urban development. There are several single-family residential subdivisions and multi-family residential uses that border portions of the site to the northwest, northeast, and southwest. There are also two schools near the site - Menlo Atherton High School and Trinity School - as well as a daycare facility, a church, commercial and office buildings, the Menlo Park civic center, and Burgess Park.

### CEQA COMPLIANCE APPROACH

Dudek approaches every CEQA compliance project with a focus on effective project management, conducting thorough research, developing detailed impact assessments and mitigation measures that are effective and feasible, ensuring that our analysis and findings are supported by substantial evidence and are clearly communicated to all stakeholders, and continuously building and maintaining the administrative record.

Dudek proposes to prepare a full-scope project level EIR to evaluate the proposed project and a project variant that increases the number of dwelling units at an equal level of detail in each section of the EIR. Two of our EIR examples provided with this proposal demonstrate our past experience providing this level of analysis for project variants.

Dudek will prepare technical studies, peer review technical studies provided by the project applicant, and prepare the EIR and all required CEQA notices. Dudek will retain BAE to prepare the required Housing Needs Assessment (HNA), as required by the City's settlement agreement with the City of East Palo Alto. In addition to the required HNA analysis, Dudek will ensure that the EIR considers the degree to which the project would result in population growth that may exceed the amount of growth anticipated under the General Plan and the associated effects related to provision of public services and utility services.

Dudek anticipates that loss of historical resources will be a critical issue for the environmental analysis because the Page & Turnbull report finds that the existing SRI campus is potentially eligible for listing on the California Register of Historic Resources as a historic district and three of the buildings within the property are potentially eligible for listing as individual resources. The project proposes to demolish most of the buildings that are contributing features to the historic district and all three of the buildings that are potentially eligible for listing as individual resources. Demolition of a historic resource is considered to be a significant and unavoidable impact because there is no mitigation that can adequately compensate for the loss of such a resource. Dudek will ensure that the EIR presents a detailed analysis of the reasons for the finding that the property is potential eligibility for

listing as well as a robust alternatives analysis that includes consideration of one or more alternatives that could avoid that impact, to provide support for the CEQA Findings and Statement of Overriding Considerations.

The project would construct buildings of greater scale and mass than exist currently and require extensive tree removal. Neighboring land uses, particularly residential, are sensitive to these types of changes. The aesthetic impacts analysis must also consider the project site size, range of existing land uses in the vicinity, and variety in the size and type of proposed project elements around the perimeter of the site. Dudek's analysis of the degree of change in the visual character of the project site will use several vantage points to demonstrate context-specific consideration of each of these factors. Analysis of tree loss will be included in the aesthetics section to specifically address how tree loss could affect views of the site from off-site public vantage points. In addition, tree loss will be evaluated in the biological resources section in relation to the City's tree preservation policies and standards.

In the event that the project is granted approval from the Governor's office as an Environmental Leadership Development Project under Senate Bill (SB) 7, we have also included an optional task to support the City and project applicant by submitting the administrative record with each final or screencheck deliverable so that the City can post these materials to the City's website to ensure they are available to the public throughout each step of the CEQA process, in compliance with SB 7.

# Proposed Scope of Work

## Task 1: Project Initiation

### Task 1.1: Project Kickoff Meeting and Site Visit

Upon execution of the EIR contract, Dudek Project Manager Katherine Waugh and Deputy Project Manager Kirsten Burrowes will attend a virtual project initiation meeting with City staff and the project applicant representatives, if invited by the City. This meeting will be critical to the ultimate success of the project, as it provides the project team an opportunity to discuss and review the scope of the project, formalize key project assumptions, and define key milestones and other success factors for the project. This meeting will also offer an opportunity to confirm document format requirements, points of contact, status report details, and any other logistical, technical, or procedural concerns. We approach every project with the understanding that attention on the front end of a project can save substantial time and costs in the long run.

Dudek will also conduct a site visit to observe existing conditions in the project vicinity and review applicable background and technical data for the project area, such as city and regional planning documents and associated EIRs, as well as project-specific EIRs for other projects in the vicinity. From this review, Dudek will identify applicable policies and standards that will be cited in the EIR as portions of the regulatory framework governing impact analysis for this project.

### Task 1.2: Project Description

Dudek will prepare a project description for use in the EIR. It will include the planning and environmental context for the project and project site, including documenting the existing land uses and condition of the project site, providing a detailed description of the project components, and identifying general construction logistics and schedule. Dudek will coordinate with the City regarding project information needs and supporting project materials, including project studies and reports. The draft project description will be submitted to the City and the project applicant for review and comment, and Dudek will revise the project description as necessary.

The approved project description will be used as the basis for all project analyses. Minor revisions to the project description are anticipated as part of the EIR process; however, major changes could require new or revised graphics and could substantially affect impact analyses. Any changes to the project description that require revisions to completed or in-progress tasks could represent additional costs beyond what is included in the proposed budget and thus may require a contract modification.

#### Task 1 Deliverables

- Project data needs list (submitted electronically)
- Draft Project Description (submitted electronically)

## Task 2: Notice of Preparation and Scoping

Dudek will prepare a Notice of Preparation (NOP) to initiate the EIR process. The NOP will provide a brief description of the project and project variant, discuss the potential environmental effects of the project, and describe the anticipated scope of the EIR. The EIR is expected to address all issues raised in Appendix G of the CEQA Guidelines, with the exceptions of agricultural and forestry resources, mineral resources, and wildfire. Discussions supporting the exclusion of these topics from the EIR will be included in the NOP.

Dudek will submit the draft NOP to the City for review and will revise the document based on City comments. Dudek will provide the City with the final NOP and coordinate with the City to ensure appropriate document distribution, including the Notice of Availability (NOA). Dudek assumes that the City will undertake distribution to local agencies and individuals, as well as provide for publication of a NOA in the newspaper. Dudek will submit the NOP and Notice of Completion (NOC) document electronically to the State Clearinghouse.

Dudek will also coordinate with City staff to hold a public scoping meeting using an online meeting platform. At the meeting, Dudek will present an overview of the project, the project variant, and the anticipated scope of the EIR. Dudek will take meeting notes to document the public comments received. At the conclusion of the NOP review period, Dudek will prepare a scoping comment summary.

### **Task 2 Deliverables**

- NOP, NOA, and NOC (submitted electronically)
- Scoping Meeting Presentation (submitted electronically)
- Scoping Comment Summary (submitted electronically)

### **Task 3: Technical Studies and Peer Reviews**

Dudek will prepare technical studies and peer reviews of applicant-provided technical studies to develop the substantial evidence on which the EIR analysis will be based.

#### **Task 3.1: Aesthetics – Shadow Analysis Technical Memorandum**

Dudek will prepare a shadow analysis technical memorandum for the proposed project and project variant. The purpose of the analysis will be to determine potential effects resulting from development on the project site as it relates to new shadows cast onto nearby shadow-sensitive land uses. As stated in the RFP and confirmed via Google Street View, existing development on site consists of 38 buildings with a mix of office, R&D, amenity, and support uses. For purposes of this proposal and the forthcoming shadow analysis, shadow/shade sensitive uses are understood to consist of certain land uses (e.g., residences, parks and other publicly accessible open spaces, and schools) whose occupants and users have expectations for direct sunlight and warmth from the sun. The duration and length of shadows cast by the project and project variant will be illustrated and evaluated in the shadow analysis which will be incorporated into the Aesthetics section of the EIR.

To approximate shadow conditions in the surrounding area created by development of the project, shadows cast by proposed site buildings will be simulated for the summer solstice (June 21), fall equinox (September 23), winter solstice (December 21), and spring equinox (March 20) at 9:00 a.m., 12:00 p.m., and 3:00 p.m. We assume that AutoCAD drawings of the proposed site plan, building floor plans, elevations and roof plan will be provided. To prepare the shadow exhibits, existing buildings will be placed at zero elevation and extruded to their building heights within the 3D Studio Max software. This will establish baseline for existing shadow conditions. A 3D mass model of the proposed development at 333 Ravenswood Avenue and the maximum height of the buildings would then be used to place the proposed structure into the 3D Studio Max scene. A 3D sun system is then added to the scene to cast projected shadows at the summer and winter solstices and at the spring and fall equinoxes. As solstices and equinoxes represent a worst-case scenario pertaining to shadow length, shadows cast during other times of the year are not necessary and will not be prepared. We assume that there will be no more than two rounds of non-substantial revisions to shadow exhibits and analysis based on comments from the applicant and the City.



The analysis will include brief introduction to shadows and seasonal patterns throughout the year. Further, the analysis will reference the exhibits described above and include a concise assessment of shadow length and duration for the solstices and equinoxes. Dudek assumes the appropriate threshold of significance for shadow impacts would be consistent with Chapter 16.23 of City of Menlo Park Municipal Code, which provides development standards for shadow impacts in a high-density residential district. If an alternative threshold approach is preferable, Dudek will consult with the City in determining appropriate shadow impact thresholds, such as potentially relying on thresholds established elsewhere in the State of California for context and to provide clear rationale for significance and severity. For example, both the cities of San Mateo and San Francisco have adopted significance threshold for shadows that could be applied to this project.

**Task 3.1 Deliverables**

- Shadow Analysis Technical Memorandum (submitted electronically)

**Task 3.2: Air Quality, Greenhouse Gas, Energy, and HRA Peer Review**

Dudek will review the Air Quality, Health Risk, and Greenhouse Gas (GHG) Emissions technical reports and the Energy Consumption report (prepared by Ramboll) for the proposed project and the project variant to ensure adequacy for CEQA EIR preparation. The project details, analysis methodology, modeling results, impact findings, and mitigation measures (if applicable) will be verified by a Dudek air quality specialist. Specifically, Dudek will verify that the air quality analysis was appropriately performed in accordance with the Bay Area Air Quality Management District’s (BAAQMD’s) guidance and emissions-based thresholds. As indicated in the RFP, a health risk assessment (HRA) may be required for the project if applicable thresholds for the project are exceeded. Given the extent of proposed development and proximity to sensitive receptors (i.e., single family residences immediately adjacent to the project site), it is assumed that a construction HRA would be prepared by Ramboll to assess health risk of diesel particulate matter emissions from heavy-duty trucks and equipment. Dudek will review the HRA with regards to CEQA adequacy and compliance with BAAQMD guidance and industry standard practices. Preliminary project details do not indicate that operation would require use of a stationary source (e.g., emergency generators) that would require a permit from the BAAQMD. As such, our budget assumes that no stationary source emissions calculations or associated operational HRA will be reviewed as part of our scope of work. In the event that stationary sources are proposed for project operation, a separate scope and budget can be prepared to prepare or review an operational HRA.

The GHG emissions analysis will be reviewed in terms of CEQA adequacy, lead agency approach (such as compliance with the City of Menlo Park 2030 Climate Action Plan), air district requirements (e.g., BAAQMD reduction goals and the 2017 Clean Air Plan), and other relevant regulations and caselaw. The energy analysis will similarly be reviewed for CEQA adequacy in regard to calculations, approach, and conclusions. Dudek assumes that the complete analyses, including the emissions modeling input and output files, will be provided, particularly for the health risk assessment to streamline the review process.

The results of the peer review and any recommendations and/or comments will be provided directly within the documents provided (i.e., Air Quality, Health Risk, GHG Emissions, and Energy Consumption technical reports).

**Task 3.2 Deliverables**

- Air Quality, Health Risk, GHG Emissions, and Energy Consumption Peer Review Memorandum (submitted electronically)

**Task 3.3: Biological Resources Assessment**

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Dudek biologists will conduct a biological resources assessment of the study area and immediate vicinity and analyze the proposed redevelopment project to support CEQA compliance. The study area contains approximately 63.2-acres of existing SRI Campus buildings, parking lots and parking structures, associated paved sidewalks, walkways, and ornamental landscaping, including several trees. This work will involve the following subtasks:

**Literature Review.** Dudek will conduct a literature review to identify sensitive biological resources known to occur in the project area vicinity. The literature review will include a search of the California Department of Fish and Wildlife’s California Natural Diversity Database, the U.S. Fish and Wildlife Service’s Information for Planning and Consultation online planning tool, and the California Native Plant Society’s Inventory of Rare and Endangered Plants of California. Other public biological data sources (e.g., iNaturalist, eBird) and relevant biological reports from other projects in the City will also be reviewed, as appropriate.

**Field Reconnaissance.** A Dudek wildlife biologist will conduct a one-day, reconnaissance-level site visit to document existing biological resources (e.g., vegetation or land cover types, wildlife habitat) and assess the potential for special-status species to occur. No sensitive vegetation communities or jurisdictional aquatic resources (e.g., wetlands) are expected to occur because of the site’s location within an area historically developed for industrial, research and development, warehousing, and office space land uses. Based on Dudek’s experience with similar projects in the area and a review of Google Earth aerial imagery, potential biological resources include trees and shrubs that provide habitat for nesting birds and tree-roosting bats, buildings that may provide habitat for roosting bats, and trees that may be protected under the City of Menlo’s Park heritage tree ordinance (Municipal Code Chapter 13.24, July 2020).

Dudek’s biologists will use the information developed through the literature review and field reconnaissance to prepare the EIR Biological Resources section. No separate technical memorandum will be prepared. Lists and tables of plant and wildlife species observed on site and the potential for the site to support special-status plant and wildlife species will be included in the EIR technical appendices.

**Task 3.4: Cultural Resources Assessment**

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Dudek’s professionally qualified cultural resources staff will conduct technical work in support of the proposed EIR in conformance with CEQA and all applicable local municipal guidelines and regulations. Based on a preliminary analysis of the proposed project and the general project site, Dudek has prepared the following scope of work to address potential impacts on CEQA archaeological and built environment historical resources.

**Approach for Archaeology**

The subject area is sensitive to archaeological resources associated with the 19th-century estate period and the early residences and entrepreneurs of Menlo Park. Testing for such resources near the Project area has been positive (Clark 1997). Later historical periods, such as the active years of the Dibble Army Hospital (1943-1945) may also be represented in the subsurface by archaeological deposits. The overall sensitivity for historical period archaeology is high. Such parcels are subject to a reporting requirement for development permits to assess potential impacts on potentially significant archaeological resources. Reports of this type include archival research, surface survey, and subsurface testing and evaluation by a qualified professional archaeologist. It is not known if archaeological technical work for this site has been conducted. If it has Dudek assumes copies of this work will be provided and will be used to prepare the Cultural Resources EIR section (see Task 7). If not, upon request, Dudek can prepare all necessary archaeological technical work to support the completion of the EIR as presented in the Optional tasks outlined below.

**Optional Archaeology Tasks**

**Optional Task 3.4.1: Records Search and Background Research**

Dudek will conduct a California Historical Resources Information Systems (CHRIS) records search of a project area within at least a 0.25-mile radius from the project site at the Northwest Information Center (NWIC), which houses cultural resource records for Santa Clara County. The purpose of the records search is to identify any previously recorded cultural resources that may be located within the project area. In addition to a review of previously prepared site records and reports, the records search will also provide information on historical maps of the project area, ethnographies, the National Register of Historic Places (NRHP), the California Register of Historical Resources (CRHR), the California Historic Property Data File, Built Environment Resources Directory (BERD), and the lists of California State Historical Landmarks, California Points of Historical Interest, and Archaeological Determinations of Eligibility. Finally, a review of historical maps and aerials will be conducted to determine the history of land use and disturbance within the project area. Dudek assumes the direct fees for the NWIC records search will not exceed **\$1,500**. Please note that due to COVID-19, the NWIC response time for records searches has been significantly delayed. To minimize delays as much as possible, Dudek will initiate a CHRIS records search immediately upon award of the project.

**Optional Task 3.4.2: Field Survey**

A qualified Dudek archaeologist will conduct a field survey of all accessible land within the Project area. The purpose of the reconnaissance will be to determine the presence/absence of prehistoric and/or historical period cultural resources. The survey will be guided by information from the background research as well as surface topography and soil characteristics that suggest the potential for archaeological remains.

**Optional Task 3.4.3: Subsurface Testing**

Based on the results of the background research and surface survey, a qualified Dudek Archeologist will design and conduct a program of mechanical and manual subsurface testing. The purpose of the testing will be to determine the presence/absence of prehistoric and/or historical period cultural resources. The testing will consist of a combination of mechanical trenching with a backhoe, 0.25 X 0.5-meter shovel test pits, and/or 10-centimeter diameter auger probes to inspect subsurface deposits for cultural materials. It is assumed that approval of this approach and access to this exploratory testing will be provided by the client before implementation. Should permissions to use mechanical methods not be provided, alternative hand-based excavations in exposed soil areas may be applied. Dudek assumes negative archaeological findings or very simple cultural resources (i.e., clearly not CRHR eligible based on cursory inspection) will be encountered. Dudek does not anticipate detailed documentation and /or formal evaluation of any inadvertent finds that are discovered as part of this scope of work. Should potentially significant resources be identified, and they cannot be feasibly avoided, we will provide a scope and cost to be outside of the present scope. Dudek assumes the subsurface contractor’s direct cost and related fees for subsurface testing will not exceed \$6,000.00 and that soils can be left on-site. Dudek assumes that testing can be completed in 2 standard days, with the mechanical testing subcontractor and two archaeologists.

**Optional Task 3.4.4: Archaeology Reporting**

Dudek will prepare an archaeological resources letter-style report that will summarize the results of the CHRIS records search, NAHC SLF results (if requested), and background research. The report will include a brief project description, regulatory framework, all sources consulted, research, findings, and recommendations for appropriate management. We assume no more than one (1) draft and one (1) final version of the report will be required. It is anticipated that a draft archaeological resources letter report will be provided within 4-weeks of completion of the mechanical testing.

**Non-Optional Cultural Resources Tasks**

**Task 3.4.5: Native American Coordination – AB 52 Support**

The project is subject to compliance with Assembly Bill (AB) 52, which requires lead agencies to provide tribes who have requested notification with early notice of the project and, if requested, consultation to inform the CEQA process concerning tribal cultural resources. While AB 52 is a government-to-government process between the CEQA lead agency and California Native American Tribes, Dudek will assist the lead agency, in this case, the City of Menlo Park, with their Native American consultation obligations under AB 52. Assistance with these efforts would be accomplished by the following: 1) contact the California State Native American Heritage Commission (NAHC) to request a review of their Sacred Lands and obtain a list of tribal representatives with potential knowledge of cultural resources within the project area; 2) write notification letters subject to the City’s approval and placement on City letterhead for dissemination to each of the tribal representatives who have previously contacted the City requesting project notification and, if desired by the City, any additional names provided by the NAHC. The letter will include but may not be limited to the following: location of the proposed Project site and associated figure, a summary of the proposed Project and objectives including the extent of ground-disturbing activities (if known), results of background research including the CHRIS and NAHC SLF records search results (if available at time letter is sent), agency contact information, and a clear statement requesting all communication within 30 days of receipt of notification.

**Task 3.4.6: Peer Review - Page and Turnbull Historic Resources Evaluation Report for the SRI Campus**

Dudek understands that a Historic Resource Evaluation (HRE) for the SRI Campus was prepared by Page & Turnbull in April 2022. The proposed project footprint matches the extent of the SRI Campus boundary. Page & Turnbull found that three buildings on the Campus (Building A, Building E, and Building 100) are individually eligible for listing in the California Register. Additionally, Page & Turnbull found that the SRI International Campus is eligible for listing as a historic district in the California Register of Historical Resources (CRHR) under Criterion 1 (Events) for association with SRI International as an innovative research and development institution. The historic district contains 26 contributing buildings and 2 contributing landscape features, as well as 13 non-contributing buildings. As such, the entire campus is considered a historical resource for CEQA.

A qualified Dudek senior architectural historian will prepare a peer review of the HRE prepared by Page & Turnbull and all supporting documentation to determine its adherence to all applicable regulations under CEQA, federal, state, and city cultural resources regulations, and any other applicable guidelines and industry standards. Dudek assumes that all applicable report appendices will be provided as part of the peer review. Dudek will prepare a memorandum of findings (memo) outlining any technical inadequacies observed in the documentation. The review will verify that the assessment contains adequate background research and methodology, appropriate consideration of state and local designation criteria and integrity requirements, and well-supported findings. It is assumed that this peer review will not require supplemental research. Dudek will provide a detailed report assessment in a findings memo, which will detail the results of the peer review, including a description of the assessment’s adequacy, a bulleted breakdown of any issues that should be addressed, and recommendations for additional work, if applicable. The memo will also assess the HRE’s adequacy in using it to assess Project-related impacts under CEQA. The memo will refer to specific pages, paragraphs, and appendices of the HRE if necessary. Dudek assumes that the City will provide one (1) round of review of the findings memo and will accommodate one (1), one (1) hour call to discuss findings if deemed necessary.

**Task 3.4: Assumptions**

- No potentially significant archeological cultural resources will be identified that require formal significance evaluation. If potentially significant resources are found, Dudek will assess the situation and prepare a new scope of work and budget to appropriately address the find for your consideration. Any discoveries that fall below the threshold for formal significance evaluation will be documented using standard archaeological field practices).
- Dudek assumes no more than 3 versions of the optional archaeological technical report will be.
  - Draft 1, review to the client
  - Draft 2, City Review
  - Production of Final Report
- This scope of work does not include in-person appearances at City meetings or hearings.
- This scope and price quotes are valid for 90 days from the date of this proposal letter.
- The city will provide Dudek with detailed design drawings and project descriptions for each project alternative for use in the SOIS Conformance in the EIR.

**Task 3.4 Deliverables**

- AB 52 Notification draft letter (submitted electronically)
- Draft and Final HRE Peer Review memo (submitted electronically)
- Optional – Draft and Final Archaeological technical report (submitted electronically)

**Task 3.5: Hazards and Hazardous Materials Assessment**

As identified in the RFP, a Phase I Environmental Site Assessment (ESA) and Site Assessment Report (SAR) have been prepared for the proposed project site. A peer review of these documents is required to determine if additional investigations are required, such as a Phase II ESA, to collect sufficient technical information for preparation of the EIR.

Dudek hazardous materials specialists will conduct a peer review of the Phase I ESA and SAR prepared by ATC Group for the project site. The review and findings will be summarized in a memo report. The report will include the following:

- a summary of the Phase I ESA
- accuracy and completeness of the Phase I ESA as compared to ASTM standards E 1527-13 and E 1527-21 (Phase I Environmental Site Assessment Process)
- a summary of the SAR
- evaluation of potential impacts
- accuracy of data and comparison to regulatory thresholds, as applicable
- identification and discussion of data gaps, if any
- determination as to adequacy of findings and recommendations with respect to CEQA evaluation

The peer review will be conducted by an Environmental Professional as defined by ASTM 1527-21 Standard Practice for Environmental Site Assessments.

**Task 3.5 Deliverables**

- Hazards and Hazardous Materials Peer Review Memo Report (submitted electronically)

### Task 3.6: Housing Needs Assessment

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BAE Urban Economics, Inc. (BAE) will prepare a housing needs assessment (HNA) for the proposed Parkline project at the SRI campus in the City. BAE will evaluate each of the two project variants at an equal level of detail.

The analysis is scoped to satisfy the terms of the 2017 settlement agreement between the City of Menlo Park and the City of East Palo Alto, which states:

“The scope of the HNA will, to the extent possible, include an analysis of the multiplier effect for indirect and induced employment by that Development Project and its relationship to the regional housing market and displacement.”

To accomplish this, the analysis will include background analysis of the local and regional housing market context, identification of the proposed project’s net impact on housing supply and demand across income levels, estimation of the impacts felt within the City, and an evaluation of the broader impacts on the balance of supply and demand within the regional housing market. The latter will include a qualitative assessment of the potential for displacement of lower-income residents within the local area. Following is a detailed description of the tasks and methodology to complete the scope of work.

#### Project Start-Up and Background Data Collection

To set the stage for the impact analysis, BAE will collect and analyze background data on demographic and housing market characteristics in the City and the wider region. Data collected will include information on household income levels, housing cost burden, overcrowding, renter and owner occupancy rates, residential rents and sale prices, typical residential turnover rates, recent residential construction activity, recent employment growth, projected household growth, and projected employment growth. This analysis will provide data on the City and the San Mateo County/Santa Clara County region of the Bay Area. If available from the City, BAE will also analyze data on the number and type of units in the residential development pipeline in the City. This analysis will include a qualitative assessment of the extent to which the background data indicate displacement risk for existing residents in the local area (e.g., Menlo Park and East Palo Alto).

#### Net Impact on Housing Supply and Demand by Income Level

To serve as the basis for the impact assessment, BAE will estimate the net impacts of the proposed project and the project variant on housing supply and demand, by income level.

##### a. Change in Housing Supply by Income Level

First, BAE will identify the increase in housing supply created by the proposed project in terms of new housing units by likely income level of the household occupants, based on the anticipated market pricing of the proposed housing, as well as consideration of any included below market rate units as applicable.

##### b. Net Direct Change in Worker Housing Demand

Next, BAE will summarize the direct net impacts of the proposed project on jobs, including the reduction of jobs potential due to removal of existing buildings, and the new job potential associated with new buildings. BAE will associate these job changes with the relevant industry sectors.

**c. Indirect and Induced Job Impacts and Related Regional Worker Housing Demand**

Next, BAE will use the Impact analysis for Planning (IMPLAN) economic model to estimate the indirect and induced job impacts on housing demand associated with the changes in land use at the project site, based on the estimated changes in the number of jobs at the project (i.e., direct employment from sub-task b.) by relevant industry sector as inputs for the IMPLAN model to estimate the indirect and induced jobs that the proposed project will support within the San Mateo/Santa Clara County region. BAE will then estimate the direct, indirect, and induced housing unit need associated with the project’s total (direct, indirect, induced) net employment change by dividing the number of direct, indirect, and induced jobs by the average number of workers per worker household in the two-county housing market. BAE will then estimate the household income distribution for the new worker households generated by the direct, indirect, and induced employment from the proposed project based on the household income distribution among existing workers in each relevant industry sector using Public Use Microdata Sample (PUMS) data.

BAE will also estimate the indirect and induced housing demand by income level generated by the household spending associated with the proposed project’s new housing component as inputs for the IMPLAN model. The model will estimate the number of jobs that would be supported by the increased spending of new households associated with proposed housing units on goods and services within the two-county area and BAE will again convert workers to households and use PUMS data to estimate the household income levels associated projected workers within the relevant industry sectors.

**d. Net Housing Demand/Supply Effect**

BAE will aggregate the direct, indirect, and induced impact calculations from the preceding sub-tasks to produce a summary table that identifies the total estimated change in housing demand (units) by income level associated with the proposed project.

**Menlo Park Share of Housing Impacts**

BAE will then estimate the share of new direct, indirect, and induced housing demand that will be located in the City and East Palo Alto based primarily on existing commute patterns, though this task will also include a sensitivity analysis to estimate the housing demand in the City and East Palo Alto if housing demand among new workers differs somewhat from housing demand as indicated by existing commute patterns.

**Analysis of Impacts on Local and Subregional Housing Market**

BAE will provide an assessment of the potential relationship between the proposed project, the regional housing market, jobs-housing balance, and displacement. This will include a qualitative analysis of the potential impacts of the proposed project on residential rents and sale prices and the potential that the proposed project will lead to the displacement of existing local area residents.

**Draft and Final Reports**

BAE will prepare a draft report that summarizes the approach to the Housing Needs Assessment and presents the research, analysis, and findings from the completed scope of work. Following submittal of the draft report, BAE staff will be available to discuss the Draft Report with City staff by teleconference and answer any questions. Upon receipt or a single, consolidated set of City staff comments on the Draft Report, BAE will revise the report as appropriate and prepare a Final Report for the City’s use. BAE will submit all report drafts in electronic format (Microsoft Word and/or Adobe PDF).

**Deliverables:**

- Draft Background Conditions chapter of the Housing Needs Assessment Report (submitted electronically)
- Draft Housing Demand Analysis chapter of Housing Needs Assessment Report (submitted electronically)
- Draft Project Impact chapter of Housing Needs Assessment Report (submitted electronically)
- Final Housing Needs Assessment Report (submitted electronically)

**Task 3.7: Noise and Vibration Study**

Dudek will conduct a noise and vibration study of potential impacts to existing noise-sensitive and vibration-sensitive vicinity land uses (i.e., residences, schools, and research laboratories) from project construction and operation. The impact analysis will reflect Appendix G of the CEQA Guidelines; specifically, whether a project would (1) result in generation of a substantial temporary or permanent increase in ambient noise levels in the vicinity of the project in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies; and (2) result in generation of excessive groundborne vibration or groundborne noise levels.

The project site is surrounded by a wide range of land uses, including commercial buildings, schools, residences, the Menlo Park civic center, the U.S. Geological Survey Western Regional office and other commercial office space. These residences, schools, offices, and research lab uses could be potentially impacted by noise and vibration generated by construction and operation of the proposed project.

A field noise study will be conducted to measure existing on- and off-site noise conditions. Short-term (i.e., 15-30 minutes) sound pressure level (SPL) measurements will be conducted at up to four (4) on-site and nearby noise-sensitive receiver locations, which are anticipated to include a location on Middlefield Road, Ravenswood Avenue, Laurel Street, and Waverly Street. Manual traffic counts of vehicles along the adjacent street segment will also be completed during the sound level measurements to calibrate the traffic noise model for use in characterizing the ambient community noise equivalent level. At Dudek’s discretion, up to two (2) 24-hour SPL measurements may be conducted at one of these four locations, or at another additional locations.

Monitoring locations will be selected to adequately represent noise exposure at areas of key interest in the project vicinity; such as property lines and nearby noise-sensitive receptors. Noise level data will be used for establishing existing baseline noise level in the project vicinity and will serve as a basis of evaluation for future noise levels at receivers within the project area. Dudek will coordinate with a designated project team member as directed to coordinate access where required.



**Noise Modeling and Analysis**

Dudek will model and analyze existing ambient and project-generated noise levels throughout the project study area. The analysis will be based on proposed project information provided by the City, observations and noise measurement data from the field survey, the proposed project’s traffic study, and available reference data.

Dudek will analyze potential short-term, construction-related noise impacts associated with the proposed project (e.g., on-site heavy-duty equipment, generators, pumps, etc.) using an equipment inventory and construction activity information provided by the project applicant or based upon construction equipment defaults for the development type and size from the CalEEMod model. Construction-related noise impacts will be assessed with respect to nearby noise-sensitive receptors and their relative exposure, based on the City’s Noise Control Ordinance and General Plan. The analysis will utilize the Federal Highway Administration (FHWA) Roadway Construction Noise Model and Federal Transit Administration (FTA) reference noise level data and industry-standard propagation methodologies. Vibration impacts (construction and operational) will be evaluated through the application of FTA and California Department of Transportation reference data and methodologies. With respect to the project variants that include either 400 or 600 residential units, it is assumed the same equipment inventory would be employed, but construction duration would be extended for the 600-unit versus 400-unit scenario. Noise and vibration associated with construction of each of the two scenarios will be quantified.

Existing and future traffic noise exposure at nearby existing noise-sensitive receptors and future receptors associated with the proposed project will be analyzed based on the traffic study, available regional traffic data, and application of the FHWA traffic noise propagation modeling algorithms. Where traffic noise levels are calculated to exceed applicable thresholds, mitigation measures will be evaluated to determine the requirements to achieve compliance with the thresholds. Future exterior traffic noise exposure levels at the building facades of the residential uses associated with the proposed project will be calculated and used to determine if upgraded window and building assemblies would be necessary to achieve compliance with the City’s interior noise standards. Given the assumption that the traffic study will assess both the 400 residences and 600 residences variants of the project, Dudek will quantify the traffic noise resulting from each of the two scenarios.

Long-term on-site operational noise from heating, ventilation, and air conditioning (HVAC) equipment; parking structure activities; and any other major exterior mechanical equipment will be evaluated at existing nearby noise-sensitive receivers and at the subject property boundaries. Conceptual information for the HVAC equipment is assumed to be provided by the applicant, including capacity and location of exterior equipment. If such information is not available, Dudek will identify representative equipment based upon the residential unit count and commercial office or research space square footage. On-site operational noise at nearby sensitive receptors will be quantified for both the 400 and 600 residences project scenarios.

Dudek’s acousticians will use the information developed through the noise monitoring, modeling, and analysis to prepare the EIR Noise section. No separate technical memorandum will be prepared. Monitoring and modeling data will be included in the EIR technical appendices.

**Task 3.8: Transportation Impact Analysis Peer Review**

Dudek’s in-house transportation group will conduct a third-party peer review of the project’s Transportation Impact Analysis (TIA) prepared by the applicant’s transportation consultant (Fehr & Peers). The review will be based on the City of Menlo Park’s Transportation Impact Analysis Guidelines (2020). Generally, per the City’s guidelines, the project would be required to prepare a vehicle miles traveled (VMT) assessment per Senate Bill 743 (SB 743), as well as a level of service (LOS) analysis per operational policies in the City’s General Plan

Circulation Element. Additionally, the review will also follow the guidelines and requirements from the San Mateo City/County Association of Governments (C/CAG) Congestion Management Program (CMP), where applicable.

The proposed project is the redevelopment of an existing research campus to a transit-oriented, mixed-use district adjacent to the City’s Downtown Area and Caltrain Station. The project includes a mixed-use neighborhood with new housing units at a range of affordability levels, new bicycle and pedestrian connections, more than 25 acres of public open space, and a new sustainable research and development campus with no net increase in non-residential square footage. It is our understanding that two development options are being proposed, one option with 400 residential dwelling units (DUs) and all of the non-residential components described above, and the other option with 600 residential DUs and all of the non-residential components described above. This scope assumes that Fehr & Peers will prepare the required transportation analyses for both development options.

Dudek’s peer review will include the following:

- Ensure components of the TIA include an evaluation of applicable transportation thresholds, policies and programs at the City, regional, and state levels; assess potential impacts of both project options to VMT per the recently updated CEQA guidelines; analysis of vehicular traffic, public transportation, bike and pedestrian traffic, and parking; an evaluation of the pedestrian and bicycle circulation system for potential hazards; potential impacts to emergency access; and recommended improvements to minimize any potential impacts.
- Ensure components of the TIA include an evaluation of traffic operations (e.g., LOS, etc.) within an appropriate study area that adheres to City, C/CAG, and Caltrans traffic operations policies and requirements. Review recommended improvements to ensure feasibility.
- Identify any flaws in the methodologies and/or conclusions. Should Dudek determine that further modifications and/or revisions to the TIA are necessary, Dudek will work with the City and the applicant to revise the analysis/conclusions as appropriate.
- Identify the criteria used to determine significance; identify any significant and less than significant, direct and indirect, impacts resulting from the proposed project; recommend appropriate mitigation measures as may be required; and identify any impacts remaining after implementation of the recommended mitigation measures (if any).

The findings of the peer review, and recommendations, will be provided in a technical memorandum and presented to the City for review and comment. Dudek assumes that our memorandum would then be provided to Fehr & Peers to respond to our comments and Dudek will conduct one additional round of review of the revised TIA.

**Task 3.8 Deliverables**

- Transportation Impact Analysis Peer Review Memorandum (submitted electronically)

**Task 4: Administrative Draft EIR**

Dudek will prepare the Administrative Draft EIR pursuant to the requirements of the CEQA Statutes, CEQA Guidelines, CEQA case law, and City policies and standards. The Administrative Draft EIR will address all issues included in Appendix G of the CEQA Guidelines, with the exceptions of agricultural and forestry resources, mineral resources, and wildfire.

Each of the environmental analysis sections will contain the following: Environmental Setting, Regulatory Framework, Impacts, and Mitigation Measures. Each section will include a description of the baseline conditions of the project site as they relate to the environmental resource being evaluated and the changes to those

conditions that would result from the proposed project and from the project variant. The impacts analysis in each section will include specific consideration of cumulative impacts. The Thresholds of Significance for impacts to the subject resources will be defined based on applicable city, state, and federal policies, regulations, and standards. The impacts analysis in each section will include specific consideration of cumulative impacts. For the cumulative impacts analysis, the geographic area in which cumulative impacts may occur will be defined, the cumulative development scenario within that area will be identified, the potential for significant impacts to occur under the cumulative development scenario and the project's contribution to those impacts will be evaluated, and a determination of the significance of the project's contribution will be made. Each EIR resource topic is detailed in the following discussion.

### **Aesthetics**

The project proposes to replace existing site structures with new buildings, which would generally be higher and of greater scale, mass, and intensity. The aesthetics and visual resources EIR section will evaluate the change in land uses, visual character, and views of the site associated with the proposed redevelopment. This will include comparing building scale, massing, and height under the proposed project and under the project variant with the existing buildings; describing building design elements, materials, and colors, with particular focus on the pedestrian experience through and around the site; describing proposed landscaping; and characterizing potential changes in light and glare. The analysis will also summarize the results of the Shadow Study prepared under Task 3.1.

The aesthetics analysis will be based upon the schematic level architectural plans submitted by the applicant, which show maximum building stories, general footprint locations, and conceptual building treatments. Dudek will identify applicable policies and standards governing building design and identify whether the schematic level architectural plans provide enough detail to verify compliance with those standards or whether compliance will need to be determined at the time that the City conducts design review for each building.

The change in visual character is subjective; therefore, the analysis will focus on the degree to which the proposed project will change the existing visual character of the site and evaluate if it would be substantially different from the current visual character. Information referenced to evaluate visual effects of the proposed project will include a site visit and photo documentation of existing conditions; proposed site plans and design elements; information from ConnectMenlo, the City Municipal Code, and development standards applicable to the site. The significance of visual changes will be based, to the extent feasible, on conformance with the City's policies and regulations that pertain to community character, light, and design.

### **Air Quality**

Dudek will prepare the air quality EIR section based on the air quality technical report prepared by Ramboll and our peer review of that analysis completed under Task 3.2.

### **Biological Resources**

Dudek biologists will prepare the biological resources chapter of the EIR based on the results of the literature review and site visit conducted under Task 3.3. Information on existing vegetation or land cover types, wildlife habitat, and special-status species occurrences and habitat suitability will be presented in the environmental setting section. Potential impacts will be identified by applying the standard environmental checklist questions for biological resources from the CEQA Guidelines to the project. If any potentially significant impacts on biological resources are identified, Dudek will propose feasible mitigation measures to avoid, minimize, or compensate for such impacts. As necessary, Dudek will consult and coordinate with City staff and state and federal resource

agencies to develop mitigation measures to minimize or avoid project-related impacts to biological resources and demonstrate how the proposed project will comply with local, state, and federal laws regarding protection of biological resources. This will include analysis of the proposed project's compliance with the City's Heritage Tree Ordinance and Chapter 16.44.130(6) of the Municipal Code concerning bird-friendly designs for buildings.

### **Cultural and Historic Resources**

Dudek will prepare the cultural and historic resources EIR section based on the archaeological survey and technical report prepared by Dudek as well as the Historic Resource Evaluation prepared by Page & Turnbull and our peer review of that analysis completed under Task 3.4.

Cultural Resources This section will summarize the results of the CHRIS records search and background research. Dudek assumes that either adequate prior archaeological reporting will be provided by the client, or the optional archaeological subtasks presented under Task 3.4 will be undertaken to provide background and inventory information needed regarding archaeology to support drafting the EIR cultural resources section. Dudek also assumes the Page & Turnbull HRE will stand as the technical report to support identification, inventory, and evaluation efforts for built environment CEQA historical resources within the project area. The section will discuss the proposed project's potential to impact cultural resources (archaeology and built environment) in conformance with CEQA, proposed project alternatives, and will provide mitigation measures and recommendations as appropriate.

The project as currently conceptualized proposes to redevelop the SRI Camps and demolish several buildings that according to the Page & Turnbull HRE are contributing elements to a historic district that is considered a historical resource under CEQA. Dudek built environment staff will work assist the Project Manager with the alternatives analysis for the EIR that explores options for the preservation of historic architectural resources that will be analyzed in the Draft EIR in addition to the no project alternative. This scope assumes two (2) one (1) hour meetings will be necessary as part of developing alternatives. Dudek will rely on key input from the applicant regarding costs, design, and other factors in analyzing the alternative(s).

To properly assess impacts on the historic district, Dudek will survey the project area in consideration of the proposed project and address the conformance of the project under SOIS threshold per CEQA. The historic built environment resources survey will be conducted by one (1) qualified architectural historian working no more than one (1) day to complete. The survey will entail taking detailed notes and photographs of viewsheds, buildings, character-defining features, spatial relationships, and landscaping design. The survey will be restricted to the exterior of the building and grounds. Dudek assumes that the qualified staff person performing the survey will have access to the exterior of the properties. Should any additional resources be identified as a result of the survey requiring recordation and evaluation, a budget augment may be required to address these resources.

Should the project move forward with the project design or project variant as currently proposed the CEQA finding for built environment CEQA historical resources will most likely be Significant. Mitigation will be required but for the demolition of CEQA historical resources mitigation cannot lessen the finding to less than significant. Dudek assumes coordination with the City on the development of appropriate mitigation measures and assumes no more than two (2) one (1) hour meetings will be necessary to coordinate and conceptualize a mitigation strategy to present in the EIR.

### **Tribal Cultural Resources**

The Tribal Cultural Resources portion of this section will summarize the results of the CHRIS records search, NAHC SLF (if requested), including background and ethnographic research, and all of the City's AB 52 for the project,

including notification and consultation with applicable tribes. In addition, the section will provide a brief analysis of potential project-related impacts to Tribal Cultural Resources in conformance with CEQA and will provide mitigation measures and recommendations as appropriate. Energy Consumption and Conservation

Dudek will prepare the energy EIR section based on the energy technical report prepared by Ramboll and our peer review of that analysis completed under Task 3.2. The EIR section will document the estimated energy consumption during construction and operation of the proposed project and the energy conservation measures incorporated in the project design. The EIR section will evaluate whether the project could result in inefficient or unnecessary energy consumption and if necessary, will include mitigation measures to improve energy efficiency.

### **Geology and Soils**

For the geology and soils section of the EIR, Dudek will use information from the ConnectMenlo Final EIR; The Menlo Park Open Space/Conservation, Noise and Safety Element; published geologic maps and reports from the California Geological Survey and U.S. Geological Survey; and any geotechnical reports provided by the project applicant. Environmental setting information from the 1994 EIR will be updated, as applicable.

Dudek will address geologic and soils issues, including faulting, potential seismic-induced ground failure, slope stability, expansive soils, subsidence, and erosion, with respect to implementation of the proposed project and the project variant. In general, geologic and soils impacts would only be considered significant in the event that project implementation would create or exacerbate existing geologic hazards or soil erosion. Impacts of geologic hazards on the project, such as surface fault rupture, would not be considered significant.

This section will also characterize the potential for the project to result in adverse effects on paleontological resources and identify mitigation measures to ensure that such impacts would be reduced to a less than significant level.

### **Greenhouse Gas Emissions**

Dudek will prepare the greenhouse gas (GHG) EIR section based on the GHG technical report prepared by Ramboll and our peer review of that analysis completed under Task 3.2. The EIR section will document the estimated GHG emissions associated with the project and the project variant and compare those to the Bay Area Air Quality Management District (BAAQMD) CEQA Air Quality Guidelines and recommended thresholds of significance for GHG emissions. The analysis will also consider project consistency with applicable state and local plans, such as the BAAQMD 2030 and 2050 Greenhouse Gas Reduction Goals and 2017 Clean Air Plan, and relevant City Plans.

### **Hazards and Hazardous Materials**

Dudek hazardous materials specialists will prepare the Hazards and Hazardous Materials EIR section based on the Phase I ESA, SAR, and our peer review of those studies completed under Task 3.5. The EIR section will evaluate potential impacts due to current and past hazardous materials/waste storage and/or use and identify potential environmental concerns related to construction and operation of the proposed project. The analysis will also include evaluation of potential project conflicts with local safety plans and emergency response plans, and will evaluate potential impacts associated with nearby airports and school sites.

## Hydrology and Water Quality

Dudek will use information from the ConnectMenlo Final EIR; published maps and reports by the California Department of Water Resources, U.S. Geological Survey, and Federal Emergency Management Agency; and any technical reports by the project applicant (e.g., drainage/hydrology report and water quality report). It is assumed that the project plans and drainage report will be reviewed by the City's Department of Public Works to determine that the documents meet City standards and are appropriate for use in the EIR analysis.

Based on the hydrologic setting of the project area, Dudek will evaluate short-term construction impacts and long-term operational impacts. Short-term impacts would primarily be related to potential erosion of exposed sediments; and potential incidental spills of minor amounts of petroleum products and hazardous substances leaking from construction equipment and vehicles. It will be assumed that grading and construction would occur in accordance with a State Water Resources Control Board–Construction General Permit and associated construction related Storm Water Pollution Prevention Plan, which would include Best Management Practices (BMPs) to minimize water quality impacts. Long-term impacts would be related to potential flooding, potential impacts to groundwater supply, and conformance with water quality standards and waste discharge requirements. Dudek will describe the surface drainage pattern of the project area and adjoining areas based on available aerial photographs, field observation, and existing drainage studies. Dudek will also summarize the drainage network within the project area; identify pre- and post-development runoff and any applicable detention basin sizes and locations based on the analysis presented in the applicant prepared drainage study; and evaluate the preliminary drainage calculations and plans regarding runoff amounts, the effect of concentrating runoff in structures and ditches, detention and retention facilities, and stormwater discharge. If any local detention or retention is required, the analysis will also include a discussion of potential mosquito vector impacts and mitigation. Dudek will review BMPs proposed by the applicant and discuss the adequacy of the proposed BMPs in reducing the potential pollutants to the maximum extent practicable and identify additional mitigation measures as necessary to ensure the project does not adversely affect water quality, result in potential flooding effects, or contribute significant volumes of stormwater runoff to the existing drainage network.

## Land Use and Planning

The land use and planning section will evaluate consistency with applicable City General Plan policies and zoning requirements, including the Municipal Code Ordinance No. 1026, and other relevant City planning documents. This section will also consider the compatibility of the project and the project variant with adjacent existing development, roadways, and public utilities. This section will analyze whether the proposed changes in land use and zoning designations would adversely affect the City's long-range land use planning goals.

## Noise and Vibration

Dudek will prepare the noise and vibration section of the EIR based on the noise monitoring, modeling, and analysis completed under Task 3.7. The EIR section will discuss the existing environment, including reporting on the noise monitoring results; summarize the relevant regulatory framework against which noise and vibration impacts are assessed based on the relevant city, state, and federal standards; describe the analysis methodology; and determine whether the project or the project variant would result in any significant impacts. If significant impacts are identified, mitigation measures to reduce impacts to a less-than-significant level (where feasible) will be prescribed. Dudek will also prepare a technical appendix for the noise and vibration section of the EIR that contains field noise measurement data and the modeling inputs and results for traffic and operational noise sources. The EIR section will address both project variants at an equal level of detail, specifically with respect to the potential noise impacts associated with increases in average daily traffic on local roadways.

### **Population, Housing, and Employment**

Dudek will prepare the population, housing, and employment EIR section based on the HNA prepared by BAE under Task 3.6. The EIR section will address both project variants at an equal level of detail.

### **Public Services and Recreation**

Construction of the proposed project would increase demand for public services within the City by adding a residential population to the project site through construction of either 400 or 600 multi-family dwelling units. As shown in Table 3-2 of the ConnectMenlo EIR, that EIR assumed that buildout of the General Plan would add 1,350 dwelling units to portions of the City outside of the Bayfront area, with 500 of those units included in projects that were already being processed at the time the ConnectMenlo EIR was prepared and 850 of those units accommodated under existing General Plan designations. Dudek will work with the City to develop an inventory of the dwelling units that have already been approved or proposed by other projects and determine to what extent the Parkline project would result in population growth that exceeds the assumptions in the ConnectMenlo EIR. This information will then be used to inform the analysis of the project's contribution to demands for public services and recreation. The public services and recreation section will evaluate the following:

- Law enforcement
- Fire protection
- Schools
- Libraries
- Parks and recreation

The following tasks will be performed for this section:

- Contact service providers to determine existing service levels in the project area, including documentation regarding existing staff levels, equipment and facilities, service capacities, and planned service expansions
- Review service provider master plans and other background documents
- Describe City and service-provider policies, programs, and standards associated with the provision of public services and utilities
- Identify project and project variant impacts to public services and recreational facilities
- Identify all on-site and off-site improvements necessary to verify that adequate public services are available for the proposed land uses
- Identify mitigation measures for any significant impacts identified in coordination with City staff and applicable service providers

### **Transportation and Traffic**

Dudek's transportation planners and CEQA analysts will prepare the transportation EIR section based on the Fehr & Peers TIA and our peer review of that report completed under Task 3.8. This section will include a 'CEQA Required Analysis' discussion focused on the impact of the project and the project variant with respect to Vehicle Miles Traveled (VMT), safety, public transit, and non-motorized transportation modes. This discussion will include a summary of the project's Transportation Demand Management (TDM) program and its effectiveness at reducing VMT. This section will also include a 'Non-CEQA Required Analysis' discussion that addresses intersection Level of Service under the project and the project variant.

**Utilities and Service Systems**

As discussed above, the project would add a residential population to the project site through construction of either 400 or 600 multi-family dwelling units. This would increase the demand for provision of utility services within the City. Dudek will use the inventory of dwelling units that have already been approved or proposed by other projects and determination of the extent to which the Parkline project and project variant would result in population growth that exceeds the assumptions in the ConnectMenlo EIR discussed above to inform the analysis of the project’s contribution to demands for provision of utility services. The utilities and service systems section of the EIR will evaluate the following:

- Water supply, treatment, and distribution
- Wastewater disposal
- Solid waste
- Electricity/natural gas

Dudek will coordinate with Menlo Park Municipal Water to identify the ability to serve the project under each of the project variants and potential needs for infrastructure improvements to ensure sufficient capacity to serve the project. Because the proposed project would include multifamily residential units ranging from 400 to 600 dwelling units (including proposed project and project variant/alternative), a formal water supply assessment under Senate Bill 610 may be required. As part of the detailed water supply/demand analysis, Dudek will coordinate with Menlo Park Municipal Water and their qualified consultant to support their preparation of a Water Supply Assessment for the project and project variant.

In addition, the following tasks will be performed in preparation of this EIR section:

- Contact service providers to determine existing service levels in the project area, including documentation regarding existing staff levels, equipment and facilities, service capacities, and planned service expansions
- Review service provider master plans and other background documents
- Describe City and service-provider policies, programs, and standards associated with the provision of utilities
- Identify project and project variant impacts to utilities and service systems
- Identify all on-site and off-site improvements necessary to verify that adequate utilities are available for the proposed land uses
- Identify mitigation measures for any significant impacts identified in coordination with City staff and applicable service providers

**CEQA-Mandated Sections**

**Growth Inducement**

This section will evaluate the potential for the project and project variant to induce additional growth in the project vicinity and the relationship of the currently anticipated growth to the dwelling unit cap established in the ConnectMenlo General Plan Update and the ConnectMenlo EIR. This analysis will consider the degree to which the project may remove barriers to growth and/or provide infrastructure and other improvements that could support additional growth as well as the multiplier effect from development of non-residential uses.

**Significant and Unavoidable Impacts and Irreversible Environmental Effects**

Based on the analysis presented in each of the environmental resource sections, a list of the significant and unavoidable impacts under the project and the project variant will be provided. Further, the use of nonrenewable



resources and commitment of environmental resources associated with the project and project variant will be evaluated to determine if the project would result in additional irreversible environmental effects.

Note that cumulative impacts will be addressed in each of the environmental resource analysis sections.

### **Alternatives to the Proposed Project**

Dudek will evaluate the project variant at an equal level of detail as the proposed project analysis throughout each of the EIR sections. Dudek will also work with City staff to identify up to 3 additional substantive project alternatives, including at least one alternative that considers retention of many or all of the buildings within the identified historic district on the property. Developing the project alternatives will also include consideration of public comments received in response to the Notice of Preparation, modification of the project footprint and building design, reduction of the project's density and/or intensity, and/or modification of the project's land uses. Dudek will evaluate each of the project alternatives and the no-project alternative with respect to the potential for an alternative to reduce or avoid the proposed project's significant impacts.

### **Preparers and References, Technical Appendices**

The Administrative Draft EIR will include a references section providing citations for all sources used to complete the EIR and a listing of all professionals who have contributed to preparation of the EIR. An electronic copy of each source document will be provided to the City on CD so that the project's administrative record is complete.

The EIR Technical Appendices will include the NOP and all scoping comments received, the project plans, and the technical reports prepared under Task 3. The Technical Appendices will be provided in electronic format only.

#### **Task 4 Deliverables**

- One (1) electronic copy of the Administrative Draft EIR
- One (1) electronic copy of the EIR technical appendices
- One (1) electronic copy and one (1) CD of the Draft EIR source documents (administrative record)

### **Task 5: Screencheck Draft EIR**

Once the City and project applicant have reviewed the Administrative Draft EIR and provided Dudek with a single set of consolidated comments, Dudek will revise the Administrative Draft EIR and submit a screencheck Draft EIR to the City for final review.

#### **Task 5 Deliverables**

- One (1) electronic copy of the Screencheck Draft EIR

**Task 6: Public Review Draft EIR**

Based on City staff comments on the Screencheck Draft EIR, Dudek will prepare the Draft EIR for public review. Dudek will also prepare a Notice of Availability of the EIR and the State Clearinghouse Notice of Completion. Dudek will work with City staff to assemble, notice, and distribute the Draft EIR for public review. Dudek assumes City staff will deliver the Notice of Availability of the EIR to the San Mateo County Clerk for posting and will undertake local agency distribution. Dudek will submit 15 hard copies of the Draft EIR to the City for distribution; technical appendices will be provided on a CD or flash drive. Dudek will undertake online submittal of the Draft EIR to the State Clearinghouse.

**Task 6 Deliverables**

- Fifteen (15) hard copies and one (1) electronic copy of the Draft EIR

**Task 7: Administrative Final EIR and Mitigation Monitoring and Reporting Program**

Following conclusion of the public review period, Dudek will catalog and categorize comments on the Draft EIR and prepare responses to comments for inclusion in the Final EIR. This scope assumes that Dudek and BAE will respond to up to 50 substantive public comments on the Draft EIR (note that a single comment letter may contain multiple comments). BAE will assist with preparing responses to housing impacts comments. Dudek will also assemble text changes to the EIR, as appropriate. It is assumed that no changes to technical reports would be required at this stage of the EIR preparation.

Dudek will also prepare a Mitigation Monitoring and Reporting Program (MMRP) to document the timing, monitoring requirements, and performance criteria for all mitigation measures included in the EIR. The MMRP will be prepared a table format. The timing and performance criteria columns will identify specific triggers for each component of the mitigation measures, tying the mitigation implementation to existing City processes, such as issuance of demolition, grading, and building permits.

**Task 7 Deliverables**

- One (1) hard copy and one (1) electronic copy of the Administrative Final EIR
- One (1) electronic copy of the MMRP

**Task 8: Final EIR and Mitigation Monitoring and Reporting Program**

Once the City and project applicant have reviewed the responses to comments and provided Dudek with a single set of consolidated comments, Dudek will revise the responses to comments and submit a Screencheck Final EIR to the City for final review. Dudek will complete final revisions to the document based on City comments and prepare the Final EIR. Dudek will submit 15 hard copies of the Final EIR to the City for distribution.

Dudek will also prepare a draft of the CEQA Findings of Fact documenting the CEQA process followed for the proposed project, the administrative record for the EIR, and the required findings for each impact determined to be potentially significant. A statement of overriding considerations will be included if significant unmitigated impacts are identified as part of the CEQA review process. We have not retained counsel for this task and assume that the City attorney will review the findings prior to any public hearings on the Final EIR. Dudek will submit an administrative draft of the findings electronically and revise the document based on City comments.

Finally, Dudek will prepare a Notice of Determination for City staff to record should the EIR be certified and the project approved.

**Task 8 Deliverables**

- One (1) electronic copy of the Screencheck Final EIR and MMRP
- Fifteen (15) hard copies of the Final EIR and MMRP and one (1) electronic copy of the Final EIR, NOD, and MMRP

**Task 9: Project Management and Meetings**

We prioritize project management and believe that a focused, well-managed effort on the part of the Dudek team will be key to achieving the City’s processing goals for the proposed project. This task includes preparation of regular progress reports to be submitted with our monthly invoice to the City. A key element of Dudek’s progress report procedures is identifying upcoming issues and information needs, as well as a summary of tasks completed during the previous month. This helps maintain project momentum by identifying issues as early in the process as possible and building a record of project progress.

Throughout the project, Ms. Waugh and Ms. Burrowes will be available to consult with City staff by telephone and email, with a goal of responding to emails within 24 hours. Ms. Waugh and Ms. Burrowes will also actively engage with all the Dudek team members and subconsultants to ensure all parties have consistent project information, are meeting project milestones, and are working within the agreed-upon scope of work and budget.

Dudek will prepare monthly invoices and progress reports that identify the individuals who have worked on the project in the billing cycle, the hours spent by each person, a brief description of the work conducted, the total amount billed and the remaining project budget.

**Meeting and Hearings**

Dudek’s project manager, Katherine Waugh, will attend the following meetings. At this time, it is assumed that all meetings will be virtual. However, we have included a contingency budget to allow for in-person attendance at up to three meetings in the event that in-person meetings are permitted under public health guidance in effect at the time of the meeting:

- Project kickoff meeting (included in Task 1)
- Scoping Meeting (included in Task 2)

- Four (4) project status/document review meetings with City staff to review project status, technical study assumptions and content, document progress, comments on administrative drafts of documents, and other project issues
- Up to three (3) Planning Commission and City Council hearings

At public meetings and hearings, Dudek will be available to present a summary of the documents being reviewed or considered, respond to questions, and provide any necessary information. During each public meeting, Dudek staff will summarize and explain the results of the EIR to public officials and take notes to document comments received on the EIR.

**Optional Task 10: SB 7 Administrative Record Preparation**

Dudek understands that the project applicant may seek to obtain approval from the governor’s office recognizing the project as an Environmental Leadership Development Project, which requires attainment of specified eligibility criteria including construction and operational union participation and wage provisions, having at least two-thirds of the project allocated to residential use and dedication of at least 15% of dwelling units to lower-income residents, project design that achieves "net zero" GHG emissions and other environmental and transportation criteria, and provision of "unbundled" parking (such that private vehicle parking spaces are priced and rented or purchased separately from dwelling units) for market-rate housing.

While Dudek typically prepares the CEQA administrative record concurrent with EIR preparation, if the project applicant obtains approval of the project as an Environmental Leadership Development Project, Dudek will undertake additional efforts in preparing and maintaining the administrative record at each step throughout the EIR process. We will submit administrative record materials to the City for posting on the City’s website so that it is available for immediate public review at all times during the application, environmental impact report, and public and agency hearing process.

**Project Schedule**

Dudek’s estimated schedule to complete the scope of work described in this proposal is presented in Table 2. As shown, Dudek anticipates that the NOP would be circulated for public comment approximately 6 weeks after project initiation. We also anticipate that the Draft EIR would be circulated for public review approximately 27 weeks after project initiation, and that the Final EIR would be complete approximately 44 weeks after project initiation.

**Table 2. Project Schedule**

Task Name	Weeks Elapsed	Total Weeks Elapsed
<b>Task 1 Project Initiation</b>		
1.1 Initiation meeting and site visit	1 week	1 week
1.2 Preliminary Project Description and Request for Information	2 weeks	3 weeks
City review	2 weeks	5 weeks
1.2 Final Project Description	1 week	6 weeks
<b>Task 2 Notice of Preparation and Scoping</b>		
Draft Notice of Preparation (NOP)	4 weeks after initiation of Task 1	4 weeks

**Table 2. Project Schedule**

<b>Task Name</b>	<b>Weeks Elapsed</b>	<b>Total Weeks Elapsed</b>
City Review	1 week	5 weeks
Final NOP	1 week	6 weeks
NOP Circulation	30 days (approx. 4 weeks)	10 weeks
Scoping Meeting Materials (PowerPoint)	<i>(during NOP Circulation)</i>	<i>(7 weeks)</i>
Scoping Comment Summary	1 week	11 weeks
<b>Task 3 Technical Studies and Peer Reviews</b>		
3.1 Aesthetics Shadow Analysis Technical Memorandum	5 weeks	16 weeks
3.2 AQ, GHG, Energy, and HRA Peer Review Memorandum	3 weeks, to begin at week 10	13 weeks
3.3 Biological Resources Assessment	6 weeks, to begin at week 9	15 weeks
3.4 Cultural Resources Assessment and Historic Resources Evaluation Peer Review	7 weeks, to begin at week 6	13 weeks
3.5 Hazards and Hazardous Materials Assessment Peer Review	3 weeks, to begin at week 6	9 weeks
3.6 Housing Needs Assessment	9 weeks, to begin at week 6	15 weeks
3.7 Noise and Vibration Study	7 weeks, to begin at week 8	15 weeks
3.8 Transportation Impacts Analysis Peer Review	3 weeks	14 weeks
3.6 Housing Needs Assessment	9 weeks, to begin at week 6	15 weeks
3.7 Noise and Vibration Study	Concurrent with Noise analysis, to begin at week 6	19 Weeks
3.8 Transportation Technical Memorandum	4 weeks	15 weeks
<b>Task 4 Administrative Draft EIR</b>		
Administrative Draft EIR, technical appendices, and source document files	2 weeks after completion of Task 3	18 weeks
City Review	4 weeks	22 weeks
<b>Task 5 Screencheck Draft EIR</b>		
Screencheck Draft EIR	2 weeks after completion of Task 4	24 weeks
City review	2 weeks	26 weeks
<b>Task 6 Public Review Draft EIR</b>		
Public Review Draft EIR	1.5 weeks after completion of Task 5	27.5 weeks
Notification and Distribution	0.5 weeks	28 weeks
City review	1 weeks	29 weeks
Public Review Period	45 days (approx. 7 weeks)	35 weeks

**Table 2. Project Schedule**

<b>Task Name</b>	<b>Weeks Elapsed</b>	<b>Total Weeks Elapsed</b>
<b>Task 7 Administrative Final EIR and MMRP</b>		
Admin Final EIR and MMRP	3 weeks after completion of Task 6	38 weeks
City Review	2 weeks	40 weeks
<b>Task 8 Final EIR and MMRP</b>		
Screencheck Final EIR and MMRP	2 weeks after completion of Task 7	42 weeks
City review	1 week	43 weeks
Final EIR, NOD, and MMRP	1 week	44 weeks
<b>Task 9 Project Management and Meetings</b>		
Project Management, Meetings, and Hearings	Ongoing throughout	
<b>Optional Task 10 SB 7 Administrative Record</b>		
Optional Task 10 SB 7 Administrative Record	Ongoing throughout	

# Rate Schedule

Dudek's standard 2022 Schedule of Charges is presented below followed by a detailed project-specific cost estimate that documents the individuals who would be involved in each task, their billing rates, and their allocated hours of work.

## DUDEK 2022 Standard Schedule of Charges

<b>Engineering Services</b>		<b>Hydrogeology/HazWaste Services</b>	
Project Director	\$310.00/hr	Project Director	\$305.00/hr
Principal Engineer III	\$285.00/hr	Principal Hydrogeologist/Engineer II	\$260.00/hr
Principal Engineer II	\$275.00/hr	Principal Hydrogeologist/Engineer I	\$240.00/hr
Principal Engineer I	\$265.00/hr	Senior Hydrogeologist V/Engineer V	\$240.00/hr
Program Manager	\$255.00/hr	Senior Hydrogeologist IV/Engineer IV	\$230.00/hr
Senior Project Manager	\$245.00/hr	Senior Hydrogeologist III/Engineer III	\$220.00/hr
Project Manager	\$240.00/hr	Senior Hydrogeologist II/Engineer II	\$210.00/hr
Senior Engineer III	\$230.00/hr	Senior Hydrogeologist I/Engineer I	\$200.00/hr
Senior Engineer II	\$220.00/hr	Project Hydrogeologist V/Engineer V	\$185.00/hr
Senior Engineer I	\$210.00/hr	Project Hydrogeologist IV/Engineer IV	\$175.00/hr
Project Engineer IV/Technician IV	\$200.00/hr	Project Hydrogeologist III/Engineer III	\$165.00/hr
Project Engineer III/Technician III	\$185.00/hr	Project Hydrogeologist II/Engineer II	\$155.00/hr
Project Engineer II/Technician II	\$165.00/hr	Project Hydrogeologist I/Engineer I	\$145.00/hr
Project Engineer I/Technician I	\$150.00/hr	Hydrogeologist/Engineering Assistant	\$120.00/hr
Senior Designer II	\$150.00/hr		
Senior Designer I	\$135.00/hr	<b>District Management &amp; Operations</b>	
Designer	\$125.00/hr	District General Manager	\$210.00/hr
Assistant Designer	\$120.00/hr	District Engineer	\$205.00/hr
CADD Operator III	\$115.00/hr	Operations Manager	\$180.00/hr
CADD Operator II	\$110.00/hr	District Secretary/Accountant	\$135.00/hr
CADD Operator I	\$105.00/hr	Collections System Manager	\$135.00/hr
CADD Drafter	\$125.00/hr	Grade V Operator	\$125.00/hr
CADD Technician	\$115.00/hr	Grade IV Operator	\$110.00/hr
Project Coordinator	\$140.00/hr	Grade III Operator	\$100.00/hr
Engineering Assistant	\$120.00/hr	Grade II Operator	\$80.00/hr
		Grade I Operator	\$75.00/hr
		Operator in Training	\$75.00/hr
		Collection Maintenance Worker	\$75.00/hr
<b>Environmental Services</b>		<b>Creative Services</b>	
Project Director	\$255.00/hr	Creative Services IV	\$165.00/hr
Senior Specialist IV	\$235.00/hr	Creative Services III	\$150.00/hr
Senior Specialist III	\$225.00/hr	Creative Services II	\$135.00/hr
Senior Specialist II	\$210.00/hr	Creative Services I	\$120.00/hr
Senior Specialist I	\$195.00/hr		
Specialist V	\$185.00/hr	<b>Publications Services</b>	
Specialist IV	\$175.00/hr	Technical Editor IV	\$185.00/hr
Specialist III	\$165.00/hr	Technical Editor III	\$150.00/hr
Specialist II	\$150.00/hr	Technical Editor II	\$135.00/hr
Specialist I	\$140.00/hr	Technical Editor I	\$125.00/hr
Analyst V	\$130.00/hr	Publications Specialist IV	\$120.00/hr
Analyst IV	\$115.00/hr	Publications Specialist III	\$110.00/hr
Analyst III	\$105.00/hr	Publications Specialist II	\$100.00/hr
Analyst II	\$95.00/hr	Publications Specialist I	\$90.00/hr
Analyst I	\$85.00/hr	Clerical Administration	\$90.00/hr
Technician III	\$75.00/hr		
Technician II	\$65.00/hr		
Technician I	\$55.00/hr		
<b>Mapping and Surveying Services</b>			
Application Developer II	\$195.00/hr		
Application Developer I	\$155.00/hr		
GIS Analyst V	\$205.00/hr		
GIS Analyst IV	\$165.00/hr		
GIS Analyst III	\$145.00/hr		
GIS Analyst II	\$130.00/hr		
GIS Analyst I	\$115.00/hr		
UAS Pilot	\$115.00/hr		
Survey Lead	\$185.00/hr		
Survey Manager	\$135.00/hr		
Survey Crew Chief	\$115.00/hr		
Survey Rod Person	\$95.00/hr		
Survey Mapping Technician	\$95.00/hr		
<b>Construction Management Services</b>			
Principal/Manager	\$195.00/hr		
Senior Construction Manager	\$185.00/hr		
Senior Project Manager	\$175.00/hr		
Construction Manager	\$160.00/hr		
Project Manager	\$150.00/hr		
Resident Engineer	\$130.00/hr		
Construction Engineer	\$150.00/hr		
On-site Owner's Representative	\$140.00/hr		
Prevailing Wage Inspector	\$138.00/hr		
Construction Inspector	\$135.00/hr		
Administrator/Labor Compliance	\$100.00/hr		

Forensic Engineering – Court appearances, depositions, and interrogatories as expert witness will be billed at 2.00 times normal rates.

Emergency and Holidays – Minimum charge of two hours will be billed at 1.75 times the normal rate.

Material and Outside Services – Subcontractors, rental of special equipment, special reproductions and shipping, outside data processing and computer services, etc., are charged at 1.25 times the direct cost.

Travel Expenses – Mileage at current IRS allowable rates. Per diem where overnight stay is involved is charged at cost.

Invoices, Late Charges – All fees will be billed to Client monthly and shall be due and payable upon receipt. Invoices are delinquent if not paid within 30 days from the date of the invoice. Client agrees to pay a monthly late charge equal to 3% per month of the outstanding balance, until paid in full.

Annual Increases – Unless identified otherwise, those standard rates will increase 3% annually.

The rates listed above assume prevailing wage rates does not apply. If this assumption is incorrect Dudek reserves the right to adjust its rates accordingly.

		Dudek Labor Hours and Rates																								TOTAL DUDEK HOURS	DUDEK LABOR COSTS	General Services		TOTAL FEE					
Project Team Role:		Director/Environment	Senior Specialist IV	Specialist III	Analyst V	Analyst II	Analyst I	Senior Specialist I	Senior Designer II	Senior Specialist I	Senior Specialist II	Specialist III	Analyst IV	Specialist V	Analyst III	Senior Specialist I	Specialist I	Analyst I	Hydrogeologist/Engineer II	Hydrogeologist/V-Engineer	Director/Environment	Specialist II	Specialist I	Director/Environment	Specialist IV			Specialist I	GIS Analyst II		Specialist II	BAE Urban Economics Fee	OTHER DIRECT COSTS		
Team Member:		Ann Sansevero	Katherine Waugh	Kirsten Burrowes	Daniel Hoffman	Erin Lucett	Madison Brown	Joshua Saunders	Paul Caligiuri	Matthew Morales	Matt Ricketts	Emily Scricca	Erin Fisher-Colton	Katie Haley	Fallin Steffen	Adam Giacinto	William Burns	Kolin Taylor	Glenna McMahon	Herschberger	Director/Environment	Specialist II	Specialist I	Dennis Pascua	Sabita Tewani	Mladen Popovic	GIS Analyst II	Specialist II							
Billable Rate:		\$255.00	\$235.00	\$165.00	\$130.00	\$95.00	\$85.00	\$195.00	\$190.00	\$195.00	\$210.00	\$165.00	\$115.00	\$185.00	\$105.00	\$195.00	\$140.00	\$85.00	\$280.00	\$185.00	\$255.00	\$140.00	\$105.00	\$255.00	\$175.00	\$140.00	\$130.00	\$100.00							
<b>Task 1</b>	<b>Project Initiation</b>																																		
1.1	Project Kickoff Meeting & Site Visit		10	10																															
1.2	Project Description		3	6		8																					5	4							
	<b>Subtotal Task 1</b>		<b>13</b>	<b>16</b>		<b>8</b>																					<b>5</b>	<b>4</b>							
<b>Task 2</b>	<b>NOP and Scoping</b>	<b>2</b>	<b>8</b>	<b>10</b>		<b>8</b>		<b>1</b>						<b>3</b>												<b>2</b>		<b>4</b>							
<b>Task 3</b>	<b>Technical Studies and Peers Reviews</b>																																		
3.1	Aesthetics Shadow Analysis Technical Memorandum		1	2				18	22																										
3.2	AQ, GHG, Energy, and HRA Peer Review Memorandum			1						38																									
3.3	Biological Resources Assessment			1									14																						
3.4	Cultural Resources Assessment		1	1										16			4	6																	
3.5	Hazards and Hazardous Materials Assessment		1	1															2	12															
3.6	Housing Needs Assessment		1	2																							3								
3.7	Noise and Vibration Study			1																	2	26	12				4								
3.8	TIA Peer Review Memorandum		1	2																					16	40	20	4							
	<b>Subtotal Task 3</b>		<b>5</b>	<b>11</b>				<b>18</b>	<b>22</b>	<b>38</b>			<b>14</b>	<b>16</b>		<b>4</b>	<b>6</b>		<b>2</b>	<b>12</b>	<b>2</b>	<b>26</b>	<b>12</b>	<b>16</b>	<b>40</b>	<b>20</b>	<b>4</b>								
<b>Task 4</b>	<b>Administrative Draft EIR</b>																																		
4.1	Intro, Exec Summary, PD			6			16																												
4.2	Aesthetics		2	12			24	3																			4								
4.3	Air Quality			1		28				3																									
4.4	Biological Resources			1							6	8	34														4								
4.5	Cultural and Tribal Cultural Resources	1	3	5											24	40	8	16									2								
4.6	Energy			1			12			2																									
4.7	GHG			2		26				3																									
4.8	Geology & Soils			3			22																												
4.9	Hazards			3		26																					3								
4.1	Hydro & Water Quality			5			24																				3								
4.11	Land Use		2	14			18																				2								
4.12	Noise			1																		10	14	10			4								
4.13	Pop, Employment, Housing		2	5	10		16																												
4.14	Public Services & Rec		1	6			30																					2							
4.15	Transportation		1	3																					1	1	18	5							
4.16	Utilities		3	8	32		8																					3							
4.17	Other CEQA Sections			2		8																													
4.18	Alternatives	4	8	12	6	20	14			3				8	8																				
4.19	QA/QC and Production	6	48	8																								3	54	119					
	<b>Subtotal Task 4</b>	<b>11</b>	<b>70</b>	<b>98</b>	<b>48</b>	<b>108</b>	<b>184</b>	<b>3</b>		<b>11</b>	<b>6</b>	<b>8</b>	<b>34</b>	<b>32</b>	<b>48</b>	<b>8</b>	<b>16</b>				<b>10</b>	<b>14</b>	<b>10</b>	<b>3</b>	<b>1</b>	<b>24</b>	<b>42</b>	<b>54</b>	<b>843</b>						
<b>Task 5</b>	<b>Screencheck Draft EIR</b>		16	30	8	8	24			2	2	2	6	2	4							1	2				4	6	26	145					
<b>Task 6</b>	<b>Public Review Draft EIR</b>		8	16			8																					16	48	8					
<b>Task 7</b>	<b>Administrative Final EIR and MMRP</b>	4	28	32	20	24	16			2		4		5	8					2						6	4	32	189						
<b>Task 8</b>	<b>Final EIR and MMRP</b>		8	18		10	12																					8	56	7					
<b>Task 9</b>	<b>Project Management and Meetings</b>	3	60	34		4																						4	105	2					
	<b>Total Hours</b>	<b>20</b>	<b>216</b>	<b>265</b>	<b>76</b>	<b>166</b>	<b>248</b>	<b>22</b>	<b>22</b>	<b>53</b>	<b>8</b>	<b>14</b>	<b>54</b>	<b>58</b>	<b>60</b>	<b>12</b>	<b>22</b>	<b>0</b>	<b>2</b>	<b>14</b>	<b>13</b>	<b>42</b>	<b>22</b>	<b>23</b>	<b>41</b>	<b>56</b>	<b>61</b>	<b>148</b>	<b>1738</b>						
	<b>Total</b>	<b>\$5,100.00</b>	<b>#####</b>	<b>#####</b>	<b>\$9,880.00</b>	<b>#####</b>	<b>#####</b>	<b>\$4,290.00</b>	<b>\$4,180.00</b>	<b>#####</b>	<b>\$1,680.00</b>	<b>\$2,310.00</b>	<b>\$6,210.00</b>	<b>#####</b>	<b>\$6,300.00</b>	<b>\$2,340.00</b>	<b>\$3,080.00</b>	<b>\$0.00</b>	<b>\$560.00</b>	<b>\$2,590.00</b>	<b>\$3,315.00</b>	<b>\$5,880.00</b>	<b>\$2,310.00</b>	<b>\$5,865.00</b>	<b>\$7,175.00</b>	<b>\$7,840.00</b>	<b>\$7,930.00</b>	<b>#####</b>	<b>\$256,035.00</b>	<b>\$43,125.00</b>	<b>\$3,360.00</b>	<b>\$302,520.00</b>			
	Percent of Hours (Base)	1%	12%	15%	4%	10%	14%	1%	1%	3%	0%	1%	3%	3%	3%	1%	1%	0%	0%	1%	1%	2%	1%	1%	2%	3%	4%	9%							
<b>Optional Services</b>																																			
<b>Task 10</b>	<b>SB 7 Administrative Record</b>		5	10			16																						26	57	6				
<b>Task 11</b>	<b>In-Person Meetings</b>		18																											18	4				
<b>Task 12</b>	<b>Archaeological Resources</b>																																		
12.1	Records Search and Background Research															2	2	2										2		8					
12.2	Field Survey																8	2										2		12					
12.3	Subsurface Testing															16	20	20										4		60					
12.4	Archaeology Reporting															16	24	24										4	6	74					
	<b>Subtotal Task 12</b>															<b>34</b>	<b>54</b>	<b>48</b>										<b>12</b>	<b>6</b>	<b>154</b>					
	<b>Total Optional + Base Hours and Fee</b>	<b>20</b>	<b>239</b>	<b>275</b>	<b>76</b>	<b>166</b>	<b>264</b>	<b>22</b>	<b>22</b>	<b>53</b>	<b>8</b>	<b>14</b>	<b>54</b>	<b>58</b>	<b>60</b>	<b>46</b>	<b>76</b>	<b>48</b>	<b>2</b>	<b>14</b>	<b>13</b>	<b>42</b>	<b>22</b>	<b>23</b>	<b>41</b>	<b>56</b>	<b>73</b>	<b>180</b>	<b>1967</b>	<b>\$287,480.00</b>	<b>\$43,125.00</b>	<b>\$13,745.00</b>	<b>\$344,350.00</b>		
	Percent of Hours (Optional + Base)	1%	12%	14%	4%	8%	13%	1%	1%	3%	0%	1%	3%	3%	3%	2%	4%	2%	0%	1%	1%	2%	1%	1%	2%	3%	4%	9%							



## Proposed Program Components

Dudek's proposed Scope of Work closely follows the tasks and program components outlined in the RFP. Task 3 provides for preparation of technical analyses and peer reviews. While the RFP indicated that a technical memorandum should be prepared for each resource topic, Dudek has found that for some topics it is more efficient to present the technical analysis directly in the EIR sections. Throughout the Task 3 subtasks, we indicate specifically whether a stand-alone technical memorandum will be prepared or if the analysis will be contained in the EIR section. Additionally, under Task 8, we have added preparation of a Screencheck Final EIR and MMRP to allow for City review of revisions made to the Administrative Final EIR and MMRP prior to preparation of the Final EIR and MMRP.

## Other Pertinent Information

### DIVERSITY

Dudek recognizes that the City values diversity and has made important decisions in recent years to ensure that City practices and policies support community efforts to improve equity and inclusion within the City. Dudek shares in the commitment to supporting diversity, equity, and inclusion (DEI). Dudek launched a focused DEI efforts in 2020 as a direct response to a pivotal moment in time. Today, we are dedicated to continuing these and other diversity and inclusion efforts over time. Our ongoing mission is as follows:

*At Dudek, we need inclusivity to succeed and diversity to lead.*

We understand that the best problem-solving happens when diverse viewpoints and experiences are applied. We recognize that different perspectives, inclusivity, and trust build a stronger culture and add value to our firm. We celebrate our differences and strive to make meaningful progress toward being a more diverse company. We are committed to continuous improvement within our company and our communities through incremental steps and bold decisions. We are more successful together.

#### Goals:

- Launching the aforementioned statement defining our mission and strategy to reflect diversity, inclusion, and equity across our organization. We leverage this statement to spark and encourage internal dialogues and make specific commitments to actions that follow our mission and strategy.
- Supporting our communities through strategic partnerships and outreach. We have partnered with the National Urban League as well as local affiliates to develop and deliver education programs to encourage and foster diversity in our industry and support underserved communities.
- Expanding recruiting to reach a more diverse pool of candidates. We have partnered with Circa to expand our reach and visibility within community-based organizations, websites catering to veteran and disabled candidates, as well as other niche sites focusing on diverse talent. We have also expanded our college recruitment efforts focusing on colleges and universities with more diverse student and faculty populations.
- Financially investing in underserved and minority communities. In 2020 we donated to the National Urban League and have since partnered on various educational initiatives. We are eager to support similarly vetted organizations and have set aside an annual budget to meet this goal. Additionally, we are planning to provide scholarships to offer greater opportunity to a more diverse pool of students pursuing planning, engineering, and the sciences.
- Supporting our employee's diversity and inclusion efforts in their communities. Social responsibility is an integral piece of our culture. Dudek offers volunteer time for each employee to pursue causes of their own choosing.

**STRATEGY AND TACTICS**

Dudek has retained Patti Perez, CEO of PersuasionPoint, a modern-day consulting firm dedicated to teaching leaders and teams how to create and sustain healthy, inclusive, and profitable workplace cultures. In 2022, the firm plans to create a formal DEI Council and Employee Resource Groups (ERGs), which will further our commitment to and help drive our DEI strategy and resulting initiatives.

**EXECUTION**

In the last two years, Dudek has implemented a variety of DEI strategies and programs. We have implemented two strategies within our employee recruitment program to foster our development of a diverse, equitable, and inclusive workforce. These include emphasizing meaningful DEI recruitment strategies, outreach, sourcing, and interviewing; and expanding college recruitment efforts with a focus on reaching and attracting diverse candidates. Dudek has participated in various career fairs and is forging relationships with numerous schools in an effort to reach underrepresented minority groups. We are building relationships with the California Department of Development Workforce Development for Veteran Affairs and Hire, the National Society of Black Engineers, San Diego Chapter, and Black Women in Science and Engineering.

In addition, Dudek continues to partner with community organizations to engage in outreach and education so that we are an active force in statewide and regional efforts to inspire diverse populations and communities to pursue environmental consulting, engineering, and related fields.

**References**

**Dudek Projects**

**DORSEY MARKETPLACE EIR**

**Client:** City of Grass Valley

**Dates:** 2017 – 2020

**Reference:** Tom Last, Community Development Director; 135 East Main Street, Grass Valley, California 95945; 530.274.4711; toml@cityofgrassvalley.com

Working with the City of Grass Valley, Dudek prepared an EIR that evaluated development of this project that combines commercial space and multi-family residential land uses on a brownfield site adjacent to State Route 20/49. Key project issues included traffic, aesthetics, noise, and tree removal. The EIR evaluated two project alternatives at an equal level of detail, finding that the project alternative that had less commercial space and twice the number of dwelling units created a more balanced traffic pattern and made it feasible to reduce all potential project impacts to less than significant levels.



**PLACER COUNTY GOVERNMENT CENTER MASTER PLAN EIR**

**Client:** Placer County

**Dates:** 2016–2019

**Reference:** Paul Breckenridge, Department of Facility Services; 3091 County Center Drive, Suite 290, Auburn, California 95603; 530.889.6892, pbrecken@placer.ca.gov

Dudek provided environmental consulting services and EIR preparation for the Placer County Government Center Master Plan Update project. The project’s purpose was to develop a campus master plan update for the 200-acre Placer County Government Center. The adopted master plan update addresses future development needs at this government center, including demolition of buildings that are contributing features to a registered historic district, and construction of new public and private land uses in four major construction phases. The Master Plan Update anticipates that the site would support County offices and a mix of private office, commercial, and multifamily residential development. Approximately 650,000 square feet of existing building space will be retained and new construction would include approximately 410,000 square feet of new County facilities, 30,000 square feet of community uses, and approximately 510,000 square feet of new mixed-use buildings that would accommodate commercial and residential elements, including a 79-unit affordable housing project. Dudek was tasked with preparing several technical studies and an EIR that includes programmatic analysis of the overall Specific Plan as well as project-level analysis of the first two projects anticipated to be constructed. The Board of Supervisors adopted the Specific Plan and certified the Final EIR in April 2019.

**ALPINE SIERRA RESIDENTIAL SUBDIVISION EIR**

**Client:** Placer County

**Dates:** 2016–2019

**Reference:** Alex Fisch, Community Development Resources Agency, Planning Division; 3091 County Center Drive, Auburn, California 95603; 530.745.3081, afisch@placer.ca.gov

Dudek prepared an EIR for the Alpine Sierra Residential Subdivision. The EIR provides an equal-level of analysis for each of two project variants – the originally proposed subdivision and a modified subdivision design that was developed through a collaborative effort between County staff, Dudek staff, and the project applicant team. This modified design was crafted to better adhere to and comply with a range of County development standards and policies. This modified design was approved by the County Board of Supervisors in April 2019. This project raised substantial interest and concerns among existing neighbors, with critical project issues including wildfire and avalanche hazards, loss of trees and native vegetation, aesthetics, transportation, and noise. Although a prior version of the project had been evaluated in an Initial Study/Mitigated Negative Declaration that was challenged by neighbors, no legal challenge to the Dudek-prepared EIR was filed.

**PLANNING AND ENVIRONMENTAL REVIEW SERVICES**

**Client:** City of Palo Alto

**Dates:** 2013–2022

**Reference:** Amy French, Chief Planning Official; 250 Hamilton Avenue, 5th Floor, Palo Alto, California 94301; 650.329.2336; amy.french@cityofpaloalto.org

Dudek provides planning and environmental review services to the City of Palo Alto. As highlighted below, we have prepared several EIRs and mitigated negative declarations (MNDs) for both the public works and community development departments, including several mixed-use projects.

**Castilleja School Project EIR:** Dudek prepared an EIR evaluating Castilleja School’s proposed program of facility modernization and requested amendment to the school’s Conditional Use Permit to increase the enrollment cap. The project includes demolition of several existing structures and construction of a below-grade parking garage and a new academic building. Key issues include traffic, pedestrian and bicycle safety and access, noise, air pollution, tree removal, aesthetics, and other considerations of the compatibility of the project with the neighboring single-family residences.



**3877 El Camino Real MND:** Dudek prepared an initial study (IS)/MND for the proposed demolition of a vacant commercial building and construction of a mixed-use development that would include retail, other commercial space, and 17 dwelling units. Key issues for the project included historic resources, traffic, aesthetics, and compatibility with the surrounding neighborhood.

**1050 Page Mill Road EIR:** Dudek prepared an EIR for the demolition of over 300,000 square feet of existing office/warehouse/research and development space and construction of the equivalent amount of dedicated office space. Key issues included defining the baseline condition as well as potential traffic and visual impacts to surrounding residential neighborhoods.

**385 Sherman Avenue MND:** Dudek staff prepared an IS/MND for the proposed demolition of a 64,000-square-foot building and construction of a three-story mixed-use building over two levels of underground parking. The presence of a contaminated groundwater plume below the project site was a critical issue for the project. Other key issues included tree protection, traffic, and noise exposure for existing residents adjacent to the site.

**2555 Park Boulevard EIR:** Dudek prepared a focused EIR for the proposed demolition of an existing, potentially historic building and construction of a new, larger office building with below-grade parking. In addition to the potential impacts to historic resources, key issues included hazards, traffic, and parking.

**MITCHELL FARMS SUBDIVISION**

**Client:** City of Citrus Heights

**Dates:** 2016–2018

**Reference:** Casey Kempenaar, Senior Planner; 6360 Fountain Square Drive, Citrus Heights, California 95621; 916.727.4740; ckempenaar@citrusheights.net

Dudek prepared an EIR to evaluate redevelopment of a property that previously supported a 9-hole golf course and driving range and a 9-hole disc golf course. The Mitchell Farms Subdivision includes 261 medium-density dwelling units and preservation of 23 acres of open space along the existing natural drainage that crosses the project site. Key issues included aesthetics, hydrology and water quality, noise, and transportation. The EIR was certified and project approved in August 2018 and the project is currently in construction.



**ON-CALL PLANNING AND ENVIRONMENTAL SERVICES**

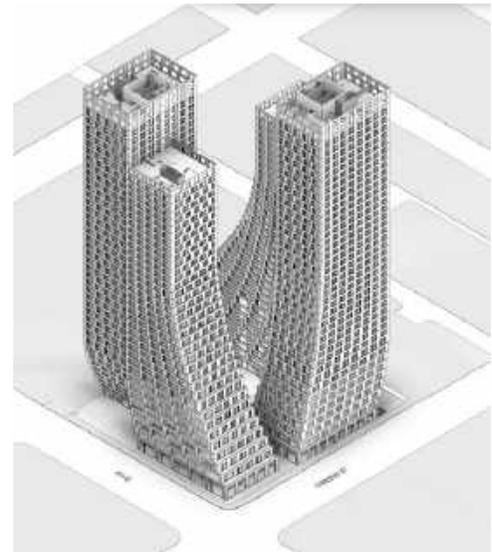
**Client:** City and County of San Francisco

**Dates:** 2015–Ongoing

**Reference:** Tania Sheyner, Senior Environmental Planner; 1650 Mission Street, Suite 400, San Francisco, California 94103; 415.575.9127; tania.sheyner@sfgov.org

Dudek is currently providing as-needed environmental services to the City of San Francisco, including preparation of several EIRs and community plan exemptions for the Planning Department.

**655 Fourth Street:** Dudek provided environmental compliance services for the development at 655 Fourth Street located in San Francisco’s Central SoMa Neighborhood Plan area. The project entails demolition of three existing buildings, associated surface parking lots, and vegetation on the 71,300-square-foot project site. The project will merge the seven existing lots and construct two new buildings with approximately 1,014,968 square feet of residential area, 24,500 square feet of hotel area, 21,840 square feet of office area, and 21,900 square feet of ground-floor retail use. Primary issues of analysis are construction impacts (specifically noise, air quality, and traffic), wind, and shadow. Dudek was responsible for the original analysis and incorporated analyses produced by other consultants (traffic and cultural resources) under Environmental Planning direction to produce this focused environmental document. The project was found to be consistent with the development density identified in the Central SoMa Plan and therefore eligible for a community plan exemption. The San Francisco Planning Commission approved the project on June 20, 2019.



**1530 to 1585 Fifth Avenue CEQA Initial Study and EIR:** The 1530 to 1585 Fifth Avenue project planned to demolish 11 existing buildings—approximately 86 units—and replace the 1950s development with six new buildings that contain approximately 400 units. This planned residential development would have been situated on the edge of the Mount Sutro Open Space Reserve. Dudek worked with the Planning Department and the applicant for more than 18 months, completing a detailed IS and an administrative draft of the EIR before the project was cancelled by the project applicant. Dudek also assisted with the public outreach process.



The project site is in a very steep location that required examination of several issues, including geology and soils, stormwater management, visual impacts, and potential shadows. The project also planned to reconfigure Fifth Avenue from its existing curvilinear shape to a rectangular configuration for improved vehicle access and consistency with the surrounding street pattern. This required that the EIR study transportation and circulation. Dudek worked closely with the transportation consultants to include pertinent information in the EIR. The potential increase in the number of residents in an established neighborhood near extensive open space required that the EIR examine other environmental factors, including air quality, biological resources, and noise.

## BAE Projects

### EAST PALO ALTO HOUSING NEEDS ASSESSMENTS

**Client:** City of East Palo Alto

**Dates:** 2017–2021

**Reference:** Matthew Glesne, Housing Planner; 803 Spence Street, Los Angeles, California 90023; 213.978.2666; mglesne@gmail.com

The City of East Palo Alto commissioned BAE to prepare Housing Needs Assessments for three proposed development projects in the City: a private elementary school and two large-scale office projects. While East Palo Alto has historically offered a more affordable housing market than most surrounding jurisdictions, large housing cost increases throughout the region have impacted housing costs in East Palo Alto as well, making rents and home sale prices in the City increasingly unaffordable to lower-income workers and residents. As new development brings new workers to East Palo Alto, City staff, leadership, and community groups sought an understanding of the impact that this development would have on housing demand and housing costs, as well as whether this demand could lead to the displacement of existing households.

For each project, BAE analyzed the employment by income level from the project itself to determine the workforce housing needs directly attributable to the project. In addition, the analyses estimated the employment multiplier effects from each project using the IMPLAN input-output model and Public Use Microdata Sample data from the American Community Survey from the U.S. Census, to estimate the number of worker households by income level due to each project's indirect and induced employment effects. The Assessments also included in-depth evaluations of local housing market conditions, recent housing market trends, and planned development projects to assess the capacity of the local market to absorb the total housing demand associated with each project. BAE also conducted detailed analyses of local demographic and housing trends, identifying potential risk factors for displacement.



**HOTEL HOUSING IMPACT ANALYSIS**

**Client:** City of Napa

**Dates:** 2017–2018

**Reference:** Lark Ferrell, Housing Manager; 955 School Street, Napa, California 94559; 707.257.9547; lferrell@cityofnapa.org

The City of Napa has a considerable number of planned and proposed hotels in the development pipeline, which could add over 2,000 hotel rooms to the City’s inventory and support an increase in hotel employment in the City. Although demand for hotel rooms in the Napa Valley Region remains strong, hotel operators have ongoing concerns that a lack of housing supply affordable to the hotel workforce will increase pressure on an already tight hotel labor market. In order to quantify the extent to which the region’s hotel workers need housing opportunities, and the availability of new hotel workers, the City engaged BAE to evaluate the challenges associated with attracting a hotel labor pool within the high-cost housing market in the Napa region and the wider Bay Area region, as well as the extent to which the housing market in Napa and the surrounding area may be able to absorb the new employee households that the new hotels will generate.

BAE estimated the number of hotel worker households projected by hotel type, evaluated hotel worker household incomes by hotel worker occupation, and compared household incomes to the Area Median Income to determine income affordability levels. BAE then evaluated the commute patterns of Napa hotel workers to determine where workers live, assessed local labor force participation and unemployment rates to determine whether existing residents could fill new jobs, and determined the number of new worker households at each affordability level that would need to find housing to fill new Napa hotel jobs. Finally, BAE used median home prices and rents to determine the supply of existing and proposed housing that would be available for new households and compared those numbers to hotel worker households to determine the housing shortfall that would need to be addressed to attract new hotel workers to fill jobs. This analysis found that there will be a worker shortage in the Napa Valley hotel industry going forward, and that affordable housing will be one critical factor of many to attracting new workers.



## AFFORDABLE HOUSING FEE STUDY

**Client:** City of Ventura

**Dates:** 2018–2019

**Reference:** Jennie Buckingham, Senior Planner; 501 Poli Street, Ventura, California 93001; 805.654.7893; jrbuckingham@cityofventura.ca.gov

The City of Ventura, like most cities throughout the State of California, faces significant challenges in addressing affordable housing needs and has a limited set of tools and financial resources to address these challenges. As part of the City's efforts to address these its housing needs, the City is currently in the process of updating its residential inclusionary ordinance to create a single citywide ordinance with a potential in-lieu fee and is considering adoption of fees on new commercial real estate development projects to support the production of affordable housing.

The City commissioned BAE to prepare a study to evaluate commercial linkage fees and residential inclusionary in-lieu fees to support the production and preservation of affordable housing in Ventura. BAE prepared an in-depth assessment of the number of new worker households that new commercial and market-rate residential development generates, the household income distribution among these worker households, and the cost to provide affordable housing to workers that are not able to afford market-rate rents or sale prices in Ventura. BAE's work for this study also included financial feasibility analysis to determine the fee rates that new development can absorb, as well as three stakeholder meetings to obtain input from developers and affordable housing advocates.





## EIR Examples

As requested in the RFP, Dudek has provided three EIRs that demonstrate Dudek's ability to prepare environmental review documents for complex projects. Our analysis is supported by substantial evidence and specifically addresses each applicable threshold of significance. Our technical editing and formatting teams provide critical support in ensuring that our documents use clear language and logical formatting so that the analysis is easily understood by decision makers, outside agencies, and the public. The specific projects for which we have provided EIR examples are:

- Dorsey Marketplace Mixed Use Project – this EIR evaluates two project variants at an equal level of detail.
- Placer County Government Center Master Plan – this EIR evaluates development of the overall Master Plan at a programmatic level and development of two Master Plan project components at a project-level.
- Alpine Sierra Residential Subdivision - this EIR also evaluates two project variants at an equal level of detail. The Final EIR includes the MMRP that Dudek developed for this project.

Dudek's EIR Samples can be downloaded [at this location](#).

# Appendix A

Resumes

# Katherine Waugh, AICP

**SENIOR PLANNER**

Katherine Waugh is a senior planner with 22 years’ experience with California Environmental Quality Act (CEQA) statutory requirements, current planning methods, and environmental documentation procedures. She prepares CEQA documents for a wide range of public and private projects, managing projects effectively and maintaining momentum to meet schedule and budget requirements. Ms. Waugh applies planning and environmental laws and regulations practically and with an attention to detail, allowing her to quickly identify and resolve critical planning and environmental issues. She conducts efficient consultation with local and state agencies to ensure resources under their jurisdiction are adequately evaluated.



**Education**  
*University of California, Davis*  
*BS, Environmental Policy Analysis and Planning*

**Certifications**  
*American Institute of Certified Planners (AICP)*

**Professional Affiliations**  
*American Planning Association*  
*Association of Environmental Professionals*

## Project Experience

**123 Independence Drive, City of Menlo Park, California.** Project manager for an EIR evaluating demolition of five existing office and industrial buildings and construction of 316 rental apartments and 116 for-sale townhomes on an approximately 8-acre project site in the Bayfront Area of the City of Menlo Park.

**1005 O’Brien Drive/1320 Willow Road, City of Menlo Park, California.** Project manager for a detailed IS and Focused EIR evaluating demolition of existing research and development buildings and construction of two new research and development buildings, structured parking, and publicly accessible open space on an approximately 4-acre site in the eastern portion of the City of Menlo Park Bayfront Area.

**Dorsey Marketplace Mixed-use Lifestyle Center, City of Grass Valley, California.** Project manager for Dudek’s preparation of an EIR for the Dorsey Marketplace project in the City of Grass Valley. The EIR evaluates two project alternatives at an equal level of detail: Alternative A includes 178,960 square feet of commercial space and 90 multiple-family dwelling units; Alternative B includes 104,350 square feet of commercial space, 8,500 square feet of office space, and 172 multiple-family dwelling units. The ability of the proposed commercial space to capture a portion of the region’s retail sales leakage without adversely affecting existing businesses in the Downtown Business District was a key issue for the project. Other key issues include traffic, aesthetics, and remediation of hazardous soil conditions due to the prior mining use of the site.

**Placer County Government Center Master Plan Update, Placer County, California.** Project manager for Dudek’s role in the County’s recent effort to update the master plan the DeWitt Government Center, the primary location of Placer County offices. Dudek participated in public workshops and preliminary site evaluation and design led by the County’s architectural consultant and prepared an EIR for the proposed Master Plan Update. Provision of public services and utilities, effects to the designated historic district on site, and aesthetics were critical project issues. Between 2003 and 2005, served as project manager for an EIR, EIR addendum, and two MNDs for a series of projects involving demolition of World War II–era buildings and construction of new office buildings, justice center facilities, and an emergency residential shelter at the campus.

**Castilleja School Project, City of Palo Alto, California.** Project manager for a focused EIR evaluating this private school's request for a Conditional Use Permit amendment that would allow an increased enrollment cap, demolition of existing school buildings, and construction of new academic buildings and a below-grade parking garage. Compatibility with the surrounding single-family residential neighborhood and the extent of tree removals and tree impacts were critical project issues.

**1050 Page Mill Road, City of Palo Alto, California.** Project manager for an EIR that evaluated demolition of 285,000 square feet of existing office/warehouse/research and development space and construction of the equivalent amount of office space. Worked with city staff and the project's traffic consultant to conduct research and prepare analysis to define the baseline condition that appropriately represented the historic and recent use of the site. Coordinated subconsultants in completing peer reviews of the project's traffic and noise impact analyses, worked with Dudek staff to peer review the project's biological resources report and air quality and greenhouse gas analysis.

**City of Citrus Heights City Hall and Medical Office Building, City of Citrus Heights, California.** Project manager for preparation of a detailed IS and Focused EIR to evaluate proposed demolition of the existing city hall, construction of a Medical Office Building on the current city hall site, and construction of a new city hall at a new site. Key issues included traffic, hazards and hazardous materials, noise, aesthetics, and land use compatibility. Participated in a series of public outreach meetings to solicit community feedback on project design and environmental impact analysis.

**CEQA Compliance Services, West Valley-Mission Community College District – Mission College campus, Santa Clara, California.** Project manager for preparation of two EIR Consistency Reviews for improvement projects at the Mission College campus. Projects were anticipated in the campus's Facilities Master Plan and had been preliminarily evaluated in a 2009 Facilities Master Plan EIR. The consistency reviews demonstrated that impacts of the improvement projects were consistent with the impacts identified in the 2009 EIR, that all applicable mitigation measures from the 2009 EIR would be implemented and that no new impacts had arisen due to changes in circumstances in the project vicinity or changes in regulations.

**Alpine Sierra Subdivision, Placer County, California.** Project manager for an EIR for the proposed 47-lot subdivision near the Alpine Meadows Ski Resort. Dudek staff provided technical analysis including Air Quality Modeling, Noise Impacts, and Visual Simulations. The EIR evaluated two project alternatives at an equal level of detail to allow decision-makers to approve either alternative with no need for further environmental review. Key issues for the project included emergency access given the site's single point of access onto a public roadway, avalanche risk, wildfire risk, land use compatibility, aesthetics, effects to biological and hydrological resources, and noise. A similar project had been proposed at the site several years prior, and the neighbors had filed a legal challenge to the Mitigated Negative Declaration prepared at that time. The revised project remained highly controversial, but no legal challenge was filed upon certification of the EIR.

**Mitchell Farms Subdivision, City of Citrus Heights, California.** Project manager for an EIR evaluating a residential subdivision consisting of 261 single-family residential units located on approximately 32 acres and an open space parcel of 23 acres that encompasses the on-site tributary to Arcade Creek. The project is redeveloping an existing 9-hole public golf course and disc golf course proximate to the Citrus Town Center commercial area. Key project issues addressed in the EIR include compatibility with surrounding residential development, traffic, protection of the on-site creek, loss of oak woodland habitat, noise, and loss of recreational resources. The EIR was certified and project approved in August 2018 and the project is currently in construction.

# Ann Sansevero, AICP

## PRINCIPAL IN CHARGE

Ann Sansevero is a certified project manager and a certified planner through the American Institute of Certified Planners (AICP). Ms. Sansevero has 35 years' experience in the field of environmental assessment and land use planning with a broad range of experience in the management and preparation of California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) documents, other types of planning and environmental studies, and regulatory and land use permitting applications for public projects. Her areas of expertise include environmental planning, project management, CEQA/NEPA compliance, regulatory and coastal permitting, land use planning and design, sustainability, differential site assessments, and mitigation monitoring and reporting.

Ms. Sansevero has lived and worked in Santa Cruz for more than 20 years and has extensive experience in preparing CEQA documents for projects in the city and county of Santa Cruz and elsewhere in the Monterey Bay area and greater Northern California, including but not limited to the projects listed below. Given this experience, she is very familiar with the methodological approaches and data sources used to support CEQA documents prepared locally.



### *Education*

*University of California,  
Santa Cruz  
BA, Biological Sciences  
and Environmental  
Studies*

### *Certifications*

*American Institute of  
Certified Planners (AICP)*

## Relevant Previous Experience

**Urban Forest Master Plan IS/MND, Palo Alto, California.** Served as project manager for the Urban Forest Master Plan IS/MND for the City of Palo Alto Public Works Department. Key issues involved biological resources and construction-type impacts related to the implementation of the plan elements and policies. The IS/MND was completed on an accelerated schedule and was adopted without challenge.

**Tannery Arts Center EIR, Santa Cruz, California.** Served as assistant project manager for the Tannery Arts Center EIR. The project site was located on the former Salz Leather Tannery in Santa Cruz, California, and due to the former use, the site had extensive soil and groundwater contamination. Primary responsibilities included preparing the Hazardous Materials section of the EIR, which contemplated soil and groundwater investigations, a health risk assessment, a remedial action plan, and a building hazards assessment survey for the site. She also prepared the Biotic Resources and Air Quality sections of the document.

**San Francisco State University (SFSU) Campus Master Plan EIR and Tiered CEQA documents, San Francisco, California.** Served as project manager for the SFSU Campus Master Plan EIR, certified in November 2007. Her primary responsibilities included managing the EIR preparation process, in-house staff, and all aspects of contract management; scope definition; document content; administrative reviews; and team coordination. She was also responsible for interfacing with campus and consulting architects and engineers related to project design and definition. This became a very controversial planning effort due to concerns raised by the surrounding community and the City and County of San Francisco. The Master Plan was modified in response to public comments received. The Final EIR therefore evaluated the refined project, as well as responded to the comments raised. Was involved in the negotiation with the City and County of San Francisco to develop a Memorandum of Understanding (MOU) covering off-campus impacts and mitigation measures. The MOU, developed in light of City of Marina v. Board of

Trustees of the California State University requirements, was successfully negotiated, which prevented a potential lawsuit. Further, since the certification of the EIR in November 2007, she has been assisting campus planners with establishing an appropriate approach for monitoring the implementation of both EIR mitigation measures and elements of the MOU signed with the local agency; and developing appropriate CEQA and permitting strategies for project-specific development projects being implemented under the master plan. Tiered CEQA documents have been prepared for the Creative Arts Center Project, the Recreation Wellness Center Project, and the West Campus Green Project. A tiered, focused EIR for the South Campus Development Project is just getting underway.

**scwd2 Regional Seawater Desalination Project Environmental Impact Report (EIR) and Up-Front Project Planning Support Services, Santa Cruz, California.** Served as project manager for the scwd2 Regional Seawater Desalination Project EIR and related services conducted for the City of Santa Cruz (City) and the Soquel Creek Water District (District). These agencies were pursuing a joint desalination facility project to address water supply shortages during drought and concerns about groundwater over-pumping and seawater intrusion. The project would have provided 2.5 million gallons per day of water to help the District reduce over-pumping the aquifer and to help the City meet its water needs during water supply shortages. Primary responsibilities included providing upfront planning and project development support; managing the EIR and Seawater Intake Conceptual Design Report preparation process, in-house staff, and all aspects of contract management, scope definition, document content, administrative reviews, and team coordination; interfacing with the City, District, and consultant team involved with the proposed project; and playing the lead role in all CEQA-related public meetings. The draft EIR was issued in May 2013, but the project was put on hold in 2013 while the City's Water Supply Advisory Committee (WASC) completed a water supply planning process. Desalination was identified as a backup source of water supply in the final WASC report that was recently completed.

**San Lorenzo Valley Water District, Scotts Valley Multiagency Emergency Intertie Project CEQA and Permitting, Santa Cruz County, California.** As project manager, oversaw the preparation of the IS/MND for this emergency intertie project. Five water purveyors within Santa Cruz County were proposing to construct emergency interties to connect the water service areas of six community water systems. A grant for funding to construct these emergency interties was received from the California Department of Public Health (CDPH) under Proposition 50 Water Security, Clean Drinking Water, Coastal and Beach Protection Act of 2002. Responsible for directing the work, coordinating with the client and client's consultants, conducting quality reviews, subconsultant management, and directing the preparation of the Incidental Take Permit for the Mount Hermon June beetle (*Polyphylla barbata*), Zayante band wing grasshopper (*Trimerotropis infantilis*), and the California red-legged frog (*Rana draytonii*) for the project. The IS/MND was adopted in June 2013. Also helped the District with construction mitigation monitoring for several of the interties identified in the IS/MND. A number of the interties have been constructed or are under construction.

**Salinas Area Materials Recovery Center (MRC) and Organics Recovery Project, Preliminary Design, EIR, and Permitting, Salinas, California.** The Salinas Area MRC facility will replace the Salinas Valley Solid Waste Authority's Sun Street temporary facility, currently in operation in Salinas. This work is in the process of getting underway and current work involves project description development, conceptual design, CEQA scope development, and launching the EIR. Has worked with the Authority since 2011 on various siting alternatives being considered for the project. During the EIR preparation process, she will be involved in helping to develop and refine the project description, developing the baseline, and in overseeing the traffic analysis for the project.

**Conservation Center for Wildlife Care EIR, Santa Clara County, California.** Served as project manager for Conservation Center EIR that was prepared for the Santa Clara County Planning Office, under an on-call contract for CEQA services with the County. The Conservation Center in the Santa Cruz Mountains would provide a state-of-the-art facility for rehabilitation of injured and orphaned native wildlife and would also allow for captive propagation of small, endangered, threatened or imperiled native species.

# Kirsten Burrowes

## DEPUTY PROJECT MANAGER

Kirsten Burrowes is an environmental planner and project manager with 8 years' professional experience in environmental consulting and California Environmental Quality Act (CEQA)/National Environmental Policy Act (NEPA) compliance. She brings experience in management, environmental review, and resource permitting for a variety of projects throughout California and Nevada. She has successfully held management roles on a range of small-scale to complex and controversial projects involving community planning, public and private development, stormwater and water resources, utility and infrastructure, and transportation. She is also versed in environmental monitoring management with experience assisting clients in implementation of mitigation monitoring programs during construction. Kirsten offers a diversity of environmental compliance expertise, which enables her to perform difficult tasks under deadlines, execute strong project deliverables, and effectively collaborate with clients and team members.

### Relevant Experience

**1005 O'Brien Drive and 1320 Willow Road Life Science Project, City of Menlo Park, California.** Tarlton Properties has submitted an application to the City of Menlo Park (City) requesting approval of various discretionary entitlements in support of the proposed 1005 O'Brien Drive and 1320 Willow Road Life Science Project. The project includes demolition of existing commercial and industrial buildings on the project site and construction of two research and development buildings, a parking garage, and community open space amenities. Key issues to be evaluated include air quality and greenhouse gas emissions, noise, population and housing, as well as transportation. Kirsten is currently serving as Deputy Project Manager for preparation of the focused EIR. (2022)

**123 Independence Drive, City of Menlo Park, California.** An EIR is being prepared for the 123 Independence Drive Residential Project under the provisions of Senate Bill (SB) 330, the Housing Crisis Act of 2019, and is a "housing development project" within the meaning of the Housing Accountability Act. The project is located within the Bayfront Area of the City of Menlo Park and involves demolition of five existing office and industrial buildings and construction of rental apartments and townhomes on an approximately 8-acre project site. Kirsten served as an environmental planner and authored the population and housing and hazards and hazardous materials EIR sections. (2022)

**North Coast Land Holdings Project, Marin County, California.** North Coast Land Holdings LLC is supplementing its previously submitted Community Plan Amendment request with an application for Master Plan, Design Review, Vesting Tentative Map, Master Use Permit, and Tree Removal Permit approval to allow the redevelopment of portions of the existing Seminary campus. The project includes construction of a new residential care facility with up to 100 independent and 50 assisted living and memory care apartments for senior citizens and 336 single- and multi-family residential units that would replace a majority of the existing residential housing. Fifty of the proposed residential units would be reserved as below market rate housing. In addition, a pre-school (3,000



#### Education

*Sonoma State University  
BA, Environmental Studies  
and Planning, German  
Language Minor*

#### Professional Affiliations

*Superior Chapter of  
Association of  
Environmental  
Professionals*

*Former Communications  
Chair, Young Planners  
Group, Sacramento Valley  
Section, American Planning  
Association*

square feet) and fitness center (17,000 square feet) that would both be open to the public are proposed, and an existing maintenance building would be replaced. More than 70% of the 127-acre campus would be preserved as open space, athletic fields, paths and plazas. A 15,800-square-foot addition is proposed as part of the renovation of the Administration Building, resulting in a 41,000 square foot building. As project manager, oversaw all coordination with the client (Marin County as lead agency), applicant (North Coast Land Holdings), and project team, including subconsultants. Managed the project schedule, budget, and initial preparation of the project environmental impact report (EIR). Participated in regular meetings related to CEQA strategy and approach with the client and subconsultants and oversaw project invoicing and contracting. (2021–2022)

**California State University: The Hub, Sacramento State Research Park, Sacramento County, California.** The Hub, Sacramento State Research Park Project proposed development of the project site in two phases with academic, research, and office space that support the academic programming of Sacramento State. The project would include construction and operation of the SMUD-affiliated nonprofit California Mobility Center testing and manufacturing facility (ramp-up facility) and a new office building/crime laboratory for the California Department of Justice. Served as assistant project manager for the project. Regularly coordinated with the client and subconsultants, participated in CEQA strategy meetings, and assisted in contracting/invoicing. Authored the hazards and utilities sections of the EIR. (2021–2022)

**University Avenue Housing, California State University, Sacramento.** Served as the project manager for the proposed University Avenue Housing Project, which consisted of construction of a 30-unit apartment building at 910 University Avenue in East Sacramento. The new building, located across the American River and east of the Sacramento State main campus, supports living space for university faculty and staff. As project manager, was regularly involved in coordination with the client, subconsultants, and project team; project contracting and invoicing; client and internal team meetings, and CEQA strategy discussions. (2021–2022)

**Capitol Annex Project EIR, California Department of General Services, Real Estate Services Division, Sacramento County, California.** An EIR was prepared for the Capitol Annex Project in downtown Sacramento. The project would demolish and reconstruct the existing 325,000-square-foot existing Capitol Annex building with a new approximately 525,000-square-foot building. The project would address numerous deficiencies in the existing building, including life safety/building code deficiencies, noncompliance with Americans with Disabilities Act (ADA) standards, overcrowding, aging and failing infrastructure, and insufficient public and working space. A new underground visitors/welcome center would be located between 10th Street and the west steps of the Capitol. Existing basement parking under the Annex would be abandoned and replaced with new underground parking on the south side of the Capitol. Key issues in the EIR include historic architecture, tribal cultural resources, impacts to Capitol Park, transportation and circulation, air quality and GHG emissions, and energy efficiency. Served as an assistant project manager. Responsibilities involved regular and extensive coordination with the client, project stakeholders, and subconsultants, as well as project strategy and planning and coordinating financial aspects of the project. (2019–2022)

**California State University: Placer Center, Placer County, California.** The 301-acre Sacramento State - Placer Center project site is located within the 2,213-acre Placer Ranch Specific Plan area, which is within the Sunset Area Plan area in Placer County. The comprehensive plan for Sacramento State - Placer Center will provide a strategic vision, design goals, recommendations, and strategies for the physical elements of the off-campus center, which is ultimately anticipated to include approximately 3 million gross square feet of development on the 301-acre site, supporting Placer County’s projection of 25,000 Sacramento State students and 5,000 Sierra College students. The project would support the following uses: an academic core, public uses, housing, recreation and wellness uses, support uses (i.e., central plant), outdoor research space, landscapes, innovation areas, and parking. Served as assistant project manager/environmental planner for the project. Regularly coordinated with the client and subconsultants, participated in CEQA strategy meetings, and assisted in contracting/invoicing. (2021–2022)



# Daniel Hoffman

## CEQA/NEPA PLANNER

Daniel Hoffman is an environmental planner with 5 years' professional experience specializing in CEQA/NEPA compliance, planning and permitting, and construction management.

Mr. Hoffman has worked as an environmental planner and contract city planner for several municipalities throughout Northern California such as the Cities of Martinez, San Pablo, Vallejo, and Watsonville and Counties of Santa Clara and Sonoma. Mr. Hoffman has produced defensible CEQA documents, implemented and navigated regulatory permitting processes, and prepared and presented staff reports in public hearings.

### *Education*

*Whitman College  
BA, Environmental  
Studies/Economics*

### *Professional Affiliations*

*Association of  
Environmental  
Professionals}*

## Relevant Previous Experience

**Santa Clara Valley Medical Center Behavioral Health Services Center Initial Study/Mitigated Negative Declaration (IS/MND), MIG Inc., Santa Clara, California.** Served as environmental planner for a medical facility project consisting of a three-story Behavioral Health Services Center building and associated four-story parking structure. The project was to replace, consolidate, and expand existing mental health services on the medical campus that were previously housed in three separate buildings into one facility. The facility's expanded services benefit the behavioral health needs for Santa Clara County residents and the surrounding communities. Tasks included environmental analysis through the preparation of a project CEQA IS/MND and preparation of public noticing documents.

**Tru Hilton Hotel IS/MND and Conditional Use Permitting (CUP), MIG Inc., Santa Rosa, California.** Served as environmental planner and contract project planner for a hospitality project consisting of a four-story hotel near the Charles M. Schulz Airport. Tasks included environmental analysis through the preparation of a project CEQA IS/MND, planning review and staff report for the CUP and Design Review, preparation of public noticing documents, and correspondence with interested public.

**Carlton Senior Living Facility IS/MND and CUP, MIG Inc. Vallejo, California.** Served as environmental planner and contract project planner for a senior living facility project involving the construction and operation of a 156-unit senior living facility at a formerly vacant Elks Lodge site. Tasks included environmental analysis through the preparation of a CEQA IS/MND, planning review and staff report preparation for the CUP, preparation of public noticing documents, correspondence with interested public, and staff report presentation to City Planning Commission.

**Sonoma County Cannabis Program CEQA Analysis and Local Permitting, MIG Inc., Sonoma County, California.** Served as environmental planner and contract county planner for Permit Sonoma. The program was established in 2015 to locally permit cannabis cultivation, manufacturing, and dispensing operations throughout Sonoma County. Tasks included generating a template IS/MND for the client's internal use as well as working with applicants and operators to zoning compliance and CUP issuance. Served as project planner for second outdoor cannabis cultivation CUP issued in Sonoma County. Prepared and presented staff reports to Planning Commission.

**City of San Pablo Contract Planning, MIG Inc., San Pablo, California.** Served as contract planner for the City of San Pablo's Planning Department. Provided staff support to the City of San Pablo by providing project management, staff report preparation, general plan and zoning analysis, and customer service via telephone, email, and public information counter. Presented staff reports to City of San Pablo's Planning Commission and helped author the City's revised Accessory Dwelling Unit ordinance to better comply with State legislation.

**City of Martinez Contract Planning, MIG Inc., Martinez, California.** Served as contract planner for the City of Martinez' Planning Department. Provided staff support to the City of Martinez by providing project management, staff report preparation, general plan and zoning analysis, and customer service via telephone, email, and public information counter.

**Charter Hotel, Skanska USA Building, Seattle, Washington.** Served as construction project engineer to coordinate multiple scopes of work for a 16-story hotel build in Downtown Seattle. Fostered positive cross-functional relationships with developers, subcontractors, crew members, engineers, and architects while tracking project costs and schedule.

## Awards

"People's Choice" and "Communication" Awards from the Portland Design Museum and American Society of Landscape Architects, 2018, for designing, engineering, and fabricating a public bench in Portland, Oregon.

# Madison Brown

## CEQA/NEPA

Madison Brown (*MA-di-sen BROWN; she/her*) is an environmental analyst with a background in environmental and ocean sciences. Ms. Brown specializes in research and preparation of California Environmental Quality Act (CEQA) documents, including environmental impact reports (EIRs) and mitigated negative declarations (MNDs). Ms. Brown is organized, detail oriented, and an effective team member.

## Dudek Project Experience Development

**The Meadows at Sierra Madre Specific Plan EIR, New Urban West, City of Sierra Madre, California.** Serving as an environmental analyst contributing to response to comment letters. Tasks include organizing, hand bracketing, and drafting responses to comments.

## Education

**San Elijo Campus Addendum, MiraCosta Community College District, San Diego County, California.** Served as an environmental analyst for the San Elijo Campus addendum to the Olivenhain Municipal Water District Manchester Avenue Recycled Water Pipeline Initial Study/MND. Responsible for drafting addendum sections.

## Healthcare

**Kaiser Permanente Los Angeles Medical Center Project EIR, City of Los Angeles, California.** Serving as an environmental analyst contributing to the preparation of the final EIR for the project. Tasks include drafting responses to comments, drafting the CEQA findings, and preparing the mitigation monitoring program section.

## Industrial

**Mission Boulevard Warehouse Project, New Crossings Development, City of Montclair, California.** Serving as the lead environmental analyst contributing to the research and preparation of the EIR for the proposed construction. Tasks include preparation of various EIR sections and coordination with the team and technical experts.

## Specialized Training

- Maps and Spatial Data Analysis, Geosciences, 2021
- Environmental Assessment, Environmental Data Analysis, University of San Diego, 2019

### *Education*

*University of San Diego  
BA, Environmental and  
Ocean Sciences, 2021*

### *Certifications*

*University of California  
San Diego CEQA  
Certification*

### *Professional Affiliations*

*Association of  
Environmental  
Professionals*

# Erin Lucett

## CEQA/NEPA

Erin Lucett (*ERR-in loo-SET; she/her*) is an environmental planner with a background in environmental sciences and management. Ms. Lucett specializes in research and preparation of California Environmental Quality Act documents, including environmental impact reports (EIRs) and mitigated negative declarations. Ms. Lucett is organized, detail oriented, and an effective team member.

## Relevant Project Experience

**The El Camino Real Assisted Living Facility EIR, PMB Carmel Valley, City of San Diego, California.** Serving as an environmental planner contributing to the preparation of the EIR for a 105,568-square-foot assisted living facility with 105 rooms and supporting amenities. Responsible for drafting EIR sections and preparing scoping presentation.

**Renzulli Estates EIR, Green Phair Scripps Partners, City of San Diego, California.** Serving as an environmental planner contributing to the preparation of the EIR for the 112-unit single-family and multifamily residential development. Primary task includes drafting EIR sections.

**Mariners' Cove Redevelopment Project EIR, Aimco, City of San Diego, California.** Serving as an environmental planner contributing to the preparation of the EIR for the 772-unit multifamily redevelopment including outdoor amenities and recreation space. Tasks include editing draft EIR sections and preparing for city review.

**Rugged Solar Project Addendum Checklist, Clean Focus Renewables, San Diego County, California.** Served as an environmental planner contributing to the preparation of an addendum checklist for a 764-acre solar farm that would produce up to 74 megawatts of solar energy. Primary task included the preparation of the addendum checklist sections.

**The Meadows at Sierra Madre Specific Plan EIR, New Urban West, City of Sierra Madre, California.** Served as an environmental planner for the preparation of a EIR for a Specific Plan residential development, neighborhood park, and open space on a 17.30-acre project site. Tasks included preparation of findings of fact and mitigation monitoring program sections, coordinating the responses to comments effort, and drafting responses to comments.

**Paseo Montril EIR, Tri Pointe Homes, City of San Diego, California.** Served as an environmental planner contributing to the preparation of the final EIR for a 55 multifamily home residential development. Tasks included editing EIR draft and preparing executive summary and mitigation monitoring program sections.

**Sandrini Solar Project EIR, Kern County, California.** Served as an environmental planner for solar energy project that includes a 300-megawatt solar photovoltaic facility and 100 megawatts of energy storage across approximately 3,500 acres of land. Tasks included editing EIR drafts, compiling files, and managing citations.

### Education

California Polytechnic University (Cal Poly), San Luis Obispo, MS, Environmental Science and Management, 2020  
 Cal Poly, San Luis Obispo, BS, Environmental Management and Protection, 2018

### Certifications

University of California, San Diego, California Environmental Quality Act Certification

### Professional Affiliations

Association of Environmental Professionals

# Matthew Morales

## AIR QUALITY SPECIALIST

Matthew Morales is an air quality specialist with 16 years' experience preparing technical analyses for numerous planning and environmental projects related to development, natural resource management, and facility expansion. Mr. Morales is trained in air quality, including toxic air contaminants (TACs) and greenhouse gas (GHG), and he is adept at applying air quality models, such as the California Emissions Estimator Model, Caline4, AERSCREEN, AERMOD, and HARP 2, to perform quantitative analyses for National Environmental Policy Act and California Environmental Quality Act (CEQA) environmental documents, such as environmental impact reports (EIRs), initial studies (ISs), and mitigated negative declarations (MNDs).

## Project Experience

**Idaho-Maryland Mine Project Air Quality and GHG Technical Report, Nevada County, California.** Prepared the air quality and GHG emissions technical report for the project. The project proposes to reinstate underground mining and ore processing of the Idaho-Maryland Mine in unincorporated Nevada County. The proposed facilities and operations would be located on two properties owned by Rise Grass Valley Inc., referred to as the Centennial Industrial Site and the Brunswick Industrial Site. Specific tasks include construction and operational criteria air pollutant and GHG emissions estimates, as well as a health risk assessment to analyze TAC (such as diesel particulate matter) exposure at off-site sensitive receptors.

**Station Avenue Project – Central Rohnert Park Priority Development Area Plan EIR Consistency Review, City of Rohnert Park, California.** The Station Avenue Project is within the Central Rohnert Park Priority Development Area Plan area. This analysis was prepared to evaluate the consistency of the project with the Priority Development Area EIR. The project would remove the two existing buildings (former State Farm Insurance building and City's Corporation Yard), surface parking lots, trees, and grass areas and would result in the construction of a central business district, urban neighborhood, and new downtown area for the city. As part of the consistency review, an HRA was performed that assessed potential cancer and chronic health risk at existing residences proximate to the site, as well as operational health risk for the new residents associated with exposure to TACs from major roadways and the adjacent Sonoma-Marin Area Rail Transit operations.

**Combie Road Corridor Improvement Project Air Quality and GHG Technical Memorandum, Nevada County, California.** Prepared a technical memorandum that presents the air quality and GHG impact analysis of the project, pursuant to the Northern Sierra Air Quality Management District guidance. The project includes the improvement and widening of approximately 4,800 feet of Combie Road in Nevada County, California.

**Belden Barns Farmstead and Winery EIR, Sonoma County, California.** As the air quality analyst, assessed the criteria air pollutant and GHG emissions associated with construction and operation of the project, which includes development of a winemaking, hospitality, and farmstead food production facility.



### *Education*

*University of California,  
Davis  
BS, Environmental  
Toxicology*

### *Professional Affiliations*

*Association of  
Environmental  
Professionals  
Air and Waste  
Management Association*

**Roberts' Ranch Specific Plan EIR, City of Vacaville, California.** As the air quality analyst, assessed the criteria air pollutant emissions associated with construction and operation of the Roberts' Ranch Specific Plan land uses in the City of Vacaville.

**Land Park Commercial Center Project EIR, City of Sacramento, California.** As the air quality analyst, assessed the criteria air pollutant and GHG emissions associated with construction and operation of the Commercial Center project and alternatives. For GHGs, included a compliance analysis based on the City of Sacramento Climate Action Plan Consistency Review Checklist.

**Avram Apartments Air Quality and GHG Technical Memorandum, City of Rohnert Park, California.** Served as air quality analyst. Assessed the criteria air pollutant, GHG, and TAC emissions associated with the construction and operation of the Avram Apartments project. A construction health risk assessment was prepared to estimate potential risk of proximate sensitive receptors from exposure to diesel exhaust from construction equipment and trucks. An operational health risk assessment was also prepared to estimate potential risk of on-site residents to diesel particulate matter from truck traffic on Highway 101.

**Ponte Palmero Phase 2 Project EIR, El Dorado County, California.** Assessed the criteria air pollutant and GHG emissions associated with construction and operation of the project, which includes development of a community care facility, an assisted living facility, and a clubhouse as Phase 2 of the Ponte Palmero retirement village.

**Oakmont Senior Assisted Living Facility IS/MND, City of Novato, California.** As the air quality analyst, assessed the criteria air pollutant and GHG emissions associated with construction and operation of the proposed assisted living community within the City of Novato.

**Clearwater at Sonoma Hills Assisted Living and Memory Care Facility IS/MND, City of Rohnert Park, California.** As the air quality analyst, assessed the criteria air pollutant and GHG emissions associated with construction and operation of the project, which includes development of an assisted living and memory care facility within the City of Rohnert Park.

**Residences at Five Creek Project IS/MND, City of Rohnert Park, California.** As the air quality analyst, assessed the criteria air pollutant, GHG, and TAC emissions associated with the construction and operation of the Residences at Five Creek mixed-use and City public safety and public works facility. A construction health risk assessment was prepared to estimate potential risk of proximate sensitive receptors from exposure to project-related diesel exhaust from construction equipment and trucks. A cumulative operational health risk assessment was also prepared to estimate potential risk of on-site residents to TACs from permitted stationary sources within 1,000 feet of the project site.

**Bellevue Ranch 7 Project IS/MND, City of Santa Rosa, California.** As the air quality analyst, assessed the criteria air pollutant and GHG emissions associated with construction and operation of the project, which includes development of 30 single-family homes within the City of Santa Rosa.

**Creative Arts and Holloway Mixed-Use Project EIR, San Francisco State University, San Francisco, California.** The proposed project includes construction of new housing, neighborhood-serving retail, and student support services on the south side of Holloway Avenue, and construction of the Creative Arts replacement building and concert hall on the north side of the Holloway Avenue/Font Boulevard intersection. The project would also include preparation and implementation of design guidelines, transportation and parking improvements, utility connections, storm drainage improvements, landscaping, and lighting. Prepared the air quality and GHG chapters of the EIR for the project.

# Ian McIntire

## AIR QUALITY SPECIALIST

Ian McIntire is an air quality specialist with 8 years' experience specializing in the preparation of technical documents and analysis through interpretation of state and federal legislation, environmental document preparation and review, criteria pollutant and greenhouse gas emissions (GHG) modeling. Mr. McIntire is trained in air quality, including GHG and climate change. He is adept at applying air quality models, such as the California Emissions Estimator Model (CalEEMod), Caline-4, and AERMOD, to perform quantitative analyses for National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) environmental documents, such as environmental impact reports (EIRs), initial studies (ISs), and mitigated negative declarations (MNDs).



### *Education*

*California State University,  
Sacramento  
BS, Environmental  
Studies*

## Project Experience

**Atherton Baptist Continuing Care Facility Expansion Project Technical Report, City of Alhambra, California.** The project included demolition of existing continuing care residential facility in the Atherton Master Plan and reconstruction of the existing buildings and expansion of the facility. Demolition included approximately 164,852 square feet of existing residential units, and construction of 313 residential units and an additional 301 parking spaces. As air quality analyst, prepared CEQA air quality and GHG sections and developed innovative mitigation measures.

**Napa Logistics Park – Phase 2 EIR, American Canyon, California.** The project included development of three warehouse buildings totaling 2,170,640 square feet and 100,000 square feet of office space. As air quality analyst, prepared CEQA Air Quality Technical Study and prepared EIR air quality and GHG sections and developed mitigation measures for the Napa Logistics Project.

**Shadelands Gateway Specific Plan and the Orchards at Walnut Creek Project EIR, City of Walnut Creek, California.** The project included development of a new Safeway grocery store, retail, restaurant, and a senior housing/continuing care retirement community (CCRC) facility. As air quality analyst, prepared air quality and GHG analyses and developed mitigation measures for both the project and its less intense alternatives.

**Xebec Fontana Warehouse Project Technical Report, City of Fontana, California.** The project included demolition of a 20,553 square foot building and 3.5 acres of asphalt and development of a new warehouse building totaling 314,250 square feet on approximately 13.71 acres. As air quality analyst, prepared air quality and GHG analyses and help develop mitigation measures for the project.

**Vega Solar Project EIR, Merced County, California.** Project consisted of developing a 20 megawatt (MW) photovoltaic (PV) solar array on several project sites totaling approximately 165 acres of land. As air quality analyst, prepared CEQA air quality and GHG assessments.

**Fresno Downtown Neighborhood Community Plan (DNCP) and Fulton Corridor Specific Plan (FCSP) EIR, City of Fresno, California.** The project included the adoption of the DNCP for the residential neighborhoods surrounding Downtown and the FCSP for the core of Downtown, including the Fulton Mall. As air quality analyst, prepared CEQA air quality and GHG assessments and developed mitigation measures for the DNCP and the FCSP, a planned development of residential, commercial, and community/public facility land uses and supporting infrastructure in Davis, California. The DNCP included 3,697 mixed-density residential, 67 acres of industrial, 46 acres of commercial, and 8 acres of retail uses while the FCSP included 6,293 mixed-density residential, 3 acres of industrial, 90 acres of commercial, and 37 acres of retail uses.

**Catalina Fiber Project IS/MND, Catalina Island, California.** The project included installation of approximately 12 miles of new fiber optic cable on existing overhead poles and within underground conduit between the City of Avalon and community of Two Harbors. As air quality analyst, prepared CEQA air quality and GHG analyses which included calculating barge emissions generated from delivery of construction equipment and supplies.

**La Palma Recharge Basin Project Air Quality and GHG Technical Report, Orange County Water District, California.** The proposed project includes the construction and operation of a recharge basin over a 17.7 acre site which added an additional 51,000 acre feet capacity for water recharge into the Orange County Groundwater Basin. As air quality, GHG, and climate change analyst, developed the CEQA analysis of air quality and GHG impacts from construction and operation of the project facilities. Air quality emissions and impacts were based on calculations using the CalEEMod models.



# Dennis Pascua

**SENIOR TRANSPORTATION PLANNER**

Dennis Pascua is a senior transportation planner and Dudek’s transportation services manager with 28 years’ experience in transportation planning/engineering in Southern California. Mr. Pascua has successfully managed a variety of projects for local agencies and private developers, including traffic and circulation impact analyses and parking demand studies in both highly urbanized and rural areas. He is highly experienced with California Environmental Quality Act/National Environmental Policy Act and transportation topics and policies surrounding active transportation, context sensitive solutions, and complete streets throughout California. Mr. Pascua also offers an international perspective, having managed transportation planning projects in the Philippines, Japan, and the United Arab Emirates.



**Education**  
 University of California,  
 Irvine  
 BA, Social Ecology  
 (Environmental Analysis  
 and Design)

**Professional Affiliations**  
 American Planning  
 Association  
 Association of  
 Environmental  
 Professionals  
 Institute of Transportation  
 Engineers  
 Orange County Traffic  
 Engineering Council

## Project Experience

**LADWP On-Call Environmental Services, Los Angeles, California.** Managed Traffic Impact Analysis (TIAs) for the following projects prepared under an on-call contract with the City of Los Angeles Department of Water and Power (LADWP), the nation’s largest municipal utility: Power Plant 1 and Power Plant 2 Transmission Line Conversion; Tujunga Central Groundwater Station; North Hollywood Groundwater Station; De Soto Avenue Trunk Line Replacement; De Soto Water Tanks; and Van Norman Complex Vegetation and Maintenance Projects. The TIAs prepared, or currently being prepared, involve the analysis of construction-related traffic and potential lane closures on major public thoroughfares. Construction mitigation measures include the preparation of a Construction Traffic Management Plan that includes traffic control plans for roadway construction, and transportation demand management for construction worker traffic. Dudek has also coordinated with the Department of Transportation and Bureau of Engineering on those projects.

**Sanborn Solar and Gen-Tie Route Project, Kern County, California.** Managed the in-house Transportation team that prepared a TIA that identified potential construction-related traffic impacts associated with a proposed photovoltaic solar facility and associated infrastructure (gen-tie) necessary to generate up to a combined 300 megawatts of renewable electrical energy. The proposed project consisted of two sites: the northern site is approximately 1,118 acres; and, the southern site is approximately 983 acres. The southern site is directly north of Edwards Air Force Base Solar project. The project impacts were evaluated under CEQA and NEPA. The TIA evaluated existing traffic conditions, including roadway segment and intersection levels of service along or in proximity to the gen-tie route options; estimated trip generation and trip characteristics for construction-related activities of the gen-tie options; analyzed the potential for traffic impacts to occur as a result of construction of the gen-tie; described the significance of the potential impacts; and, identified mitigation measures, for construction-related traffic impacts.

**LACSD On-Call Environmental Services, Los Angeles County, California.** As part of an on-call contract with the Los Angeles County Sanitation Districts (LACSD), Mr. Pascua managed the TIA for the Stormwater Capture System at Puente Hills Material Recovery Facility in County Sanitation District No. 2 to meet the Industrial General Permit’s industrial stormwater requirements. The project would primarily involve construction of a proposed basin and supporting conveyance facilities (piping) that would involve grading, excavating, and fencing. The TIA analyzed the potential traffic impacts for the temporary construction phase of the project, which would generate construction-related traffic (due to construction workers, vendor trucks, and haul trucks) to and from the project site.

**Gen-Tie Routes for Edwards Air Force Base Solar Enhanced Use Lease Project, Kern County, California.** Managed the in-house Transportation team that prepared a traffic impact analysis (TIA) that identified potential construction-related traffic impacts associated with the proposed 230-kilovolt gen-tie route options that would connect the Edwards Air Force Base (EAFB) solar generation site with the existing Westwind Substation in the first phase of the project, and to the Southern California Edison Windhub Substation in subsequent phases of the project. The project impacts were evaluated under CEQA and NEPA. This project is located south of the Sanborn Solar and Gen-Tie project. The TIA evaluated existing traffic conditions, including roadway segment and intersection levels of service along or in proximity to the gen-tie route options; estimated trip generation and trip characteristics for construction-related activities of the gen-tie options; analyzed the potential for traffic impacts to occur as a result of construction of the gen-tie; described the significance of the potential impacts; and, identified mitigation measures, for construction-related traffic impacts.

**Marsh Park Access Evaluation and Recommendations, Mountains Recreation and Conservation Authority, Los Angeles, California.** Conducted an evaluation of the existing access conditions at the driveways in Marsh Park in the City of Los Angeles. The project was intended to address safety concerns at the park access including obstructed sight distance, failure of vehicles to yield to bicyclists and pedestrians, and lack of visibility for drivers to see when park gates are closed. Provided recommendations to improve safety for park users including placement of stop signs, reflective markers for park gates, and signage to alert drivers to the presence of pedestrians. Recommendations were made consistent with guidance provided in the California Manual of Uniform Traffic Control Devices.

## Relevant Previous Experience

- Tres Amigos Solar Project, Merced County, California
- Jensen Solids Handling Facility Canoga Park, Metropolitan Water District, Los Angeles, California
- Warner-Canoga 150-Dwelling Unit Apartment Transportation Demand Management Plan, Warner Center, Los Angeles, California
- North Hollywood High School Renovation, LAUSD, Los Angeles, California
- Rose Hills Courts Rehabilitation, Housing Authority of City of Los Angeles, California
- LA Trade-Technical College Master Plan, Los Angeles Community College District, California
- Grandview Park Expansion, Rancho Palos Verdes, California
- Recology Materials Recovery Facility (MRF) Expansion, Sun Valley, California
- California Department of Transportation SR 126/Commerce Center Drive PR/ED, Newhall Ranch, California.
- Terminal Expansion and Renovation Project EIRs, Port of Los Angeles, California
- Campus Parking Management Plan, County of San Bernardino, California

# Charles Greely, PE, LEED AP, QSD

## TRANSPORTATION AND TRAFFIC

Charles Greely (*CHAR-uhls GREE-lee; he/him*) is a civil engineer with 23 years' experience working with public and private entities on infrastructure improvement projects throughout California. Mr. Greely provides a diverse skill set, having provided project management and design services on water resource, wastewater treatment, environmental mitigation and restoration, stormwater management and quality control, transportation, and site development projects. As a Leadership in Energy and Environmental Design Accredited Professional (LEED AP), he specializes in the application of low-impact development techniques for infrastructure improvement projects. Mr. Greely is experienced in federal, state, and regional permits and requirements for construction work within sensitive environmental settings and can therefore successfully bridge the gap between environmental concerns and cost-efficient, field-tested construction solutions.

## Project Experience

**Poway Pump Station Access Road, Ramona Municipal Water District, Ramona, San Diego County, California.** Provided project management and preliminary engineering design services for the preparation of a preliminary design report and initial study California Environmental Quality Act document preparation for the reconstruction and rehabilitation of the Poway Pump Station Access Road through the Blue Sky Reserve. The access road is an approximately 1.5-mile unpaved route adjacent to Sycamore Creek that serves as the sole point of access for the operation, maintenance, and replacement of equipment at the facility. Emergency repairs to the facility following the Witch Creek Fire were significantly delayed due to physical obstruction and erosion of the road from previous storm events. Improvements included the installation of reinforced concrete pipe box culverts to replace damaged and/or silted existing culverts, and the installation of low water crossing structures with integrated box culverts at several locations without existing drainage structures. Road surface remediation measures included the use of interlocking Armorflex pavers to reduce erosion along stretches of the road subject to inundation of floodwaters from the adjacent creek. Project costs and maintenance provisions were also analyzed and included in the final preliminary design report.

**West Mission Bay Bridge Traffic Control Plan, Flatiron Construction, City of San Diego, California.** Lead engineer for the preparation of alternative staging and traffic control plans for the West Mission Bay Drive Bridge crossing the San Diego River. The alternative staging plan allowed for half of the existing bridge to accommodate two-way traffic during demolition and construction of the west bound lanes of the new bridge. The staging allowed for an accelerated construction schedule, reduced traffic impacts to residents and businesses, and saved the City over \$1,000,000 in cost.



### Education

University of Washington  
BS, Civil Engineering,  
1998

### Certifications

Professional Civil  
Engineer (PE)  
CA No. 69056; WA No.  
40823

South Coast Air Quality  
Management District  
Fugitive Dust Control  
Certification, No. 05-08-  
3112

LEED AP

Qualified SWPPP  
Developer (QSD), No.  
69056

### Professional Affiliations

California Water  
Environment Association,  
State Board of Directors  
2013–2019

**Industrial Way Street Improvement and Pavement Rehabilitation, Catholic Diocese of San Bernardino, City of Coachella, California.** As part of the as-needed services agreement with the City of Coachella, evaluated the existing condition of Industrial Way between Enterprise Way and Polk Street. The existing pavement was found to be in moderate to poor shape, and a significant portion of the street existed at less-than-ultimate width and without curb and gutter. Based upon these findings, prepared street improvement and pavement rehabilitation plans for the City of Palm Desert that will improve the aesthetic quality of Industrial Way, as well as driver safety and comfort for this stretch.

**Calle Tampico Street Improvement and Pavement Rehabilitation, City of La Quinta, California.** Project manager and lead engineer for design of improvements to reduce nuisance water in Calle Tampico. The design includes a new curb and gutter, spandrels, and cross gutters; new access ramps; and a Maxwell Plus© dry well. The design also included a new sidewalk and access ramp on Eisenhower Drive from Avenida Martinez to Calle Tampico, and design of a new dry well for nuisance water at Avenue 50 and Park Street.

**Essential Transportation Infrastructure Phase II, City of Desert Hot Springs, California.** Provided civil engineering services for the repair and rehabilitation of several roadways. This fast-track design job depended on partial federal funding by Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users funds, requiring the completion and submittal to Caltrans of 95% complete construction plans within three months of notice to proceed. Key design issues included careful incorporation of existing driveways, mailboxes, water meters, sewer clean-outs, and power poles, as well as compatibility of existing curb and gutters into the new design improvements. Provided the control survey for the photogrammetry work, coordinated the associated geotechnical work for basis of design and repair, and conducted the detailed existing utilities research. The city was provided 30% design concepts for initial review, and 90%, 100%, and final construction drawings according to the city's scheduling. Assisted the city during the bidding process.

**Dinah Shore and Portola Improvements, City of Palm Desert, California.** Provided project management and design services for improvements along Dinah Shore and Portola in Palm Desert, California. The improvements include median island, curb and gutter, storm drains, water and sewer improvements, as well as utility relocations. The improvements also included a traffic signal, signing and striping improvements, and super elevated street cross sections. The project also included coordination with Riverside County Transportation Commission staff and consultants as the design will ultimately be integrated into a future freeway interchange. Dudek staff has also assisted the City with property acquisition and prepared legal plats and descriptions for acquisitions and easements required for the final improvements.

**Pavement Management Plan Rehabilitation, City of La Quinta, California.** Project Manager and lead technical engineer for the rehabilitation of various street segments throughout the City. The project included review of existing City Pavement Management Plan data and condition assessments, field review of paving conditions; coordination and management of a geotechnical evaluation to review existing structural sections and subgrade conditions; and review of ADA improvements (sidewalk and access ramps) in the project corridors. Following the condition assessment, led the design team in the preparation of improvement plans utilizing cold-in-place recycling (CIR) techniques for the majority of the rehabilitation. In addition to the "green" benefits of a recycled product and process, the CIR process saved the City significant time and budget versus traditional grind and overlay methodology.

# Mladen Popovic, AICP

## TRANSPORTATION PLANNER

Mladen Popovic is a transportation planner with 6 years' experience focusing on transportation impacts for a wide variety of projects. Mr. Popovic has an educational background in planning and experience working within traffic impact analysis procedures, including vehicle miles traveled analysis, data collection, cumulative project development, trip generation calculations, level of service (LOS) analysis for intersections and roadway segments, signal warrant analysis, construction traffic, internal circulation and access evaluation, and vehicle turning analysis. He has utilized various types of transportation and design software including Synchro, Traffix, AutoTurn, as well as other technical programs, such as ArcGIS and AutoCAD.

## Project Experience

**Hunter Subdivision Project EIR, City of St. Helena, California.** Lead the Traffic Impact Analysis and Transportation Section for the Environmental Impact Report (EIR) for a proposed residential project on an approximately 17-acre parcel located near downtown St. Helena. The project includes 51 single-family homes, 25-multi-family units, and up to 25 accessory dwelling units. The analysis included a detailed weekday, Saturday intersection LOS analysis, vehicle miles traveled analysis, and horizon year analysis. The project is very controversial and the City of St. Helena anticipates a legal challenge to the EIR. It is anticipated the EIR will be released for public review in 2021.

**Home2Suites Hotel, City of Rohnert Park, California.** Lead analysis which included a proposed Home2Suites Hotel location within a shared commercial corridor. The report focused on the internal site circulation of the hotel, sight distance analysis, and LOS analysis. In-person field visits were vital in cataloging the existing roadway network and intersection conditions and providing an accurate analysis.

**Focused Traffic Analysis for the Bellevue Ranch 7 Project, City of Santa Rosa, California.** Worked as part of a team to analyze the impacts associated with 30 single-family homes and up to 7 accessory dwelling units in the City of Santa Rosa. Specialized analyses included sight distance analysis, pedestrian, bicycle, and transit accessibility, site circulation, and emergency vehicle analysis. American Association of State Highway and Transportation Officials guidelines were utilized to create AutoTurn turning analysis for the maneuverability of emergency vehicles on site, as well as the stopping distance for the site that fronts a rural two-lane roadway.

**Former Dixon High School Modernization, City of Dixon, California.** Lead analysis which dictated the re-opening of the former site of Dixon High School into a 750-student middle school. Since the former high school was abandoned, all incoming middle school students in the Dixon Unified School District, as well as the existing middle school, were re-allocated to the project site. This required a detailed analysis of students' trip origin points, key arterial roadways that facilitate vehicular trips within the City of Dixon, as well as an analysis of the railroad tracks that separate the City into two halves. Additionally, vehicular queuing at the 95th percentile, project site access, and pedestrian and bicycle safety were evaluated as part of the traffic impact analysis.



### *Education*

*University of California,  
Santa Barbara  
BA (with Honors),  
Geographic Information  
Systems*

*BA (with Honors),  
Environmental Studies*

*University of California,  
Irvine*

*Masters, Urban and  
Regional Planning*

### *Certifications*

*AICP No. 31419*

### *Professional Affiliations*

*American Planning  
Association*

**Santa Cruz Water Rights Project EIR, City of Santa Cruz, California.** Worked as part of the transportation team on the Santa Cruz Water Rights Project EIR. Components of the project include modifications to existing water rights and related actions required to implement the proposed modifications, including expansion of place of use, clarifications on method and points of diversion and rediversion, adding an underground storage supplement, extension of time to put water to full beneficial use, and incorporation of bypass requirements for each water right. The underlying purpose of the project is to improve City of Santa Cruz water system flexibility while enhancing stream flows for local anadromous fisheries. The proposed project also includes water supply augmentation components and surface water diversion improvements that could result after the water rights modifications are approved. Physical infrastructure improvements include aquifer storage and recovery facilities in the Beltz system and potentially elsewhere, intertie facilities to allow for water transfers with neighboring agencies, and improvements to the Tait Diversion/Coast Pump Station and the Felton Diversion.

**Warner-Ivy Street Vacation California State University – Chico, City of Chico, California.** Technical analysis that evaluated a proposed street closure of Warner Street and Ivy Street, which bisects the campus of California State University, Chico. A detailed origin-destination analysis was conducted to determine the vehicular users affected by the proposed project. Finally, an LOS analysis was conducted and compared to the existing conditions, to determine the impact of the street vacation.

**Orange County Sanitation District Facilities Master Plan EIR, Orange County, California.** Worked as part of a team on the transportation analysis and reporting for the project's Program EIR for the Sanitation District's 2017 Facilities Master Plan. The analysis covers projects included in a 20-year Capital Improvement Program to ensure that the Orange County Sanitation District could sustain its infrastructure, meet future regulatory requirements, and continue to provide reliable service to the public. The project included facilities at Reclamation Plant No. 1 in Fountain Valley, Treatment Plant No. 2 in Huntington Beach, the sewer collection system, and improvements at various pump stations. All 75 project- and program-level projects were evaluated quantitatively at either a project-level or representative project approach.

**Pedestrian Analysis of Path D for CF Equipment, City of Colton, California.** As planner, worked on a quantitative and qualitative analysis addressing pedestrian and bicycle issues as part of truck traffic associated with CF Equipment's proposed project in the City of Colton. Nearby conflicts with Woodrow Wilson Elementary School necessitated roadway improvements such as improved school crossing signage, installation and restriping of crosswalk and pavement markings, and warnings for pedestrian and bicyclists. All recommended improvements were according to the California Manual on Uniform Traffic Control Devices. Truck stopping distance, sight distance analysis, vehicle collision analysis, and intersection LOS were all included within the report.

**Huntington Park General Plan Update, City of Huntington Park, California.** Contributed on the traffic impact analysis for this project that served to analyze the proposed update to the City of Huntington Park's General Plan. The project involved re-analyzing existing conditions and utilizing model data from the Southern California Association of Governments travel demand model for buildout year conditions for seven planning areas that comprised 12 critical intersections. Once model results were post-processed and refined, intersections and roadway segments were distributed accordingly based upon the changes of density of uses proposed within the General Plan Update. Since the City of Huntington Park lies directly adjacent to the City of Los Angeles, regional transit and pedestrian circulation was also analyzed.

# Sabita Tewani, AICP

## TRANSPORTATION AND TRAFFIC

Sabita Tewani (*SAB-ih-tah TE-wah-ni; she/her*) is a transportation planner with 11 years' experience in traffic and transportation assessments for due diligence planning. Ms. Tewani is experienced in all phases of transportation impact study analysis, including data collection, trip generation calculations, level of service analysis for freeway and roadway segments and intersections, signal warrant analysis, all-way stop-control warrant analysis, shared parking calculations, and evaluation of internal circulation and access. She has used Synchro, Traffix, and Highway Capacity Software for traffic data and operations analysis. Ms. Tewani is experienced in preparing transportation-related environmental documentation for development and construction projects and vehicle miles traveled (VMT) estimation requirements per Senate Bill (SB) 743 compliance for the updated California Environmental Quality Act (CEQA) Guidelines for transportation impact analyses.

## Experience

**Central Park Buildout, City of Santa Clarita, California.** Prepared the Local Transportation Assessment (LTA) to provide an operational analysis (level of service) for the proposed 17-acre expansion of Central Park in the City of Santa Clarita. The traffic analysis documented existing traffic conditions adjusted for pre-COVID 19, including intersection levels of service in the study area; estimated trip generation, distribution, and assignment characteristics for the proposed project; and analyzed the operational effects that would occur as a result of project traffic under the existing and opening year conditions. The environmental document of the project included a VMT analysis of the proposed park expansion using methodology and thresholds identified within the city's Transportation Analysis Updates. The transportation analysis of the project concluded no significant VMT impacts would occur and the project would be consistent with the city's operational criteria and General Plan consistency requirements. (2021–Present)

**Stetson Corner, City of Hemet, California.** Prepared the Transportation Impact Analysis (TIA) and VMT Screening Analysis for the proposed commercial uses on Stetson Corner in the City of Hemet, in Riverside County. The proposed commercial uses include 12-bay gas station with an approximately 3,062-square-foot 7-Eleven, an approximately 2,840-square-foot drive-thru fast food restaurant, and an approximately 3,590 square-foot car wash with 20 self-serve vacuum stations under a 3,096-square-foot canopy. Per the City of Riverside guidelines, a Scoping Agreement for the TIA was submitted to the city for review and approval. The level of service and VMT analyses are consistent with the County of Riverside and Western Riverside Council of Government requirements. The following scenarios were analyzed for potential project traffic effects at the study roadway segments and intersections: existing conditions, opening year (existing + ambient background growth + project), and cumulative conditions (existing + ambient background growth + project + cumulative development). For any project effects found, improvement measures were identified in the study. (2020–Present)

### Education

Newcastle University  
MSc, Transportation  
Engineering and  
Operations, 2004

School of Planning and  
Architecture, New Delhi  
MA, Planning  
(Transportation  
specialization), 2002  
BA, Architecture, 2000

### Certifications

American Institute of  
Certified Planners (AICP)

### Professional Affiliations

American Planning  
Association

Association of  
Environmental  
Professionals

Institute of Transportation  
Engineers

Institute of Transportation  
Engineers

**Encompass Health, City of Chula Vista, California.** Prepared the LTA and VMT Analysis for an 80-bed inpatient rehabilitation facility with supporting amenities located on a 9.56-acre site in the City of Chula Vista. Based on review of published trip rates and operational characteristics of similar facilities, recommended a composite trip generation rate for the proposed rehabilitation center, which was approved by the city staff to be used in the project’s LTA. The LTA documented existing traffic conditions, including roadway segment and intersection levels of service in the study area; estimated trip generation, distribution, and assignment characteristics for the proposed project; and analyzed the traffic impacts that would occur as a result of project traffic under the existing and buildout year (2035) conditions. The project’s VMT analysis was prepared consistent with OPR’s 2018 Technical Advisory and ITE’s 2019 Draft Guidelines for Transportation Impact Studies in the San Diego Region. (2019–Present)

**Mission Flats, City of Oceanside, California.** Prepared the TIA that identified potential traffic impacts associated with the development of 137 apartment units, 3,500 square feet of retail/commercial space, and other supporting amenities on a 4.73-acre site located on 3907 Mission Avenue in the City of Oceanside. The traffic analysis included a study area roadway segment and intersection levels of service analysis under the existing, near-term cumulative, and buildout year (2035) conditions; project trip generation; and project site access and circulation, per the City of Oceanside General Plan Circulation Element requirement to follow SANTEC/ITE Guidelines for Traffic Impact Studies in the San Diego Region. (2019–2020)

**Baseline-Alder Warehouse Project, Pacific Industrial, City of Rialto, California.** Prepared the traffic impact study for the proposed 261,500-square-foot warehouse located on the northwest corner of Alder Avenue/Baseline Road in the City of Rialto, at its border with the City of Fontana. Per the City of Rialto guidelines, a Scoping Agreement for the TIA was submitted to the city for review and approval. Since the project has truck intensive uses, the trip generation estimates included PCE and non-PCE volumes. The level of service analyses is consistent with the city’s requirements, the San Bernardino County Congestion Management Plan, and California Department of Transportation requirements. The following scenarios were analyzed for potential project traffic impacts at the study roadway segments and intersections: existing conditions, existing plus project, project completion (existing + ambient background growth + project) and cumulative conditions (existing + ambient background growth + project + cumulative development). For any significant project traffic impacts found, mitigation measures and fair share calculation to offset significant project impacts were identified in the study. City of Rialto’s Transportation Commission approved the traffic study in September 2018. (2018)

**Ocean Meadows Residential, Ocean Meadows Investors, County of Santa Barbara, California.** Prepared the TIA that identified potential traffic impacts associated with the development of 32 single-family detached homes and six attached townhomes on the former Ocean Meadows Golf Course, located in unincorporated Santa Barbara County. The traffic analysis included a study area roadway segment and intersection levels of service analysis using Intersection Capacity Utilization methodology; project trip generation; project site access, circulation, and parking; and required mitigation measures including fair share calculations for project’s cumulative impact. The environmental document also included a VMT analysis for the proposed project, which used the screening criteria included in the county’s Environmental Thresholds and Guidelines Manual. (2018–2019)



# Adam Giacinto

## HISTORIC/CULTURAL RESOURCES

Adam Giacinto is an archaeologist with 15 years' experience preparing cultural resource reports, site records, and managing archaeological survey, evaluation, and data recovery-level investigations. His research interests include prehistoric hunter-gatherer cultures and contemporary conceptions of heritage. His current research focuses on the social, historical, archaeological, and political mechanisms surrounding heritage values. He has gained practical experience in archaeological and ethnographic field methods while conducting research in the Southwest, Mexico, and Eastern Europe.

Mr. Giacinto brings specialized experience in cultural resources information processing gained while working at the South Coastal Information Center. He has worked as part of a nonprofit collaboration in designing and managing a large-scale, preservation-oriented, standardized database and conducting site and impact predictive Geographic Information Systems (GIS) analysis of the cultural resources landscape surrounding ancient Lake Cahuilla. He provides experience in ethnographic and applied anthropological methods gained in urban and rural settings, both in the United States and internationally.

## Project Experience

### **Park Boulevard Environmental Impact Report (EIR), City of Palo Alto, California.**

As principal archaeological investigator, coordinated a Northwest Indian College (NWIC) records search, Native American Heritage Commission (NAHC) and Native American consultation, archaeological survey, and preparation of a technical report and EIR section. An appropriate mitigation strategy was developed and provided to the City of Palo Alto for this negative cultural inventory.

### **Vacaville Center Campus Project, Solano Community College District, City of Vacaville, California.**

As principal archaeological investigator, coordinated a NWIC records search, NAHC and Native American communication, archaeological survey, and preparation of a technical report. Recommendations were framed in compliance with California Environmental Quality Act (CEQA) regulations and submitted to the lead agency.

**Makani Power Wind Turbine Pilot Program, Google Inc., Alameda, California.** As principal investigator, coordinated a NWIC records search, NAHC and Native American consultation, archaeological survey, and preparation of a negative technical memo a for this potential wind farm. The mitigation strategy did not require additional archaeological monitoring or other work based on the lack of archaeological sites, and the low potential for encountering unrecorded subsurface cultural resources. Recommendations were submitted as a categorical exemption to the reviewing agency.

**Yokohl Ranch Cultural Resources, The Yokohl Ranch Company LLC, Tulare, California.** As co-principal investigator and field director, managed 15 archaeologists in conducting 1,900 acres of survey throughout the Yokohl Valley.



### *Education*

*San Diego State University*

*MA, Anthropology*

*Sonoma State University*

*BA, Anthropology/*

*Linguistics*

*Santa Rosa Junior College*

*AA, Anthropology*

### *Professional Affiliations*

*Register of Professional Archaeologists*

*Society for California*

*Archaeology*

*American Anthropological*

*Association*

*Institute of*

*Archaeomythology*

*American Anthropological*

*Association*

**Hamilton Hospital Project, City of Novato, California.** As principal investigator, managed tribal and archaeological fieldwork and methodological reporting relating to the extended Phase I inventory geoprobe drilling and shovel test pit excavation. Considerations included compliance under CEQA and local regulations.

**Maidu Bike Path and Park Projects, City of Auburn, California.** As principal investigator, managed the survey, archival searches, tribal correspondence, and reported management recommendations for a cultural resources inventory. Considerations included compliance under CEQA and Section 106 of the NHPA.

**Stepphollow Creek and Bear River Restoration, Nevada County, California.** As principal investigator, assisted with management of field efforts and preparation of a technical report for a cultural inventory. Resources were evaluated for significance under CEQA, and Section 106 of the NHPA.

**As Needed Planning and Environmental Contract, Recycled Wastewater Treatment Plant Secondary Process Upgrade Improvement Project, City of Auburn, California.** As principal investigator, managed the survey, archival searches, tribal correspondence, and reported management recommendations for a cultural resources inventory. Considerations included compliance under CEQA and Section 106 of the NHPA.

**Recycled Water Pipeline Project, City of Woodland, California.** As principal investigator, managed the survey, archival searches, tribal correspondence, and reported management recommendations for a cultural resources inventory. Considerations included compliance under CEQA and Section 106 of the NHPA.

**Hanson El Monte Pond Restoration, Lakeside's River Park Conservancy, San Diego, California.** As principal investigator, managed the field efforts, reporting, and agency interface for a cultural inventory. Resources were evaluated for significance under county guidelines, CEQA, and Section 106 of the NHPA. Worked with the ACOE for submittal of documents to State Historic Preservation Office (SHPO).

**Lake Cahuilla Management Plan, ASM PARC, Riverside County, California.** As project archaeologist and lead analyst, led in the formation of a standardized database associated with ancient Lake Cahuilla. Performed GIS data integration and predictive analysis, data entry of site record information, and completed multi-day, multi-person record search for Riverside County.

**South Palm Canyon West Fork Flood Emergency Work, Agua Caliente Band of Cahuilla Indians, Palm Springs, California.** As principal investigator, worked with the Agua Caliente Band of Cahuilla Indians Tribal Historic Preservation Office to conduct archaeological monitoring on tribal lands of emergency repairs within Andreas Canyon National Register of Historic Places listed district. A monitoring report with a summary of findings and implemented mitigation activities, daily monitoring logs and photos, and confidential figures was provided to the tribe.

**South Palm Canyon Improvements, Agua Caliente Band of Cahuilla Indians, Palm Springs, California.** As principal investigator, worked with the Agua Caliente Band of Cahuilla Indians Tribal Historic Preservation Office to conduct archaeological monitoring on tribal lands of facility improvements within Andreas Canyon National Register of Historic Places listed district. A monitoring report with a summary of findings and implemented mitigation activities, daily monitoring logs and photos, and confidential figures was provided to the tribe.

**Shu'luuk Wind Project Cultural Resource Study Survey, Campo Environmental Protection Agency and Invenergy LLC, Campo Indian Reservation, California.** As field director, managed two teams of archaeologists, consisting of seven total practitioners, in conducting a survey of the 2,400-acre study area in a general inventory of potentially impacted cultural resources. Worked with Campo Environmental Protection Agency, of the Campo Kumeyaay Nation, in forming management objectives and integrating six Native American Monitors into daily survey activities.

# Ross Owen, MA, RPA

## HISTORIC/CULTURAL RESOURCES

Ross Owen is an Archaeologist with 5 years' experience conducting Phase I and II archaeological surveys. Working on identification-level surveys Mr. Owen has acclimated to working on a diverse range of site types and landforms which has contributed to his knowledge of material culture, site formation processes, and soil development, primarily in the mid-Atlantic region, California, and Nevada.

In his role as a field/lab technician and as a field director, Mr. Owen has been involved in all stages of completing Phase I and II surveys and evaluation for compliance with Section 106 of the NHPA as well as CEQA. He also carries experience in records searches and archival work, tribal consultation, data management, field excavation, and laboratory processing. Outside of work he has sought out opportunities to present research in academic settings, speak with the public about archaeology to better communicate archaeological significance to the public.

### *Education*

*Indiana University of Pennsylvania  
MA, Applied Archaeology  
Boston University  
BA, Archaeology, 2014*

### *Certifications*

*Register of Professional Archaeologists (RPA),  
No. 18014*

### *Professional Affiliations*

*Society for American Archaeology*

## Project Experience

**SOMO Village Project, City of Rohnert Park, Sonoma County, California.** Prepared Phase I archaeological letter report.

**Dowdell Industrial Park, City of Rohnert Park, Sonoma County, California.** Conducted records search review and integrated results into report meeting United States Army Corps of Engineers standards for Section 106 and CEQA compliance.

**Worldview SpaceX Class III Cultural resource Inventory, Nye County, Nevada.** Prepared and reviewed BLM submission packet containing final drafts of report and BLM-required digital data. Submitted to Nevada BLM Tonopah Field Office.

**J. Chen Stone Ave Tech Studies 4050 Grange Road, Sonoma County, California.** Conducted in-person records search and review at the Northwest Information Center and compiled results in report. Pedestrian archaeological survey of project area. Preparation of report documenting negative findings. Tribal correspondence soliciting information on known resources within project area and project-related concerns.

**Martis Valley Trail Segment 3F, Placer County, California.** Conducted in-person records search and review at the North Central Information Center and compiled results in report. Pedestrian archaeological survey of project area. Preparation of report documenting negative findings. Tribal correspondence soliciting information on known resources within project area and project-related concerns.

**Cloverdale Unified School District Project, Sonoma County, California.** Conducted archaeological survey and reporting for proposed athletic facilities for the Cloverdale Unified School District. Tribal correspondence soliciting information on known resources within project area and project-related concerns.

**California State University – Chico Master Plan EIR, Butte County, California.** Conducted archaeological survey and reporting of survey results. Assisted in compilation of archaeological report for Master Plan EIR document.

**Woodland Community College Performing Arts and Culinary Services Facility Project, Yolo County, California.** Conducted archaeological survey and reporting for a proposed university facilities expansion in Yolo County.

**Arlington Solar Energy Project, Riverside County, California.** Assisted in relocating, sketching and sub-meter accuracy GPS recording of WWII-era military training features as required by a Historic Preservation Treatment Plan drafted to mitigate adverse effects on National Register-eligible archaeological resources.

**Fish Springs Ranch Solar Energy Center Project, Washoe County, Nevada.** Performed survey and recordation of archaeological sites. Attribute analysis in field of prehistoric and historic resources. Conducted records search review and compilation for report. Reporting of field survey results for Nevada Bureau of Land Management, and preparation of Intermountain Antiquities Computer System (IMACS) forms documenting new sites and updates to previously recorded sites. Guided field view of resources recorded on private lands with Next Era and Pyramid Lake Paiute Tribal Historic Preservation Officer.

**Round Mountain Area Project – Table Mountain Site, Butte County, California.** Conducted archaeological survey and reporting for a proposed power generation facility in Butte County.

**Heartland Solar Development Project, Fresno County, California.** Led crew for survey of 2,000+ acre archaeological survey of a proposed solar energy project.

**Gonzaga Wind Repowering Project, Merced County, California.** Performed archaeological survey for California Department of Parks and Recreation Four Rivers District proposed wind farm, associated access roads and transmission lines.

**Dodge Flat Solar Energy Center, Washoe County, Nevada.** Prepared and reviewed BLM submission packet containing final drafts of report and BLM-required digital data. Submitted to Nevada BLM Sierra Front Field Office.

**Blythe Solar Power Project, Riverside County, California.** Compiled monitoring logs and weekly monitoring summaries to submit to client.

**Nevada Street Phase II, City of Auburn, Placer County, California.** Performed archaeological monitoring of intersection realignment and utility work along Nevada Street in Auburn, California. Reported monitoring actions and results to City of Auburn and NexGen.

**Robinson Mine Conditional Use Permit Modification, Placer County, California.** Conducted in-person records search and review at the North Central Information Center and compiled results in report. Pedestrian archaeological survey of project area.

**Martis Wildlife Area Restoration Project, Placer County, California.** Performed demarcation of Environmentally Sensitive Areas (ESAs) in advance of construction association with wetland restoration efforts for the U.S. Army Corps of Engineers, Sacramento District and Truckee River Watershed Council. Archaeological monitoring during construction. Fieldwork to prepare a Performance Work Statement (PWS) for the Army Corps of Engineers to assess impacts to CA-PLA-5. Preparation of reports documenting monitoring and PWS efforts and results.

# Kathryn Haley, MA

## HISTORICAL/CULTURAL RESOURCES

Kathryn Haley is a historic built environment resource specialist/architectural historian with 18 years' professional experience in historic/cultural resource management. Ms. Haley has worked on a wide variety of projects involving historic research, field inventory, and site assessment conducted for compliance with Section 106 of the National Historic Preservation Act (NHPA), National Environmental Policy Act (NEPA), and California Environmental Quality Act (CEQA). Ms. Haley specializes in the California Register of Historical Resources (CRHR); the National Register of Historic Places (NRHP); and evaluations of built environment resources, including water management structures (levees, canals, dams, and ditches), buildings (residential, industrial, and commercial), and linear resources (railroad alignments, roads, and bridges). She specializes in managing large-scale surveys of built environment resources, including historic district evaluations.

She meets the Secretary of the Interior's Professional Qualification Standards for historian and architectural historian. Ms. Haley has also assisted in preparation of Historic Properties Inspection Reports (condition assessments) under the direction of the Naval Facilities Engineering Command (NAVFAC) in accordance with Section 106 and Section 110 of the NHPA. Moreover, Ms. Haley has served as project manager, coordinator, historian, and researcher for a wide variety of projects. She is also experienced in the preparation of Historic American Building Survey (HABS), Historic American Engineering Record (HAER), and Historic American Landscape Survey (HALS) documents, as well as the preparation for National Register nominations.

## Project Experience

**Bidwell and El Rancho Verde Parks Master Plan, Cities of Hayward and Union City, Alameda County, California.** Dudek was retained to prepare a cultural resources technical report for the Bidwell and El Rancho Verde Parks Master Plan project located in Alameda County. Co-authored the cultural resources technical report and provided QA/QC. Preparation of the technical report entailed archival building development research in local repositories and the composition of an appropriate historic context focused on the history of Hayward and the development of Post-war residential communities in the Bay Area, exterior survey fieldwork of the resources, and historical significance evaluations for the resources in consideration of NRHP, CRHP, and local designation requirements.

**The Keiser Avenue Reconstruction Project, City of Rohnert Park, Sonoma County, California.** The City of Rohnert Park retained Dudek to prepare an HRER for the proposed Keiser Avenue Reconstruction project, which proposed the demolition of a residential property within the project area limits, located at 5040 Snyder Lane. Served as lead architectural historian for the project and co-authored the HRER. Preparation of the report entailed extensive archival research; the composition of an appropriate historic context focused on the history of Rohnert Park; evaluation of the built features of the property within the framework of NRHP, CRHP, and local designation requirements; and the preparation of accompanying Department of Parks and Recreation (DPR) 523 forms.



### *Education*

*California State University,  
Sacramento  
MA, Public History  
BA, History*

### *Professional Affiliations*

*California Council for the  
Promotion of History  
(former Treasurer)  
California Preservation  
Foundation*

**Mitigation Implementation for 3093 Broadway (HABS and Interpretative Signage), The Martin Group, City of Oakland, Alameda County, California.** Dudek was retained by The Martin Group to prepare documentation required under CEQA for the 3093 Broadway Project, which resulted in a significant impact of a CEQA historical resource. Preparation of local-level HABS documentation of the Connell Motor Company Building in Oakland, California and interpretative signage were included as mitigation requirements outlined in the EIR for this project. In coordination with the City of Oakland, Dudek assisted The Martin Group in implementation of the required mitigation. Dudek prepared the HABS documentation and created the interpretive signage for the building that documented the history of the Connell Motor Company building following its demolition in 2016 and integration of the showroom façade into the new complex located at the site completed in 2019. Tasks involved in completing this work included intensive research related to the Connell Motor Company building, writing the HABS report, and the compilation of all known existing physical evidence related to the building. Additionally, the information compiled as part of the HABS documentation was used to produce the text and graphics for the interpretative signage in the form of an informational plaque documenting the historic significance of the Connell Building that is now featured at the new complex. Provided senior-level technical support and QA/QC.

**University of California Berkeley, Clark Kerr Campus Beach Volleyball Complex EIR, University of California Berkeley, Alameda County, California.** Dudek is in the process of assisting the University of California Berkeley (UC Berkeley) with an EIR for the Clark Kerr Campus (CKC) Beach Volleyball Complex Project, which is located within NRHP District No. 82000962 *State Asylum for the Deaf, Dumb, and Blind* (also known as *California Schools for the Deaf and Blind*) (historic district). The historic district is also considered a City of Berkeley Landmark. UC Berkeley is proposing to partially demolish CKC Building 21/NRHP California Schools for the Deaf and Blind Building B-11, which is a contributing building to the historic district. The partial demolition of CKC Building 21 is being pursued due to the seismic safety risk posed by the building pursuant to the University of California's Seismic Safety Policy, as well as certain obligations under the CKC Covenants, which limit the ability of the campus to construct new buildings on the CKC. This subject building has been vacant since at least the late 1970s. To comply with Public Resources Code (PRC) Section 5024(b), regarding state-owned historical resources, UC Berkeley must consult with the State Historic Preservation Officer (SHPO) on the project. Is serving as lead architectural historian on the project, assisting UC Berkeley with SHPO correspondence and preparing the technical finding of effect/Secretary of the Interior's Standards (SOIS) analysis for the project. Will work with UC Berkeley on mitigation development if necessary.

**1624 Mission Street, SOIS Compliance Analysis, City and County of Santa Cruz, California.** Dudek was retained to review the proposed project to rehabilitate the locally listed historic resource located at 1624 Mission Street in the City of Santa Cruz, California. The City of Santa Cruz required that a qualified architectural historian assess the proposed project, which involved the replacement of the wooden storefront window wall and full-light metal door, the concrete entry slab, wall and stairs, and the addition of a new front railing for conformance with SOIS for the Treatment of Historic Properties, specifically, the Standards for Rehabilitation. Project work entailed consultation to design a suitable replacement storefront after structural failure caused by a storm. Dudek also drafted the memorandum providing an analysis of how the project conforms to SOIS. Provided senior level technical support and QA/QC.

**On-Call Services for Department of Water Resources, Operations and Maintenance Division, State of California.** Dudek was retained by the State of California's Department of Water Resources (DWR), Operations and Maintenance Division (O&M), to assist in a wide range of on-going environmental compliance efforts. Under this on-call contract, serves as project manager for a task order focused on assisting DWR in efforts to streamline cultural resources environmental documentation for O&M projects. Dudek is also preparing built environment technical reports for several projects under this contract. Led the creation of a standardized historic context statement for State Water Project (SWP), as well as Historical Resources Technical Reports for various SWP maintenance projects. Technical reports have been prepared for O&M projects at the following sites: Dyer Dam and Reservoir, Patterson Dam and Reservoir, Clifton Court Forebay, California Aqueduct Milepost 230.

# Fallin E. Steffen, MPS

## HISTORIC/CULTURAL RESOURCES

Fallin Steffen (*FAL-in STEF-in; she/her*) is an Architectural Historian with 6 years' experience in historic preservation, architectural conservation, and cultural resource management in the Monterey Bay Area and Northern California. Ms. Steffen's professional experience encompasses a variety of projects for local agencies, private developers, and homeowners in both highly urbanized and rural areas, including reconnaissance- and intensive-level surveys, preparation of resource-appropriate and city-wide historic contexts, and historical significance evaluations in consideration of the National Register of Historic Places (NRHP), California Register of Historic Resources (CRHR), and local designation criteria. Additionally, Ms. Steffen was appointed as a Commissioner to the Santa Cruz City Historic Preservation Commission assisting Santa Cruz City Staff with design review and conformance with the Secretary of the Interior Standards for proposed residential, commercial, and municipal projects involving historic properties.

Ms. Steffen meets the Secretary of the Interior's Professional Qualification Standards for Architectural History. She is experienced with interdisciplinary projects spanning private and public development, transportation, and water infrastructure, and maintains experience forming educational sessions about the identification of and best practices for the preservation of historic resources.



### Education

*Tulane University,  
New Orleans, Louisiana  
Masters of Preservation  
Studies, 2015*

*University of California,  
Santa Cruz, California  
B.A. History of Art & Visual  
Culture, 2010*

## Dudek Project Experience

**Mira Mesa Community Plan Area (CPA) Historic Context Statement and Mira Mesa CPA Focused Reconnaissance Survey, City of San Diego Planning Department, San Diego, California.** Dudek was retained by the City of San Diego to prepare a historic context statement identifying the historical themes and associated property types important to the development of Mira Mesa, accompanied by a reconnaissance-level survey report focused on the master-planned residential communities within the Mira Mesa CPA. This study was completed as part of the comprehensive update to the Mira Mesa CPA and Programmatic EIR. While the historic context statement addressed all development themes and property types within the community, the scope of the survey was limited to residential housing within the CPA constructed between 1969 and 1990. Acting as architectural historian, the survey document was co-authored by Ms. Steffen. (2020–Present)

**University CPA Historic Context Statement and University CPA Focused Reconnaissance Survey, City of San Diego Planning Department, San Diego, California.** Dudek was retained by the City of San Diego to prepare a historic context statement identifying the historical themes and associated property types important to the development of University, accompanied by a reconnaissance-level survey report focused on the master-planned residential communities within the University CPA. This study was completed as part of the comprehensive update to the University CPA and Programmatic EIR. While the historic context statement addressed all development themes and property types within the community, the scope of the survey was limited to residential housing within the CPA constructed between the 1960s and 1990s. Acting as architectural historian, the survey document was co-authored by Ms. Steffen. (2020–Present)

**449 Alvarado Street Project, CEQA Compliance, City of Monterey, California.** As architectural historian, Ms. Steffen conducted the fieldwork and co-authored the Historic Resources Technical Report (HRTR) for the 449 Alvarado Street Project. The purpose of the project is to demolish the existing 1964 Monterey Savings and Loan building in downtown Monterey, California and replace it with a four-story, 40,000-square-foot mixed-use building. A 2017 significance evaluation found that the Monterey Savings and Loan building appears individually eligible for the NRHP, CRHR and City of Monterey Historic Zoning Overlay as a distinctive example of architecture by master architects, Skidmore, and Owings & Merrill. The City of Monterey requested Dudek to prepare an HRTR in compliance with the CEQA to assess the impacts of the project to the building proposed for demolition, but also to two historic resources adjacent to the proposed project site. Due to these findings, the HRTR presented and analyzed project alternatives in accordance with the Secretary of the Interior’s Standards for the Treatment of Historic Properties. As demolition of the building is a substantial adverse change to a historical resource and cannot be mitigated to a less-than-significant level under CEQA, mitigation measures were required in conjunction with the finding that the project would have significant and unavoidable impacts to historic resources. The HRTR also discussed the required mitigation options. (August 2020–Present)

**The Vintage Park Project, City of Sonoma, California.** The City of Sonoma retained Dudek to prepare a historical resources evaluation report for the proposed Vintage Park project, which proposes the demolition of a two residential and one combination residential/commercial properties within the project area limits, located at 230 and 254 First Street East. Ms. Steffen served as architectural historian for the project and co-authored the historical resources evaluation report. Preparation of the report entailed review of existing reports and responses; extensive archival research; the composition of an appropriate historic context focused on the history of Sonoma; evaluation of the built features of the properties within the framework of NRHP, CRHP, and local designation requirements; and the preparation of accompanying DPR forms. (October 2019)

**601 East Montecito Street, City of Santa Barbara, California.** The Housing Authority of the City of Santa Barbara retained Dudek to prepare a Historic Structures/Sites Report for a property located at 601 East Montecito Street. Ms. Steffen served as architectural historian for the project and co-authored the Historic Structures/Sites Report, which included the preparation of a building description including the various murals. (April 2019)

**The Keiser Avenue Reconstruction Project, City of Rohnert Park, California.** The City of Rohnert Park retained Dudek to prepare a historical resources evaluation report for the proposed Keiser Avenue Reconstruction project, which proposed the demolition of a residential property within the project area limits, located at 5040 Snyder Lane. Ms. Steffen served as architectural historian for the project and co-authored the historical resources evaluation report. Preparation of the report entailed extensive archival research; the composition of an appropriate historic context focused on the history of Rohnert Park; evaluation of the built features of the property within the framework of NRHP, CRHP, and local designation requirements; and the preparation of accompanying DPR forms. (March 2019)

**North 16th Street Streetscape Project, Sacramento, California.** Ms. Steffen served as architectural historian and prepared the historical resources evaluation report. Preparation of the report entailed exterior survey of 32 buildings along an approximately 1.0-mile stretch of 16th Street in Sacramento, development of appropriate historical contexts, and historical significance evaluation of buildings in the California Department of Transportation format in consideration of and in compliance with the National Environmental Policy Act, Section 106 of the NHPA, CEQA, and local designation requirements. (2018)



# Erin Jones

## HISTORICAL/CULTURAL RESOURCES

Erin Jones (*AIR-in JO-nes; she/her*) is a highly committed, well-qualified professional with experience co-authoring National Historic Landmark nominations, authoring historic context statements, California Department of Parks and Recreation (DPR) 523 forms, and architectural building descriptions. Ms. Jones is familiar with National Register Bulletins and Section 106, as well as the National Environmental Policy Act, National Historic Preservation Act, and California Environmental Quality Act. Her objective is to connect the public to socially diverse histories and contribute to the historic preservation and education of our community. Credible experience with Microsoft Office Suite.



### Education

*California State University,  
Sacramento*

*Master of Arts Public  
History with Honors,  
Spring 2021*

*University of Oregon  
Bachelor of Arts History,  
Fall 2017*

## Relevant Previous Experience

**Research Assistant, JRP Historical Consulting LLC, Davis, California.** Serving as research assistant, conducted field work recording architectural and engineering characteristics for a variety of built environmental resources, including commercial, residential, and agricultural buildings. Responsible for the preparation of Historic Resources Evaluation Reports, Historic American Building Survey forms, and California Department of Parks and Recreation 523 forms, as well as infrastructure descriptions and historic context statements. (2019–2020)

**State Route 132, JRP Historical Consulting LLC, Modesto, California.** Conducted field work, crafted 50 DPR 523 forms, developed historic context statement. (2019–2020)

**Metropolitan State Hospital, Department of State Hospitals, Norwalk, California.** Developed Historic American Building Survey and crafted infrastructure descriptions. (2020)

**Main Street, JRP Historical Consulting LLC, Salinas, California.** Conducted field work, crafted 20 DPR 523 forms, and developed historic context statement. (2020)

**Research Assistant, University INC., Sacramento, California.** Serving as research assistant, aided in the research, writing, and preparation for the National Historic Landmark Nomination of Pond Farm Pottery in Guerneville, California. Additionally, authored Sutter County's Century Farmers historic context document. (2020–2021)

**Podcast Developer, California State University, Sacramento, California.** Developed, wrote, and produced California State University, Sacramento's "Out of the Dust" podcast its inaugural year. "Out of the Dust" focuses on stories from the State of California that are often not emphasized by historians, examines the built environment, and discusses the stories that shaped California's land use. (2020)

**Supervisor, Shelton-McMurphey Johnson House Museum, Eugene, Oregon.** Designed and installed exhibits; developed oral history program; organized and implemented tours and training guidelines; liaised between groups, presenters, and museum staff. (2016–2017)

# Michael Carr, INCE

## NOISE AND VIBRATION

Michael Carr is an acoustician with 23 years' experience in acoustics and related industries, with an emphasis on environmental acoustics, noise and vibration. Mr. Carr is a member of the Institute of Noise Control Engineering (INCE) and an expert in acoustics, noise and vibration control, sound insulation and electro-acoustics. His broad range of experience and technical depth encompass a number of markets including structural and building acoustics, residential, commercial, recreational, transportation, environmental noise and vibration control. In the area of transportation noise and vibration, Mr. Carr has expertise in measurement, prediction and assessment of noise and vibration associated with aviation, vehicular and rail/transit-based transportation modes.

Mr. Carr has managed, supervised and performed acoustic, noise and vibration analyses for both private and public sectors including federal, state, regional and local agencies; preparing technical studies, environmental assessments, and documentation in support of CEQA and NEPA. He has authored, and become expertly skilled with proprietary modeling programs, SoundPLAN, Cadna|A, Insul, and the Environmental Noise Model; along with many agency developed noise models such as the Federal Aviation Administration's Integrated Noise Model (INM), Federal Highway Administration based software such as Sound 32, the Roadway Construction Noise Model (RCNM), and the Traffic Noise Model (TNM), along with many others.

### *Education*

Sierra College  
AS, Electronic Technology  
AS, Computer Technology  
Certificate in Mechatronic  
Systems, 2005

### *Certifications*

AVIXA Certified  
Technology Specialist  
(CTS)

### *Professional Affiliations*

Acoustical Society of  
America  
Association of  
Environmental  
Professionals  
AVIXA  
INCE

## Relevant Previous Experience

**3702 Bascom Avenue – Peer Review, San Jose, California.** Perform a Peer Review and independent analysis of a proposed gas station redevelopment project in the City of San Jose. Conduct updated existing ambient noise monitoring in the vicinity of the proposed project site. Prepare predicted future traffic and project noise exposure evaluations at nearby noise-sensitive receptors.

**Auburn Trap Shooting Club – Shot Shield Reflection Analysis, Placer County, California.** Evaluate community noise levels resulting from the recreational trapshooting activities at the Auburn Trapshooting Club. Determine the impact that the recently installed "Shot-Shield" lead containment curtain has had on noise levels in the surrounding community. Developed and executed a noise-monitoring program to determine source noise levels in a controlled and systematic manner. Developed a 3D computer noise simulation model to evaluate the effects of further treatment and mitigation options.

**1201 Harrison Street Compliance, San Francisco, California.** Perform compliance noise monitoring for an existing car wash location in the City of San Francisco. Develop and evaluate potential mitigation and treatment options to achieve compliance with City Code. Quantify noise levels from equipment that is representative of various treatments and configurations. Perform additional compliance monitoring following the implementation of the recommended treatment options.

**Morris Dill Pickle Ball Courts, City of Pacific Grove, California.** Perform in-depth monitoring of the ambient noise environment in the community Morris Dill Courts and characterization of source-noise levels generated by the pickle ball activities at the courts. Develop a 3D computer model to evaluate the effectiveness of a proposed barrier surrounding the pickle ball courts.

**Proposed Redwood City Hotel – 690 Veterans Blvd, Redwood City, California.** Prepare a site-specific environmental acoustic analysis for a proposed hotel site, adjacent to existing residential, institutional and religious land uses.

**4265 Foothill Blvd – Gas Station and Car Wash, Oakland, California.** Evaluated potential environmental noise impacts associated with a proposed gas station and car wash redevelopment application. Existing ambient noise levels in the surrounding community were established. Proposed project noise levels were evaluated against applicable City standards.

**Amakara Dublin, Dublin, California.** Developed conceptual and program level acoustical, audio and visual design improvements based on an evaluation of the existing building shell and input from key stakeholders. Characterize traffic noise level exposure at the proposed outdoor dining area. Prepare an environmental noise memo in regards to the potential noise associated with the outdoor dining area and the potential impact on residential units above.

**Southport Levee Improvement Program, West Sacramento, California.** Develop and implement a construction vibration-monitoring program for the levee improvement project. Conduct pre- and post-construction structural inspections at more than 50 structures in close proximity to vibration generating construction activities. Install, monitor and maintain 24-hour remote vibration monitoring stations throughout the project area.

**1300 Sunnyvale Saratoga Rd – Gas Station and Car Wash, Sunnyvale, California.** Evaluated potential environmental noise impacts associated with a proposed gas station and car wash redevelopment application. Existing ambient noise levels in the surrounding community were established. Proposed project noise levels were evaluated against applicable City standards.

**679 Hickey Blvd – Gas Station and Car Wash, Pacifica, California.** Evaluated potential environmental noise impacts associated with a proposed gas station and car wash. Existing ambient noise levels in the surrounding community were established. Proposed project noise levels were evaluated against applicable City standards.

**Light Rail Efficiency Improvement Project – Phase 2, Mountain View, California.** Performed post-construction monitoring of the completed Phase 2 portion of the project. Addressed issues from a concerned public base with perceived elevated noise levels due to the project.

**State Route 85 Noise Reduction Feasibility Study, Santa Clara County, California.** Developed an assessment methodology to determine if feasible and reasonable measures exist within today’s highway noise mitigation technology, to reduce the impact of SR 85 traffic noise at nearby receptors. Collaborated with local and regional stakeholder agencies as well as Caltrans and the FHWA. Modeled noise level reductions at pilot locations along nearly 20-miles of SR 85.

**Shadelands Gateway Specific Plan, Walnut Creek, California.** Analyzed community noise impacts associated with the implementation of the Shadelands Gateway specific plan, development of the Orchards at Gateway commercial retail development and the Shadelands Drive senior housing facility. Authored the EIR noise section.

**Warm Springs/South Fremont Community Plan, Fremont, California.** Analyzed community noise impacts associated with the implementation of the Warm Springs Community Plan. Authored the noise section for inclusion in the EIR.

# Scott Eckardt, RPF

**FORESTRY/BIOTICS/BIOLOGICAL RESOURCES**

Scott Eckardt (SCOT EC-hart) is a project manager and licensed forester with 19 years’ professional experience in the natural resource management field, specializing in forest resource and fire management issues in open-space and wildland–urban interface (WUI) areas throughout California. Mr. Eckardt’s project experience includes assessment and inventory of woodlands and forests; monitoring of woodland and forest resources on development sites; assessment of fire and fuel hazard conditions; WUI inspections for local fire departments; preparation of fire protection plans (FPPs) and community wildfire protection plans (CWPPs); GPS mapping; environmental monitoring; and preparation of assessment reports, oak woodland management, preservation plans, and California Environmental Quality Act (CEQA) technical documents. In addition, he routinely utilizes geographic information system (GIS) data and aerial imagery in mapping, analysis of resource data, preparation of project plans, conducting project impact analyses, evaluating mitigation opportunities, and modeling fire behavior and wildfire hazard conditions. Mr. Eckardt previously worked for the California Department of Forestry and Fire Protection (CAL FIRE) in South Lake Tahoe, where he conducted fuel reduction, vegetation thinning, and forest rehabilitation projects.

## Project Experience

**General Plan Biological Resource Policy Update, County of El Dorado, California.**

Currently serving as the lead forester on Dudek’s team that was selected to update the County’s Oak Woodland Management Plan (OWMP) and portions of the Biological Resource Policy language for the County of El Dorado’s General Plan, which includes policies that outline native oak woodland and oak tree impact and mitigation requirements. The project involves coordination with County staff and the Board of Supervisors on policy development and will incorporate public and stakeholder comments. Dudek will draft policy language and provide technical biological, arboricultural, and forestry expertise to the oak tree and oak woodland policy components. Following policy language and OWMP updates, Dudek will prepare an Environmental Impact Report (EIR).

**Urban Forest Management Plan, Public Works Department, City of Irvine, California.**

As technical specialist, conducted and managed field personnel during the initial urban forest inventory (over 50,000 trees) throughout City of Irvine streets, urban areas, and parks. Follow-up inventories were also conducted in subsequent years to update the city’s database and maintain data accuracy. Inventory data were critical in analyzing city tree populations and tree attribute information. This information supported the Urban Forest Management Plan, which addressed tree species diversity and distribution, trim cycles, species recommendations for future planting, park tree species, changes from initial plantings, and planting opportunity identification throughout the city.



**Education**

California State University,  
Long Beach  
MA, Geography, 2006  
California Polytechnic  
State University,  
San Luis Obispo  
BS, Forestry and Natural  
Resources Management,  
1998

**Certifications**

Registered Professional  
Forester (RPF), No. 2835  
Certified Arborist,  
No. WE-5914A  
Association for Fire  
Ecology Certified Wildland  
Fire Professional

**Professional Affiliations**

Cal Poly Forestry and  
Natural Resources  
Management Department  
Advisory Council  
Society of  
American Foresters  
International Society of  
Arboriculture (ISA)

**Arboricultural Consulting and Landscape Review Services, City of Elk Grove, California.** Currently serving as project manager, providing the City of Elk Grove with on-call arboricultural and landscape architecture review services. Project tasks included third-party review of proposed landscape plans and tree removal/mitigation plans and development of recommendations for plan revisions to adhere to the City's landscape, water conservation, and native tree protection ordinances. The project is ongoing through 2012.

**South Sacramento Habitat Conservation Plan (SSHCP), County of Sacramento, California.** Mr. Eckardt analyzed fire history data and provided a discussion of the role of fire on vegetation structure and composition to support preparation of the Changed and Unforeseen Circumstances Section of the SSCHP. Fire history data, specifically fire size, return interval, and location within the Plan Area, was evaluated to determine the effect that climate change may have on the frequency and size of fires that may occur in the Plan Area over the duration of the permit term. This analysis was also used to identify a threshold between what would be considered a changed circumstance and what would be considered an unforeseen circumstance and to determine management actions to be taken in the Plan Area should a wildfire occur.

**WUI Code Implementation Plan, City of Chula Vista, California.** Served as technical specialist, conducted field hazard and risk evaluations, and prepared fire behavior models and GIS mapping in support of analysis of the City of Chula Vista's adopted WUI code. As a component of this project, generated a GIS overlay analysis to locate potential high fire hazard areas within the city. ArcGIS Spatial Analyst tools were used in analyzing GIS inputs, including slope, aspect, elevation, vegetation type, vegetation age, and fire history. In addition, sensitive species data, open-space boundaries, and defensible space limits were incorporated into GIS analysis to prioritize sites for potential fuel reduction efforts adjacent to existing development.

**Urban Forest Inventory, City of San Clemente Parks and Recreation Department, San Clemente, California.** As a technical specialist, conducted and managed field personnel during a phased 5-year urban forest inventory of over 12,000 trees throughout City of San Clemente streets, urban areas, and parks. Worked closely with city public works staff and city contractors throughout the 5-year project to facilitate tree mapping procedures and integrate collected data into the city's database. Inventory data were critical in analyzing city tree species diversity and distribution, evaluating trim cycles, making species recommendations for future planting, and identifying tree planting opportunities throughout the city.

**Technical Consulting and Plan Check Services, Orange County Fire Authority (OCFA), Orange County, California.** Served project manager and third-party technical consultant for the OCFA. Project tasks included third-party review of proposed fuel modification plans and formulation of recommendations for plan revisions to provide improved fire protection capabilities. Additionally, one task involved preparation of a technical memorandum addressing the issues and constraints associated with passive and active fire protection systems for homes in WUI areas of Orange County.

**Preplan Map Conversion, NBF, Newport Beach, California.** Created digital access, layout and fire equipment maps, and associated property data for high-priority structures in the City of Newport Beach, which included hospitals, schools, apartments, and other high-occupancy buildings. Important components of the maps include site and building access and egress points, utilities, ventilation, elevators, and types of construction. These maps are also linked with associated property data that include alarm and sprinkler conditions, property owner information, inspection schedules, and special hazard conditions. In addition, the maps are geo-referenced for future incorporation into the City of Newport Beach's GIS.

# Matt Ricketts

## FORESTRY/BIOTICS/BIOLOGICAL RESOURCES

Matt Ricketts (*MAT RICK-ets; he/him*) is a senior biologist with 21 years' experience as a wildlife biologist and conservation planner specializing in biological resource inventories and documentation, special-status species surveys, federal Endangered Species Act (ESA)/California ESA compliance, and environmental impact analysis under the California Environmental Quality Act (CEQA). He is also a skilled field biologist with extensive experience in the San Francisco Bay Area and Sacramento–San Joaquin Delta conducting biological resource site assessments, special-status wildlife surveys (e.g., burrowing owl [*Athene cunicularia*] and Swainson's hawk [*Buteo swainsoni*]), and preconstruction nesting bird surveys.

Mr. Ricketts enjoys the challenge of synthesizing complex scientific and regulatory information into reader-friendly documents and communicating this information to clients, regulatory agencies, and project stakeholders. He has worked on a wide range of project types and sizes under many roles, from construction monitor to meeting facilitator. He therefore understands the importance of balancing technical rigor with practical feasibility in environmental documents and strives to bring this balance to every project he works on.

## Project Experience

**Sustainability Policy and Regulatory Update of the County of Santa Cruz General Plan/Local Coastal Program and Santa Cruz County Code, County of Santa Cruz, California.** Serving as senior biologist. The proposed project is an update to the County's General Plan/Local Coastal Program and associated revisions to the Santa Cruz County Code to implement policies from the Sustainable Santa Cruz County Plan that was accepted by the Board of Supervisors in October 2014. Prepared the biological resources chapter of the draft Environmental Impact Report (EIR) that required synthesis of previous County-level policy EIRs. Analyzed potential impacts of over 30 policy updates on biological resources at a program level. The Administrative Draft EIR is currently under County review. (2021–Ongoing).

**Newell Creek Pipeline Improvement Project, City of Santa Cruz, California.** Serving as senior biologist. The project is being proposed to address structural deficiencies in and improve maintenance access to the existing 9.25-mile Newell Creek Pipeline between Loch Lomond Reservoir and the Graham Hill Water Treatment Plant. Co-authored the biological resource assessment report and biological resources section of the draft EIR (released for public review in November 2021). Upcoming work includes assisting the City with the federal ESA permitting strategy, including determining if the project qualifies for coverage under the City's Operations and Maintenance Habitat Conservation Plan (HCP) (2021–Ongoing).

**County of Santa Clara Solar Panel Installation Project, County of Santa Clara, San Jose to Morgan Hill, California.** Serving as lead biologist. The project consists of the installation of photovoltaic solar panels at 14 County-owned sites between the Cities of San Jose and Morgan Hill to further expand on the County of Santa Clara's renewable



### Education

Eastern Kentucky University  
MS, Biology/Applied Ecology, 1999

University of Illinois at Urbana-Champaign  
BS, Natural Resources and Environmental Sciences, 1997

### Certifications

U.S. Fish and Wildlife Service, ESA Section 10(a)(1)(A) Recovery Permit No. TE-61177B-0

### Professional Affiliations

The Wildlife Society

energy portfolio and reduce County emissions from operations. Prepared the biological resource assessment to support CEQA documentation. Currently assisting with the preparation of the Santa Clara Valley Habitat Plan Reporting Form for Public Projects on behalf of the County. (2021–Ongoing)

**Cattle Hill Fuels Reduction Project, California Department of Forestry and Fire Protection, San Mateo County, California.** Serving as senior biologist. The project is a component of the Fire Safe San Mateo County Hazardous Fuel Program Project and proposes to reduce hazardous fuels (e.g., remove understory brush, trim live trees, remove dead trees) from the Wildland Urban Interface between the Cattle Hill Open Space and the Vallemar community, a neighborhood of the City of Pacifica. Conducted the biological resources assessment of the treatment area to inform the California Department of Forestry and Fire Protection’s Environmental Review Report Form for the project. Prepared the technical memorandum summarizing findings and recommending avoidance and minimization measures for potentially occurring special-status plants, California red-legged frog (*Rana draytonii*), and nesting birds. (2021–Ongoing)

**Jewel Lake Long-term Maintenance Study, Balance Hydrologics Inc./East Bay Regional Park District, Berkeley, California.** Serving as senior biologist. The project is a preliminary design and feasibility study for the long-term maintenance of Jewel Lake as an open-water body while improving sediment movement and fish passage through the associated reach of Wildcat Creek. Coordinated field mapping of potential jurisdictional aquatic resources, vegetation communities, and wildlife habitat assessments. Co-wrote the biological resources assessment report. Current tasks include evaluating biological resource tradeoffs for the four design concepts currently under consideration and preparing associated documentation (i.e., decision matrices and technical memorandums). (2020–Ongoing)

**San Francisco Public Utilities Commission Prescribed Burn Project, San Mateo Resource Conservation District, San Francisco Peninsula Watershed, California.** Served as senior wildlife biologist. The project is a component of the San Mateo Resource Conservation District’s Forest Health and Fire Resiliency Program and proposes prescribed fire over approximately 1,000 acres of the San Francisco Public Utilities Commission’s Peninsula Watershed to reduce existing fuel loads and restore a more natural fire regime. Conducted a wildlife resource assessment of the project area to inform analysis of potential impacts on biological resources under CEQA. Worked closely with the California Department of Forestry and Fire Protection, a key project partner, when preparing the report and developing feasible but effective avoidance and minimization measures for special-status wildlife species, including Mission blue butterfly (*Icaricia icarioides missionensis*), San Francisco garter snake (*Thamnophis sirtalis tetrataenia*), California red-legged frog, and San Francisco dusky-footed woodrat (*Neotoma fuscipes*). (2020)

**Delta Field Division HCP, California Department of Water Resources, Sacramento-San Joaquin Delta, California.** Serving as senior wildlife biologist. The project involves preparing an HCP pursuant to Section 10 of the federal ESA and associated California ESA permitting pursuant to the California Fish and Game Code for operations and maintenance of the State Water Project within the Delta Field Division. Current tasks include coordinating field surveys for western pond turtle (*Actinemys marmorata*), writing or peer-reviewing HCP species profiles, and providing as-needed technical assistance on survey methodology. (2021–Ongoing)

**Santa Cruz Water Rights Project, City of Santa Cruz, California.** Served as biologist. The proposed project would modify water rights to expand authorized place of use, improve existing diversions, extend the City’s time to put water to full beneficial use, and provide for underground storage to expand the City’s water supply. Conducted field reconnaissance of project-level impact sites and co-authored the biological resources chapter of the EIR. Compiled and synthesized a large amount of available information on Santa Cruz County biological resources and analyzed potential impacts at both project and program levels for a complex project with many components. (2020–2021)

# Emily Scricca

## FORESTRY/BIOTICS/BIOLOGICAL RESOURCES

Emily Scricca is a wildlife biologist with 8 years' field experience providing biological monitoring and conducting surveys for numerous species, including burrowing owl (*Athene cunicularia*), Swainson's hawk (*Buteo swainsonii*), least Bell's vireo (*Vireo bellii pusillus*), tricolored blackbird (*Agelaius tricolor*), western snowy plover (*Charadrius alexandrinus*), California tiger salamander (*Ambystoma californiense*), California red-legged frog (*Rana draytonii*), western pond turtle (*Actinemys marmorata*), San Francisco dusky-footed woodrat (*Neotoma fuscipes annectens*), and San Joaquin kit fox (*Vulpes macrotis*). Ms. Scricca possesses a federal 10(a)1(A) recovery permit for California tiger salamander. From her various positions in California, Ms. Scricca has strong knowledge of California flora and fauna and is well versed in environmental survey and sampling techniques. She has extensive experience conducting nesting bird surveys and a demonstrated ability to identify birds by sight and sound.

Ms. Scricca has a working knowledge of regulatory permitting processes including: National Environmental Policy Act, California Environmental Quality Act, federal Endangered Species Act, California Fish and Game Code, Lake and Streambed Alteration Agreements, Migratory Bird Treaty Act, and Clean Water Act. Additionally, she is a detail-oriented, effective communicator, and has prepared numerous technical reports in support of the environmental review and permitting processes for dozens of projects.

## Project Experience

**Newby Island Landfill Bank Stabilization Project, San Jose, California.** Assisted in the preparation of a biological evaluation report for the Newby Island Bank Stabilization project site. Conducted field evaluations in which the biotic resources of the site were determined, and evaluated the potential for green sturgeon (*Acipenser medirostris*), central California coast steelhead (*Oncorhynchus mykiss*), California Ridgeway's rail (*Rallus obsoletus obsoletus*), and salt marsh harvest mouse (*Reithrodontomys raviventris*) to be impacted by planned project activities. The report also included an Essential Fish Habitat Assessment. (October 2018–December 2018)

**Closure of Former Defense Fuel Supply Point Fuel Facility Project, Moffett Federal Airfield, Mountain View, California.** Served as USFWS-Approved Biological Monitor for this project. Provided biological monitoring for burrowing owl, California least tern (*Sternula antillarum browni*), Ridgeway's rail (*Rallus obsoletus*), and salt marsh harvest mouse (*Reithrodontomys raviventris*) at the 7-acre site. This effort involved conducting protocol-level pre-construction surveys, installing one-way doors into burrows for passive relocation, installing artificial burrows for owl recruitment, implementing owl exclusion measures and monitoring of construction activities. Conducted environmental awareness trainings for field



### Education

San Jose State University  
MS, Environmental  
Studies, 2017

University of Vermont  
BS, Animal Sciences,  
2010

### Certifications

USFWS, Section  
10(a)(1)(A) Native  
Endangered and  
Threatened Species  
Recovery Permit,  
No. TE45251C-0

- California tiger salamander

CDFW, Memorandum of  
Understanding, Scientific  
Collecting Permit,  
No. SC-013755

- California Tiger Salamander

### Professional Affiliations

National Wildlife  
Federation

San Francisco Bay Bird  
Observatory

The Wildlife Society

Western Bird Banding  
Association



personnel, and coordinated construction activities with multiple agencies at Moffett Field. Daily observations of wildlife were collected as points, polygons, lines, and track logs on ArcGIS Collector and summarized in written reports. (February 2016–February 2017)

**Pleasant Hill Library Project, Contra Costa County, California.** Conducted a biological constraints analysis for the 15-acre Pleasant Hill Library site. Potential constraints identified for future buildout of the site included potential impacts to nesting birds and raptors, identification of the East Fork of Grayson Creek as a potential water of the United States, and City of Pleasant Hill creek setback ordinances. (January–February 2018)

**Riparian Setback Analysis Project, San Jose, California.** Conducted a riparian habitat and setback analysis for a small commercial development site adjacent to Ross Creek in San Jose, California. Prepared an extensive Riparian Setback Analysis Report and Alternatives Analysis specific to the City of San Jose’s Riparian Corridor Policy Study and Condition 11 in chapter 6 of the Santa Clara Valley Habitat Plan. (January 2018–February 2019)

**Virginia Smith Trust, Campus Community North Phase 6, and 2020 Projects, University of California, Merced, Merced County, California.** The UC Merced Virginia Smith Trust, Campus and Community North Projects are the development of an 810-acre campus and associated 835-acre university community neighborhood, combined with preservation of over 26,000 acres of mitigation lands in the project vicinity. Conducted pre-construction surveys for California tiger salamander, San Joaquin kit fox, burrowing owl, and succulent owl’s clover (*Castilleja campestris* ssp. *succulenta*) on the project site lands. Also conducted protocol-level surveys for Swainson’s hawk, and monitored active Swainson’s hawk nests on site. Served as a designated biologist (CDFW) and an approved biologist (USFWS) for the construction of the campus and monitored construction activities to ensure compliance with the project’s environmental documents and permits (USFWS Biological Opinion, CDFW Incidental Take Permit, EIR, 401 and 404, etc.). In addition to pre-construction surveys and biological monitoring, provided daily environmental awareness trainings to construction personnel, and supervised the installation of one-way CTS exclusion fencing. (June 2017–January 2019)

**East Garrison Housing Development, Monterey, California.** The project is the development of single-family residences, parks, and other community areas that will be constructed in several phases over a 10-year period on an approximately 240-acre site within East Garrison, formerly Fort Ord. Serves as a designated biologist for this this project, which is regulated underneath a CDFW 2081 ITP. Conducted on-site preconstruction surveys, construction monitoring, and training targeting the protection of CTS, nesting birds, and roosting bats. Provided project personnel environmental awareness trainings for all project staff, conducted on-site compliance monitoring, species entrapment inspections, species relocations, passive bat exclusions, nest buffer establishment, and agency reporting on an annual, quarterly, and species-observation basis. (December 2016–January 2019)

**McCarthy Ranch Sprig Center and McCarthy Creekside Phase II, Milpitas, California.** Conducted protocol-level burrowing owl surveys for the McCarthy Ranch projects under the 2012 CDFW guidelines. Additionally, provided biological training to construction personnel and distributed results of the surveys to construction managers in written reports. (June 2018–October 2018)

**VTA Highway 237 Express Lanes Phases I and II, San Jose, California.** Conducted protocol-level burrowing owl surveys for the Highway 237 Express Lane project under the 2012 CDFW guidelines as well as the Santa Clara Valley Habitat Conservation Plan protocol. Additionally, provided biological training to construction personnel and monitored installation of Environmentally Sensitive Area fencing. (March–June 2018)

# Josh Saunders, AICP

## AESTHETICS

Josh Saunders (*JOSH SAHN-ders; he/him*) is an environmental analyst with 16 years' experience in the research, coordination, and preparation of environmental documents subject to the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA). Mr. Saunders provides analytical, technical, and project management support on a variety of projects and environmental topics, including land use and recreation resource analyses. Since joining Dudek, Mr. Saunders has specialized in the preparation of aesthetic and visual resource analyses.

In collaboration with Dudek analysts, planners, registered landscape architects, and design professionals, Mr. Saunders documents existing landscape conditions, assesses potential impacts, and depicts and characterizes anticipated visual change. Mr. Saunders has extensive experience performing aesthetic investigations, landscape evaluations, and impact analyses in urban and rural environments throughout Southern California and has recent experience in Mojave and Sonoran Desert landscapes. Mr. Saunders is well-versed in Federal Highway Administration visual impact assessment and Bureau of Land Management (BLM) visual resource management guidelines and methodologies and has been approved by the County of San Diego Planning and Development Services Department to prepare visual analyses for privately initiated projects.

Mr. Saunders's capabilities include field investigations and existing setting documentation; sensitive receptor and key observation point/key view identification; preparation of focused aesthetic memoranda; preparation of detailed analyses and technical reports in accordance with CEQA Appendix G thresholds and/or established regional or local guidelines; regulatory setting research; characterization of impacts and visual effects in a succinct, understandable style; and development of appropriate and successful mitigation measures. Mr. Saunders also works collaboratively with Dudek's design professionals to prepare photo-realistic visual simulations.



### **Education**

*New School of Architecture + Design  
MS, Architecture  
(Landscape Architecture concentration)*

*University of California, San Diego  
BA, Urban Studies and Planning*

### **Certifications**

*American Institute of Certified Planners (AICP)*

### **Professional Affiliations**

*American Planning Association*

*Association of Environmental Professionals*

## Project Experience

**Various Projects, California Department of General Services, Central and Southern California.** Served as assistant project manager and lead analyst for the 5-year, as-needed contract. Under the as-needed contract, Dudek provides a wide range of technical and CEQA documentation support for projects proposed by various state agencies including the Air Resources Board, Department of Conservation, state hospitals, Regional Water Quality Control Board, and Department of Motor Vehicles. For example, Dudek prepared historical, paleontological, and biological surveys for a kitchen reconstruction project at Patton State Hospital located in San Bernardino County. Dudek also prepared biological and cultural technical reports for a communication tower replacement project proposed by the California Highway Patrol in San Bernardino National Forest.

**MiraCosta College Oceanside Campus Facilities Master Plan Project, MiraCosta Community College District, California.** Aesthetics lead for the EIR that evaluated environmental impacts associated with proposed campus development designed to support the institutional goals of MiraCosta. The facilities master plan envisioned numerous building improvements, including renovation, modernization, new construction, and campus-wide infrastructure improvements. Evaluated proposed improvements for potential effects to existing off-site views due to design element contrasts with existing on-campus development and the established visual character of the MiraCosta Oceanside campus and the surrounding area.

**Beverly Hills Creative Office Project Environmental Impact Report (EIR), City of Beverly Hills, California.** Serving as lead aesthetics analyst in the preparation of the project EIR aesthetics assessment for the development of up to 11 new office buildings on a vacant, linear site in the City of Beverly Hills. The proposed four- to five-story office buildings would be designed in a range of architectural styles. Buildings at each end of the site would have traditional facades with columns and cornices, while buildings situated towards the center of the site would have more modern architectural treatments, such as glass screen walls and steel frames. Key issues include obstruction of views to the iconic City Hall tower and compatibility of bulk and scale with the surrounding development.

**8850 Sunset Boulevard Project EIR, City of West Hollywood, California.** Serving as senior visual resource specialist in the preparation of the project EIR aesthetics analysis for a new 15-story building that would include 115 hotel guestrooms, a new nightclub space (replacing the existing Viper Room building), 31 market-rate condominiums, 10 income-restricted units, and static and digital signage. Key issues include compatibility of bulk and scale with the surrounding visual environment.

**Robertson Lane Specific Plan EIR, City of West Hollywood, California.** Served as lead aesthetics analyst for the project EIR that evaluated the construction of a proposed multi-use, three- to nine-story, approximately 262,000-square-foot hotel in West Hollywood. As proposed, the project would demolish several of the existing on-site structures, or portions of the structures, and construct the new hotel. Key issues in the aesthetics analysis included obstruction of existing views, demolition of a historic use, and bulk and scale contrasts with adjacent one- to three-story commercial and residential uses.

**The Inns at Buena Vista Creek Project EIR, City of Oceanside, California.** Served as lead aesthetics analyst for the project EIR that evaluated the construction of a proposed hotel building complex (consisting of three separate hotel buildings) on approximately 12.5 acres located immediately south of State Route (SR) 78 and east of Jefferson Street. Conducted a photographic inventory of the site and surrounding area and obtained photographs used as baseline images in photosimulations of the development from key vantage points in the surrounding area, including SR-78, local roads, and residential neighborhoods. During photographic inventory, assessed the visibility of the project site from multiple vantage points in the surrounding area. Key issues in the aesthetics analysis included obstruction of existing views from SR-78 and alteration of views from the nearby Buena Vista Lagoon.

**Del Mar Resort Specific Plan EIR, City of Del Mar, California.** Provided technical support and served as visual resources lead for the EIR that evaluated environmental impacts associated with construction and operation of a new resort atop a prominent oceanside bluff in north Del Mar. The project includes a multiple-building resort complex, including a resort hotel, residential resort villas, two restaurants, a ballroom, banquet facilities, public access amenities, a spa and fitness center, swimming pools, and an underground parking structure. Primary issues encountered in the preparation of the visual resources report included obstruction of private ocean views from elevated vantage points in Solana Beach, the introduction of multistory development atop a prominent and well-known landform, and changes to the relatively quiet and low-profile development character of north Del Mar.

# Paul Caligiuri

## AESTHETICS

Paul Caligiuri is a civil designer and CADD operator with 40 years' experience. Using AutoCAD Civil 3-D software, Mr. Caligiuri has been responsible for the plan preparation of numerous water, sewer, reclaimed water, and stormwater projects, including pipeline plan and profile, pump station and associated detail, traffic control, and right-of-way acquisition drawings. In addition to his extensive design and drafting skills, Mr. Caligiuri creates 3-D simulations for Architectural, Engineering and Civil projects, with services including before-and-after photo simulations, renderings, and animations of future facilities, helping decision-makers better judge proposed projects.



### Education

Mira Costa College  
Vocational Certificate, 1984  
Palomar College  
AA, General Studies, 1986  
Palomar College  
Three Semesters 3D  
Modeling and Animation,  
1995

## Civil Design Project Experience

### Sewer Lift Stations/Pump Stations

- N. Batiquitos Lift Station Final Design, City of Carlsbad, Carlsbad, California
- Life Station 55-14 Decommission, Coachella Valley Water District, Coachella, California
- Main Beach Sewer Lift Station Design, City of Laguna Beach, Laguna Beach, California
- North Line Sewage Pump Station Rehabilitation, El Toro Water District, El Toro, California
- Bluebird Sewage Lift Station Design, South Orange County Wastewater Authority, Laguna Beach, California

### Water/Sewer/Recycled Water Pipelines

- Coast Hwy 101 Sewer Pump Station and Forcemain, City of Encinitas, California
- FY 12/13 Sewer Lining and Repair, City of South Pasadena, South Pasadena, California
- Sewer Main Lining Rehabilitation Project, City of Culver City, Culver City, California
- Chino II Desalter – Riverside/Hamner Water Pipeline Design, Chino Basin Desalter Authority, Ontario, California
- Chino Well Field Raw Water Pipeline, Chino Basin Desalter Authority, Riverside, California
- Export Sludge Force Main, South Orange County Wastewater Authority, Dana Point, California
- Mountainview Power Brineline Extension, Southern California Edison Company, Redlands, California
- Newport Boulevard Water Main Relocation, Irvine Ranch Water District, Costa Mesa, California
- Rehabilitation of District Siphons, Orange County Sanitation District, Fountain Valley, California
- Bayside Drive Sewer Improvements, Orange County Sanitation District, Fountain Valley, California
- Inland Empire Brineline Reach V Rehabilitation and Improvements, Santa Ana Watershed Project Authority, Riverside, California
- Trunk B Relocation, County of San Diego, San Diego, California
- Alpine Sewer Interceptor Phase I Design, County of San Diego, San Diego, California
- Dana Point Town Center Infrastructure Improvements, South Coast Water District, Dana Point, California

- Yucaipa Valley Regional Brineline Extension, Yucaipa Valley Water District, Yucaipa, California
- Northwest Recycled Water Expansion, Rincon Del Diablo Municipal Water District, Escondido, California
- H-Zone Distribution System, Joshua Basin Water District, Joshua Tree, California
- Parallel Force Main, Leucadia Wastewater District, Carlsbad, California
- Coachella 54-Inch Gravity Sewer, Coachella, California
- Scripps Ranch Middle School Pipelines, San Diego, California
- Glendale 30-Inch Reclaimed Water Pipeline, Glendale, California
- Solana Beach Pump Station Force Main Preliminary Design Report, Solana Beach, California
- Helix Water District Pipeline Project 3862, La Mesa, California
- San Dieguito Water District Valve Replacements and Pipeline Improvements, Encinitas, California

### Reservoirs/Storage

- Design of Recharge Basin at Victoria Basin, Western Municipal Water District, California
- Goetz Road Potable Water Tank and Pipeline, Eastern Municipal Water District, California
- Charlan Road Seasonal Storage, Valley Center Municipal Water District, Valley Center, California
- N. Trumble Recycled Water Storage Pond, Eastern Municipal Water District, Perris, California
- Reservoir Seismic Upgrades Design (23 Reservoirs), City of San Bernardino, San Bernardino Municipal Water Department, San Bernardino County, California
- Odgen Reservoir Engineering Design Services, City of San Bernardino, San Bernardino, California
- San Vicente Dam Raise Project, San Diego County Water Authority, Lakeside, California

### Water/Recycled Water/Wastewater Treatment Plants

- San Elijo Water Reclamation Facility Preliminary Treatment Design, San Elijo Joint Powers Authority, California
- Water Reclamation Plant No.7 Biosolids Upgrade Project, Coachella Valley Water District, Palm Desert, California
- Woods Valley Ranch Water Reclamation Facility Phase II, Valley Center Municipal Water District, Valley Center, California
- Water Reclamation Facility No. 2 Tertiary Filtration Project, City of Corona, Corona, California
- Morro Bay Cayucos Sanitary District Wastewater Treatment Plant, City of Morro Bay, Morro Bay, California
- Wastewater Treatment Plant, Hi-Desert Medical Center, Joshua Tree, California
- Design of Percolation Basins and Recycled Water Reservoir, Lee Lake Water District, Lee Lake, California
- Water Reclamation Facility Improvements, Seeley County Water District, Imperial County, California
- Lee Lake Wastewater Treatment Plant Reclaimed Water Facilities Expansion, Corona, California
- San Elijo Water Reclamation Facilities, Cardiff-by-the-Sea, California
- Heber Wastewater Treatment Plant Expansion, Heber, California

# Glenna McMahon, PE, CEM

## HAZARDS AND HAZARDOUS MATERIAL

Glenna McMahon has 19 years' environmental consulting and project management experience. Ms. McMahon focuses on environmental engineering and hydrogeology, specifically hazardous waste investigation, monitoring and remediation, as well as litigation support. Her project experience includes environmental site assessments; soil, soil vapor and groundwater sampling and data evaluation; health risk assessments; evaluation, design and implementation of remedial alternatives; environmental compliance; and third-party evaluation of remediation expenditures. Ms. McMahon manages several projects that involve state or local regulatory oversight and assists clients with negotiations and compliance with regulatory requirements. She strives for a collaborative approach with regulators while advocating for practicable solutions for the project.

### Project Experience

**Former Kearney-KPF Facility, Stockton, California.** Managing ongoing groundwater monitoring activities, groundwater remediation, and monthly and semi-annual reporting for chlorinated solvent- and 1,4-dioxane-impacted site. Prepared cost estimates, work plans, sampling and analysis plans, health risk assessments, health and safety plans, hazardous materials business plans, remedial action plans, conceptual site model, and post closure plans. Coordination with several interested parties – responsible party, current owner and numerous tenants, Department of Toxic Substances Control (DTSC) (lead agency), Regional Water Quality Control Board (RWQCB) and San Joaquin County Environmental Health Department. Prepared and coordinated renewals of RCRA Hazardous Waste Facility Post-Closure Permit, including negotiating terms of the permit with DTSC. Managed soil and soil vapor site-wide sampling, and subsequent soil vapor extraction pilot test. Managed installation, start-up and 24-hour operation of ultraviolet/oxidation groundwater treatment system. Maintained regulatory compliance with the RWQCB and DTSC requirements concerning prove-out process and full-scale operation. Maintained treatment system operations remotely from Encinitas, California. Coordinated with subconsultants including; drillers, electricians, construction companies, and systems designers regarding estimates, scheduling, and invoicing.

**Site Assessment and Investigation, Former Shooting Range, Highland, California.** Prepared Phase I ESA. Prepared Phase II Sampling and Analysis Work Plan. Conducting soil sampling to assess the extent of metal- and PAH-impacted soil, with considerations for biological constraints. Coordinating with site owner (Bureau of Land Management), client (Department of Public Works), and regulatory agencies (DTSC and County Fire Department).



#### **Education**

*University of Vermont  
BS, Civil and  
Environmental  
Engineering*

#### **Certifications**

*Professional Engineer  
(PE), CA No. 79742  
Certified Environmental  
Manager (CEM),  
NV No. 1974  
OSHA 40-Hour  
HAZWOPER  
OSHA Site Supervisor  
RCRA and DOT Hazardous  
Waste Manager  
Certification*

**Former ARCO Service Station, Excalibur Hotel and Casino, Las Vegas, Nevada.** Managing ongoing groundwater monitoring and reporting, and operation of dual phase extraction remediation system. Oversee and prepare submittals to the Petroleum Fund for reimbursement for client. Coordinating with Nevada Division of Environmental Protection, numerous client personnel, and client's guests. Prepared conceptual site model and evaluation of remedial alternatives plan. Managed implementation of enhanced aerobic bioremediation and dual phase extraction pilot tests. Managed installation of groundwater wells. Prepared cost estimates, work plans, health and safety plans, remedial action plans, conceptual site model, and pilot study design and full-scale design reports for remediation alternatives. Coordinated subconsultants including; drillers, electricians, construction companies, waste management and systems designers regarding estimates, scheduling, and invoicing.

**Phase I ESA, Phase II ESA, California State University, Chico, California.** Conducted Phase I ESA for the Facilities Management and Services Yard. Identified recognized environmental conditions, including a former crude oil tank and supply line associated with historical fruit canning operations, a former aboveground gas storage tank associated with a nearby manufactured gas plant, and three release cases, which involved impacts of fuel to the subsurface. Recommended a Phase II ESA to evaluate soil vapor, soil, and groundwater for volatile organic compounds, petroleum hydrocarbons, metals, methane and polycyclic aromatic hydrocarbons. Conducted the Phase II ESA, including preparation of a work plan detailing the sampling methods and procedures; preparation of a site-specific health and safety plan; obtaining appropriate permits for the work; overseeing a subsurface utility survey; collection of samples; coordination of disposal of investigation-derived waste; and evaluation of the data. Prepared a final report summarizing the work, findings and recommendations for management of impacted soil during construction.

**Site Assessment, Remediation and Closure of former Agriculture Site, Carpinteria, California.** As part of due diligence for a redevelopment project, Dudek conducted soil sampling in 2007 to investigate impacts from the former use of the site for agricultural purposes. Additional sampling to delineate the extent of impacts was recommended. The redevelopment project was resurrected in 2017 and Dudek was asked to conduct the additional site assessment, as well as facilitate a Remedial Action Agreement (RAA) with the site owner and Santa Barbara County Environmental Health Services (EHS), and prepare a Phase I ESA for CEQA purposes. Conducted the Phase I ESA. Coordinated implementation of the RAA. Prepared a soil sampling work plan, conducted the soil sampling, prepared a remedial action work plan, oversaw removal of lead- and pesticide-impacted soil, performed confirmation sampling and prepared a final report which included a request for regulatory closure. This work included coordination with the project owner, land owner, EHS and the Air Pollution Control District, as well as coordination of public noticing of the remediation. The site was granted closure by EHS in October 2018.

**Phase I ESA, Phase II ESA, Santa Monica City Yard, Santa Monica, California.** Conducted Phase I ESA as part of due diligence for CEQA. Conducted Phase II ESA to evaluate potential impacts from former manufacturing, former leaking underground fuel tanks and an adjacent wellfield impacted by volatile organic compounds (VOCs). Prepared work plan with consideration for existing closed landfill, obtained permits, performed utility clearance, collected soil and soil vapor samples, managed investigation-derived waste, and prepared final sampling report.

**Environmental Site Assessments, California, Nevada and Hawai'i.** Performed numerous Phase I ESAs, Hazardous Materials Technical Reports and Hazards Assessments throughout California, northwestern and southern Nevada, and Hawaii for sites ranging in size from a few acres to hundreds of acres. Sites included commercial and industrial properties, oil fields, residences, schools, universities, agricultural operations, undeveloped land, renewable energy facilities, hotels, and casinos. Reports were typically prepared for acquisition, funding or CEQA purposes.

# Audrey Herschberger, PE

## HAZARDS AND HAZARDOUS MATERIAL

Audrey Herschberger is a professional environmental engineer with 11 years' experience in environmental consulting, specializing in regulatory compliance, including stormwater permitting in Oregon, Washington, and California, and federal Spill Prevention, Control, & Countermeasure (SPCC) Plans.

Ms. Herschberger's experience includes Phase I and Phase II Environmental Site Assessments (ESAs) under ASTM 1527-13; hazards and hazardous material analysis under CEQA; management of small to mid-size environmental sampling, stormwater treatment, and permit compliance projects; and hazardous material management and abatement projects.

## Project Experience

**Dominguez Creek EIR, Plentitude Holdings, LLC, Carson, California.** Served as Project Engineer. Completed hazards and hazardous materials analysis for CEQA EIR for development of recreational site on closed landfill. Project challenges includes development on a closed landfill and adjacent to a blimp port.

**Multiple Multi-Family Residential Property Phase I ESAs, Ahe Group, Hawaii.** Served as Project Engineer and Environmental Professional. Completed Phase I ESAs for multiple multi-family residential sites on multiple islands in Hawai'i. Project analysis required in-depth historical research into sugar cane plantations using atypical resources for Phase I ESA analysis (e.g., historical society documents, island-wide plantation maps).

**Mission Valley Campus Master Plan EIR, San Diego State University (SDSU), San Diego, California.** Served as Project Engineer. Completed hazards and hazardous materials analysis for CEQA EIR for demolition of SDSU Stadium and redevelopment of land for expanded campus and housing. Project required hazards analysis for adjacent petroleum terminal, including a transecting petroleum pipeline, demolition using explosives, and mitigation for on-site treatment and monitoring system for petroleum release from adjacent terminal.

**Multiple EIR and MND documents, Los Angeles Department of Water and Power (LADWP), Los Angeles County, California.** Served as Project Engineer. Completed hazards and hazardous materials analysis for CEQA EIR and MND for multiple linear trunkline projects. Projects required mitigation of potentially hazardous material sites adjacent to proposed alignment.

**Beltran Ranch Phase I ESA, NextEra, Stanislaus County, California.** Served as Project Engineer and Environmental Professional. Completed Phase I ESA for large former ranch site proposed for redevelopment as a solar energy facility. Project identified recognized environmental condition associated with nearby landfill.



### *Education*

*Oregon State University  
BS, Chemical Engineering,  
2008*

### *Certifications*

*Professional  
Environmental Engineer,  
OR No. 80505PE*

*40-Hour HAZWOPER  
Certification*

*8-Hour HAZWOPER  
Refresher*

*10-Hour OSHA  
Construction Standards  
First Aid/CPR Certification*

*Hazardous Waste Basics,  
Managing Common  
Wastes Oregon  
Department of  
Environmental Quality*

### *Professional Affiliations*

*AWMA Pacific Northwest  
International Section*



**Soil Vapor Sampling and Voluntary Cleanup Site Closure, The Holland, Inc., Monmouth, Oregon.** Served as Project Engineer. Assisted with writing and submittal of remediation summary and closure plan to State of Oregon Department of Environmental Quality (ODEQ). Wrote and submitted a soil vapor sampling work plan for supplemental investigation of contamination from historical petroleum releases due to former gas station operations. Site cleanup is ongoing under the Leaking Underground Storage Tank program of ODEQ.

**Dehesa Road Phase I ESA, Sycuan Tribe, California.** Served as Project Engineer and Environmental Professional. Completed Phase I ESAs for two sites for redevelopment. Project included identification of former agricultural use of property for palm tree nursery, resulting in Phase II ESA.

**Monterey Bay Regional Water Project EIR, California State Lands Commission, Monterey County, California.** Served as Project Engineer. Completed hazards and hazardous materials analysis for CEQA EIR for large linear water distribution project. Project required analysis in multiple cities and two counties.

**Facilities Master Plan EIR, Orange County Sanitation District (OCSD), Orange County, California.** Served as Project Engineer. Completed hazards and hazardous materials analysis for CEQA EIR for county-wide facilities improvement project. Project required individual evaluations on three separate components (2 treatment plants, and county-wide proposed facility upgrades). Project included mitigation for methane risks and potential environmental contamination from previous industrial activities.

**Hazardous Material Contingency Plan (HMCP) for contaminated soil and groundwater, City of Chula Vista, Chula Vista, California.** Served as Project Engineer. Created a hazardous material contingency plan (HMCP) for contaminated soil and groundwater management during construction of a subsurface water pipeline. Soil and groundwater were contaminated with volatile organic compounds. HMCP included measures for identification, management, handling, discharge, and disposal of contaminated soil and groundwater, as well as a health and safety plan.

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City of Menlo Park

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# Environmental Impact Report Preparation and Environmental Consultant Services Parkline Project





August 1, 2022

Corinna D. Sandmeier, Acting Principal Planner  
City of Menlo Park  
701 Laurel Street  
Menlo Park, California 94025

**Subject: Environmental Impact Report Preparation and Environmental Consultant Services for the Parkline Project**

Dear Ms. Sandmeier:

**Rincon Consultants, Inc.** is pleased to submit this proposal to prepare an Environmental Impact Report (EIR) in compliance with the California Environmental Quality Act (CEQA) for the Parkline Project (project). We are very enthusiastic about the opportunity to work with the City of Menlo Park on this important project that would transform an underutilized area into a vibrant mixed-use neighborhood. We have assembled a team of highly skilled environmental science and planning professionals who combine extensive technical qualifications and knowledge of CEQA with many years of experience working on similar projects.

At Rincon, we are proud of our team's ability to work effectively with City staff, decision-makers, and community groups to develop and implement innovative approaches and solutions to planning and environmental issues. We believe that our experience with CEQA statewide and our experience working on projects in Menlo Park and throughout San Mateo County are critical and give us a unique understanding of and sensitivity to the broad range of issues that will be important for the success of this project. Additional features of the Rincon team relevant to this project include:

- Considerable experience preparing program and project EIRs for development projects throughout the Bay Area and statewide
- In-house expert technical teams including air quality, biological resources, cultural resource, greenhouse gas emissions, hazardous materials, hydrology, and noise specialists, allowing for a cost- and time-efficient integrated process
- California company with local Bay Area presence and core focus on local agency land use and environmental planning
- Project manager with experience managing EIRs, including projects with R&D uses for the City of Menlo Park

Leading the team as Principal-in-Charge will be **Abe Leider, AICP CEP**. He has 22 years of experience directing urban planning projects, including planning and policy document preparation and CEQA analyses. **Leo Mena**, will serve as project manager in charge of day-to-day oversight and will serve as the City's primary contact. He has eight years of experience in CEQA analysis and project management, including on several projects in the City of Menlo Park and is valued by his clients as a clear communicator that collaborates closely with his team to resolve problems as they arise. **Hexagon Transportation Consultants, Inc. (Hexagon)** under the leadership of **Gary Black** and **Keyser Marston Associates (KMA)** under the leadership of **David Doezema** will be a part of Rincon's team and will prepare the transportation impact analysis and Housing Needs Assessment (HNA), respectively. Both Hexagon and KMA have worked on several projects with the City and are familiar with their processes.

**Environmental Impact Report (EIR) Preparation and Environmental Consultant Services**

Thank you for considering Rincon Consultants for this assignment. Please do not hesitate to contact us if you have questions about this proposal or need additional information on our qualifications or proposed approach to the work program.

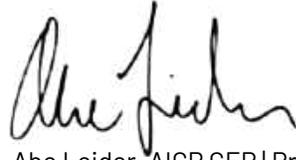
Sincerely,

**Rincon Consultants, Inc.**



Leo Mena | Project Manager

[lmena@rinconconsultants.com](mailto:lmena@rinconconsultants.com)



Abe Leider, AICP CEP | Principal

[aleider@rinconconsultants.com](mailto:aleider@rinconconsultants.com)



Richard Daulton | Principal/Vice President

Email: [rdaulton@rinconconsultants.com](mailto:rdaulton@rinconconsultants.com)

Authorized to contractually obligate and negotiate  
on behalf of Rincon Consultants, Inc.

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## Appendices

Appendix A Key Personnel Resumes

Appendix B Hexagon Scope of Work

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Appendix D Project Schedule

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# A. Project Team

## A.1 About Rincon

**Rincon Consultants, Inc.** is a multi-disciplinary environmental science, planning, and engineering consulting firm that provides quality professional services to government and industry. Our principal service is to provide environmental support and scientific research to create and sustain innovative solutions to natural resource, sustainability, and environmental impacts. Rincon prides itself on the considerable depth of its staff, which includes certified urban and environmental planners, environmental scientists and engineers, climate planning and sustainability experts, accredited LEED professionals, noise and air quality experts, geologists, biologists, and cultural and historical resource specialists. Our approach to every project is centered upon the design and development of innovative solutions that respond to our clients' specific needs in a cost-effective manner.

Rincon's corporate culture focuses on providing environmental consulting services in a manner that is beneficial to both the environment and our client's needs. When hired, we perceive ourselves as an extension of our client's team and function with the best interests of the client in mind. By managing each project with a focus on three primary objectives – economic efficiency, technical excellence, and sustainable approach – we can provide superior service that efficiently and effectively meets the needs of our clients.

**Legal Name:**  
Rincon Consultants, Inc.

**Legal Form:**  
California "S" Corporation

**Founded:** 1994

**Professional Staff:** 400+

**California Offices:** 12

**Core Values:** Trusted, Fair, Transparent, Accountable, Disciplined, Entrepreneurial

## Services

We have categorized our environmental consulting services into six core areas:

- Environmental Sciences and Land Use Planning
- Biological Resources
- Water Resources
- Cultural Resources
- Site Assessment and Remediation
- Sustainability Services



We also maintain a Geographic Information Systems (GIS) and Graphics Communications group to enhance our documents and support our data analyses for projects addressing issues in these service areas.

## Subconsultant Team



**Hexagon Transportation Inc. (Hexagon)** was founded in 1998 in San Jose, California with the goal of providing top-quality, professional transportation consulting services to private and public entities.

Hexagon provides services in all major aspects of transportation planning and traffic engineering. Hexagon's staff members have prepared thousands of studies, both large and small, over their professional careers. Hexagon's public clients include city, county and state agencies and regional planning organizations.



## Environmental Impact Report Preparation and Environmental Consultant Services for the Parkline Project

Hexagon has a wide range of private clients including technology companies, developers, architects, civil engineers, and environmental firms.

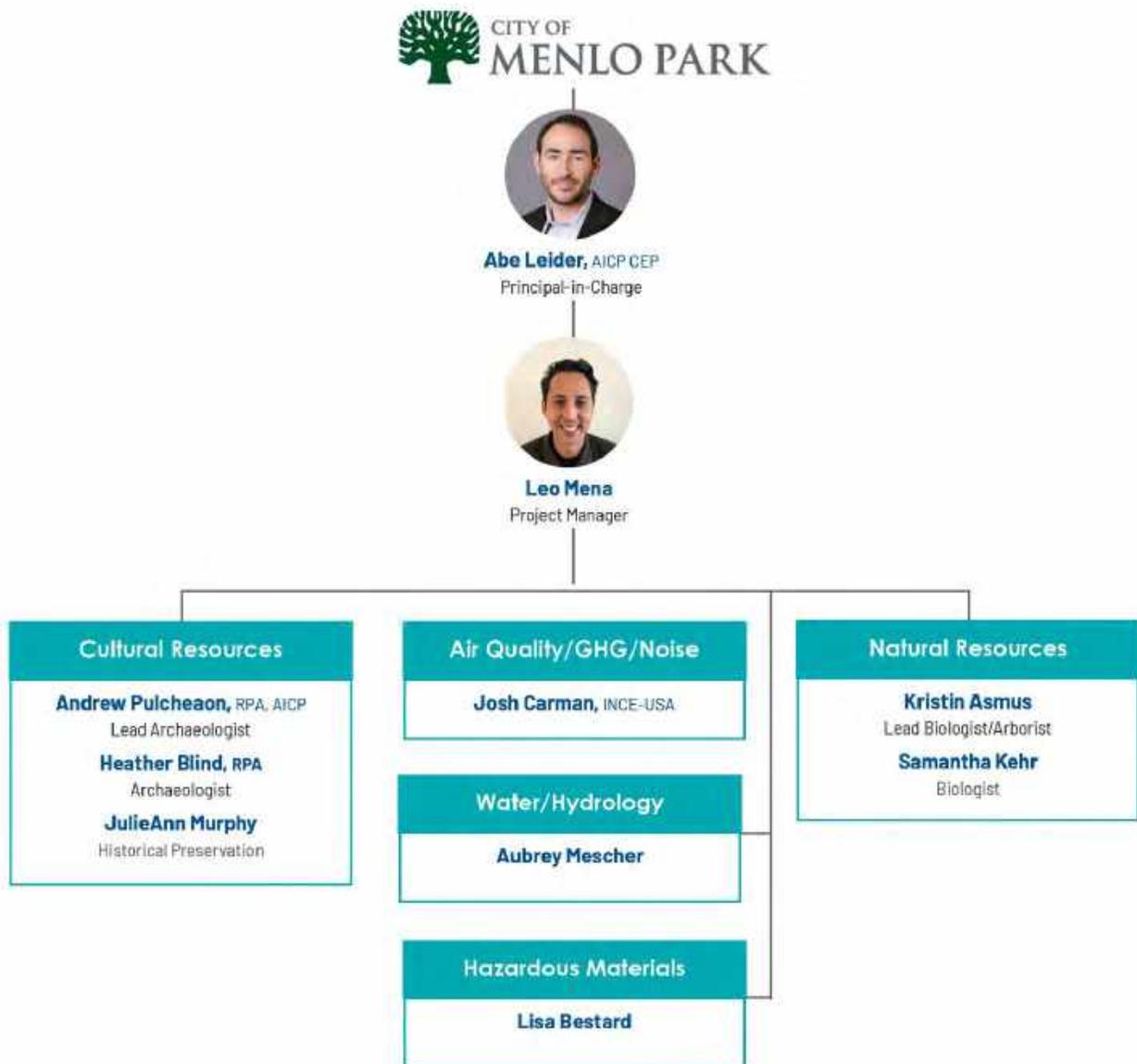
**Keyser Marston Associates, Inc. (KMA)** is a boutique real estate advisory practice based on the West Coast.



Founded in 1973, the firm has served over 600 clients on more than 2,000 projects, including some of the most high-profile public/private partnerships in California. The firm's public sector clients include nearly every major municipality in California, as well as counties, ports, special districts, universities, and former military bases. Their objective is to provide decision-makers with sound advice supported by strong technical analysis of all economic factors that impact success, including: market conditions, financial investment requirements, community needs and benefits, and development issues.

## A.2 Team Organization

Illustrated below is the composition of our team.



## A.3 Staff Availability

Rincon is of a sufficient size that it has the availability and time to dedicate personnel and resources to manage and successfully assist the City with environmental compliance services, as well as execute numerous projects concurrently. In any given year, Rincon manages in excess of over 1,800 assignments for more than 800 clients statewide. We are experts in managing compliance programs involving multiple concurrent assignments and are successfully executing several similar services agreements.

Key Staff/Title	Role	Percent Available
<b>Abe Leider, AICP CEP</b> Principal	Principal in Charge	15%
<b>Leo Mena</b> Senior Planner	Project Manager	40%
<b>Josh Carman, INCE-USA</b> Director – Noise, Air Quality, Greenhouse Gas	Noise/Air Quality/Greenhouse Gas	20%
<b>Lisa Bestard</b> Senior Environmental Scientist	Hazardous Materials	15%
<b>Kristin Asmus</b> Senior Biologist, Arborist, Project Manager	Lead Biologist/Arborist	10%
<b>Samantha Kehr</b> Senior Biologist	Biologist	10%
<b>JulieAnn Murphy</b> Architectural Historian, Project Manager	Historic Preservation	15%
<b>Andrew Pulcheon, RPA, AICP</b> Principal/Cultural Resources Manager	Cultural Resources Lead	15%
<b>Heather Blind, RPA</b> Senior Archaeologist	Cultural Resources	15%
<b>Aubrey Mescher</b> Supervising Environmental Planner	Water/Hydrology	10%

## A.4 Resumes for Key Personnel

Rincon has assembled a team of highly skilled environmental science and planning professionals who combine extensive technical qualifications and knowledge of CEQA with many years of experience working in the region. Brief bios for key team members are included on the following pages, and full resumes for each team member can be found in Appendix A.

### Rincon Team

#### Abe Leider, AICP CEP | Principal-in-Charge



Abe Leider has over 22 years of experience in long-range planning, development review, and performing environmental impact analyses for public and private infrastructure and development projects under CEQA. As manager of Rincon's Oakland office, he has overseen the preparation of MNDs and EIRs for institutional, residential, commercial, and industrial projects throughout California, with a focus on San Francisco Bay Area projects. Mr. Leider is experienced at providing professional planning support in all facets of the project review and permitting process to small, mid-sized, and large jurisdictions throughout California. His recent experience includes managing Rincon's on-call planning and CEQA work for numerous cities on the Peninsula and throughout the

## Environmental Impact Report Preparation and Environmental Consultant Services for the Parkline Project

greater Bay Area, including the cities of Palo Alto, Mountain View, Redwood City, San Jose, Millbrae, San Leandro, Hayward, and Berkeley, among others. Select experience is listed below.

- Principal-in-Charge, San Mateo County Parks – Flood County Park Landscape Plan EIR
- Principal-in-Charge, City of Palo Alto – On-Call Planning and CEQA Services – Multiple Projects
- Principal-in-Charge, City of South San Francisco – On-Call Planning and CEQA Services – Multiple Projects
- Principal-in-Charge, City of Redwood City – Mixed-Use: Live/Work and Emergency Shelter Zoning Amendment Project EIR Addendum
- Principal-in-Charge, City of Mountain View – On-Call Environmental Services – Multiple Projects

### Leo Mena | Project Manager



Leo Mena is a Senior Environmental Planner and Project Manager with eight years of experience conducting environmental evaluations consistent with the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA). Leo is an adept analyst and writer that has prepared environmental impact reports (EIRs), initial studies (IS), and Class 32 Infill Exemption Documents. Leo works on environmental documents for a diverse range of projects including, commuter rail; bike trails; roadway repairs; residential, commercial, and mixed-use development; specific plans; and energy projects. He has experience working with California state agencies and local agencies, including the San Joaquin Regional Rail Commission, California High Speed Rail

Authority, the City of Menlo Park, the City of Burlingame, the City of Santa Cruz, City of Milpitas, and others. As a Project Manager, Leo uses his skills of clear communication, organization, and attention to detail to keep projects moving forward and to identify and resolve potential issues before they become a problem on schedule or budget.

- Project Manager, City of Menlo Park – Commonwealth EIR
- Project Manager, City of Menlo Park – 1125 O'Brien Drive EIR
- Project Manager, City of Menlo Park – 1075 O'Brien/CSBio EIR
- Project Manager, City of Burlingame – 1868 Ogden Drive Project EIR
- Project Manager, City of Burlingame – Adrian Court Mixed-Use Project, 128 Lorton Avenue Project, 601 California Drive Project, 30 Ingold Road Project, 1766 El Camino Real

### Josh Carman, INCE-USA | Noise/Air Quality/Greenhouse Gas Emissions



Josh Carman has over 20 years of experience in the field of acoustics and air quality and has participated in the environmental review and monitoring process for a wide variety of projects in California, Washington, Nevada, and New York. Josh prepares noise, air quality, greenhouse gas, and community health risk assessments for environmental impact studies (CEQA/NEPA) and technical studies using federal, state, and local guidelines and methodology. His experience includes complex project- and program-level analyses of general plan updates; specific plans; mixed-use development; traffic, transit and rail; vibration-sensitive; industrial; infrastructure, utilities, and telecommunications; long-term and remote construction noise and vibration monitoring; and underwater

construction (e.g., pile driving) projects. He is certified in the use of the FHWA's Traffic Noise Model (TNM), SoundPLAN, and the US EPA AERMOD air dispersion model. Select experience is listed below.

- Senior Air Quality Specialist, City of Cupertino – Vallco Special Area Specific Plan EIR
- Noise Specialist, Sonoma County – Forestville Downtown Park Environmental Noise Assessment
- Senior Noise Specialist, City of Redwood City – Broadway Plaza EIR

- Senior Noise Specialist, University of California – UC Berkeley 2021 Long Range Development Plan EIR
- Senior Noise Specialist, City of Hayward – Hayward Downtown Specific Plan EIR

### Lisa Bestard | Hazardous Materials



Ms. Bestard has 21 years of technical and managerial expertise. She has extensive experience performing Phase I and Phase II environmental site assessments and remediation, providing regulatory compliance, soil and waste management services, conducting/supervising soil and groundwater sampling; providing remediation design and implementation services; preparing remedial action work plans and corrective action plans; supervising and performing site remediation; and preparing and providing technical guidance/input for reports and documents, including documents prepared under CEQA. Select experience is listed below.

- Project Manager, Oakland Housing Authority – Oak Groves North and South Rehabilitation Project
- Project Manager, City of San Francisco – Bernal Gateway Apartments
- Project Manager, Planada Elementary School District – Planada Elementary School, New Kindergarten Project, Phase I Environmental Site Assessment
- Project Manager, Eureka City Schools – Jay Willard Gym Replacement Project, Phase I Environmental Site Assessment and Addendum
- Project Manager, Port of San Diego – Chula Vista Bayfront Master Plan EIR, Hazardous Materials Technical Study

### Kristin Asmus | Lead Biologist/Arborist



Ms. Asmus has more than 20 years of professional experience in conducting natural resource assessments and surveys and restoration planning, implementation, and monitoring. She is a trained wetland delineator and conducts botanical and wildlife habitat assessments, plant species inventories, and protocol-level surveys for special-status wildlife and plants. She has expertise in USACE wetland regulations and the permitting process pursuant to Section 404 and 401 of CWA and in ESA and CESA compliance as well as other regulatory permit processes. Ms. Asmus has extensive experience in vegetation surveying and sampling with additional experience in GIS, aerial photograph interpretation, and remote sensing data analysis as applied to vegetation mapping and monitoring. She has worked on salvage efforts for California tiger salamander and silvery legless lizard and on passive relocation of western burrowing owls; conducted surveys for California red-legged frog, foothill yellow-legged frog, San Joaquin kit fox, and Swainson's hawk; and conducted survey and trapping efforts for giant garter snake and western pond turtle. Ms. Asmus has maintained an International Society of Arboriculture Certified Arborist license since 2001 and is tree risk assessment qualified. Select experience is listed below.

- Lead Biologist, Town of Hillsborough – Callan Subdivision EIR
- Lead Arborist, Stanford University Medical Center – Facilities Renewal and Replacement Project
- Lead Biologist, East Bay Municipal Utility District – Chabot Dam
- Biologist, Santa Clara County Water District – On-Call Biological Surveys
- Lead biologist, US Department of Veterans Affairs – Facilities at the Former Alameda Naval Air Station

### Samantha Kehr | Senior Biologist



Ms. Kehr is a Senior Biologist with eight years of experience working in the San Francisco Bay Area and California's Central Valley with special-status species. For this project she will serve as a general monitor and will leverage her experience with the San Joaquin kit fox and bats. Ms. Kehr has conducted special status species surveys, biological assessments, construction monitoring, and reporting for environmental compliance. She has served as the qualified biologist for several projects, including flood control and BART development. Ms. Kehr has performed protocol level surveys as well as pre-construction clearance and monitoring for California red-legged frog (CRLF) and CTS, as well as general wildlife and pre-construction surveys. She has been authorized under project

Biological Opinions to independently handle and relocate CRLF during project implementation. In total, she has over eight years of experience as a professional Biologist conducting a wide variety of field work. Select experience is listed below.

- Biologist, UC Santa Cruz - Kresge College Environmental Impact Report
- Biologist, Carmel Area Wastewater District - Rancho Cañada Sewer Replacement Project IS-MND
- Biologist, Transportation Agency for Monterey County - Fort Ord Regional Trail and Greenway Project EIR
- Biologist, TriEco & Tetra Tech, Inc., - California tiger salamander exclusion and trapping, former Naval Weapons Station Seal Beach Detachment
- Surveyor/Biologist, Contra Costa County Public Works Department - Vasco Embankment Repair

### JulieAnn Murphy | Historic Preservation



Ms. Murphy is an Architectural Historian with over 10 years of experience. Her work includes archival research, historic resource evaluations, and review of projects for the conformance with the Secretary of the Interior's Standards for the Treatment of Historic Properties. Her professional experience includes the preparation of nominations for the National Register of Historic Places. Ms. Murphy has extensive experience preparing applications for the Federal Historic Tax Credit program as well as several state preservation incentive programs, including the Mills Act. Ms. Murphy has experience preparing documentation in support of Section 106 of the National Historic Preservation Act, NEPA, CEQA,

and local ordinances. She meets requirements in the Secretary of the Interior's Professional Qualification Standards in Architectural History and History. Select experience is listed below.

- Architectural Historian, Tenderloin Neighborhood Development Corporation - 2550 Irving Street Environmental Assessment
- Architectural Historian, California Housing Finance Agency - Shiloh Terrace Apartments Project
- Architectural Historian, Town of Windsor - Estates at Ross Ranch Project
- Architectural Historian, City of Berkeley - Ashby and North BART Stations Historic Resource Evaluations
- Architectural Historian, City of Palo Alto - Private Residence

## Andrew Pulcheon, RPA, AICP | Cultural Resources Lead



Mr. Pulcheon has 29 years of research, field, laboratory, and project management experience. His experience includes project coordination and field direction; public/private sector and Native American consultation; field, archival, and laboratory research on projects throughout central and northern California; Section 106 and CEQA historical resource evaluations; NEPA analysis; CEQA document preparation; development of treatment and management plans; and museum curation and collections management. He has 20 years of experience in cultural resources impact assessment and mitigation development, including the preparation of Initial Study and Environmental Impact Report sections for public and private sector clients in urban and rural settings. Some of the resource types

he has documented or evaluated to meet regulatory requirements include prehistoric and historical archaeological sites, historic districts, archaeological districts, ranches, farmsteads, schools, bridges, train stations, dams, tanneries, hospitals, post offices, railroads and associated features, roadways, docks, rock walls, fire lookouts, courthouses, college campuses, residences, and mills. Select experience is listed below.

- Cultural Resources Task Lead, City of Menlo Park – 1001 El Camino Real Business Park Project
- Author/Cultural Resources Task Leader, City of Santa Cruz – Cultural Resources Background Report and Archaeological Sensitivity Map
- Author/Cultural Resources Task Leader, County of Solano – General Plan Update EIR
- QA/QC Coordinator, San Carlos Public Works Department -- U.S. 101/Holly Street Interchange Reconstruction Project and U.S. 101/Holly Street Pedestrian Overcrossing Project
- Author/Cultural Resources Task Leader, City of San Jose Department of Planning, Building & Code Enforcement – San Jose Downtown Strategy EIR

## Heather Blind, RPA | Cultural Resources



Ms. Blind is a registered professional archaeologist (#16467) and meets the Secretary of the Interior's Standards for prehistoric and historical archeology. She has over 18 years of experience in cultural resources management and has worked in both the private and public sectors for various clients. Ms. Blind is proficient in project management, personnel management, Native American consultation, archival research, ethnographic and historical research, archaeological survey, prehistoric and historical excavation, laboratory analysis, and collections management. She completes and manages the preparation of cultural resources technical studies compliant with Section 106 of the National

Historic Preservation Act (NHPA) and CEQA, including studies documenting research, survey, testing, excavation, monitoring, and evaluation for inclusion in the National Register of Historic Places and California Register of Historical Resources. She also has expertise in project performance and compliance with federal, state, and local regulations; implementation of environmental mitigation monitoring plans; report production; and coordination with Native American groups. Select experience is listed below.

- Project Manager/Program Manager, Midpeninsula Regional Open Space District – Vegetation Treatment Project
- Senior Archaeologist/Project Manager, Moraga Road Storage, LLC – 2600 Moraga Road Self-Storage Project
- Senior Archaeologist/Project Manager, Carmel Area Wastewater District – Palo Corona Regional Park Sewer Replacement Project
- Senior Archaeologist/Project Manager, Presidio National Historic Landmark District – Presidio Parkway Project
- Senior Archaeologist/Project Manager, Santa Clara County – Penitencia Creek Re-Alignment Project,

## Aubrey Mescher | Water/Hydrology



Ms. Mescher has 15 years of experience managing and preparing CEQA and NEPA documentation and technical impact analyses for a variety of projects. Ms. Mescher specializes in the analysis and management of water infrastructure projects and working to meet the needs of water agencies and districts of all sizes. Her technical analysis expertise includes water supply, groundwater resources, hydrology, flood control, drainage pattern alterations, water quality, waste discharge, the use of potentially hazardous materials, and consideration of existing hydrology-related hazards such as landslide and runoff potential. Ms. Mescher is currently managing on-call environmental services contracts for Coachella Valley Water District in Palm Desert and United Water Conservation

District in Ventura. Under both contracts, Ms. Mescher works closely with agency staff to identify, characterize, and fulfill the environmental services needs associated with providing safe and reliable water supplies to the respective jurisdictions. In addition to managing and preparing CEQA and NEPA analyses, Ms. Mescher is also experienced in other important areas of providing environmental compliance, including providing public outreach support and processes. She is skilled in communicating CEQA/NEPA processes and findings with the public in a variety of venues, including but not limited to public hearings, scoping meetings, and informational workshops. Select experience is listed below.

- Project Manager, Coachella Valley Water District – Palm Desert Groundwater Replenishment Project
- Project Manager, United Water Conservation District – Recycled Water Pipelines Project
- Project Manager, United Water Conservation District – Santa Felicia Dam Safety Improvement Project
- Project Manager, The Nature Conservancy – Santa Clara River and Coast Visitor Enhancement Project
- Project Manager, Water Replenishment District of Southern California – Sativa Well #5 Project & Maywood Avenue Well Treatment System

## Subconsultant Team

### Gary Black, AICP | Traffic/Transportation Studies | Hexagon Transportation Consultants



Since 1982, Mr. Black has directed a number of transportation planning, traffic engineering, parking, and transit studies. He has prepared transportation plans for the Cities of San Jose, Palo Alto, San Mateo, and San Carlos, and areawide plans for reuse of the Bay Meadows racetrack site in San Mateo, the Cargill salt ponds site in Redwood City, and many parts of San Jose (North San Jose, Downtown, Edenvale, and Evergreen). He has prepared traffic studies for new development in most cities within the Bay Area. He also has prepared numerous parking studies, including downtown parking studies for San Carlos, San Mateo, Gilroy, and San Jose. Select experience is listed below.

- Transportation Lead, City of Menlo Park – Willow Village EIR
- Transportation Lead, Foothill College – Campus Traffic Studies
- Transportation Lead, For offices, hotels, restaurants, residential subdivisions, apartments, schools, warehouses, industrial complexes, and mixed-use developments in Menlo Park, San Jose, Santa Clara, Sunnyvale, Milpitas, Los Gatos, Fremont, Monterey, Palo Alto, Redwood City, San Carlos, San Mateo, Los Altos, Santa Rosa, Napa, Hayward, Bakersfield, Richmond, Concord, and Cupertino – Site Traffic Analyses

### Ollie Zhou, TE | Traffic/Transportation Studies | Hexagon Transportation Consultants



Since January 2014, Mr. Zhou has managed a large variety of traffic engineering and transportation planning projects for both the public and private sectors throughout the greater San Francisco Bay Area. These projects mainly include travel demand model validation and application, VMT analysis, general plan updates and area plans, and traffic impact studies. Mr. Zhou is experienced in managing large-scale projects and areawide plans with prolonged schedules and complicated work scopes. Mr. Zhou mainly utilizes the CUBE software package for travel demand model applications, and manage a variety of projects conducted with Synchro, SimTraffic, Vistro, TRAFFIX software. Select

experience is listed below.

- Traffic Engineer, City of Menlo Park – Willow Village EIR
- Traffic Engineer, Menlo Park Citywide Model – Travel Demand Forecasting Model Development and Application
- Traffic Engineer, City of Menlo Park – Housing Element Update Vehicle-Miles Traveled Analysis

### David Doezema | Economic Analysis | Keyser Marsten Associates



Mr. Doezema is a Principal in Keyser Marston Associates' San Francisco office with 15 years' experience in real estate and economic consulting. He focuses on affordable housing nexus, fiscal and economic impact analysis, successor agency finance services and sports facilities. Select experience is listed below.

- Inclusionary Housing and Affordable Housing Nexus Analyses – multi-jurisdiction nexus study covering 12 Bay Area jurisdictions
- Successor Agency Finance – 13 successor agencies in San Mateo County on behalf the County Controller's Office.
- Sports Facilities, City of Santa Clara – Levi's Stadium

## A.5 Conflict of Interest

Rincon does not have any real or apparent conflict of interest that would inhibit our ability to provide objective services to the City. Furthermore, the Rincon team is not currently committed to another project that would constitute a conflicting interest with any resulting projects from this RFP.

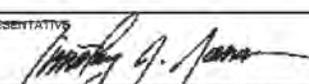
## A.6 Litigation History

Rincon is not currently involved in any litigation regarding our professional services. Rincon has also not been named in any lawsuits related to the services that we provide or for our failure to fulfill any of our contractual obligations. We complete hundreds of environmental studies in any given year and many are for the most controversial projects in a particular region.



## A.7 Certificate of Insurance

Rincon can comply with all insurance described in the Sample Agreement and will submit documentation upon award of contract. A Sample of our Certificate of Liability Insurance is below.

		<b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) 2/1/2023 1/27/2022		
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p><b>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</b></p>						
PRODUCER Lockton Insurance Brokers, LLC 777 S. Figueroa Street, 52nd Fl CA License #0F15767 Los Angeles CA 90017 (213) 689-0065			CONTACT NAME: PHONE (A/C, Ho, Ext): FAX (A/C, No): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE NAIC # INSURER A : Cnum & Forster Specialty Insurance Co 44520 INSURER B : Hartford Fire Insurance Company 19682 INSURER C : Starstone National Insurance Company 25496 INSURER D : INSURER E : INSURER F :			
INSURED 1462718 Rincon Consultants, Inc. 160 N. Ashwood Ave. Ventura CA 93003						
COVERAGES RINCO01		CERTIFICATE NUMBER: 16100119		REVISION NUMBER: XXXXXXXX		
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>						
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> SIR: \$50,000 <input checked="" type="checkbox"/> P&I GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	N N	EPK-133853	2/1/2021	2/1/2023	EACH OCCURRENCE \$ 3,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 3,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	N N	72UENOL5481	2/1/2022	2/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX Comp. Coll. Ded \$ 1,000
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTIONS 10,000	N N	EFX-119720	2/1/2022	2/1/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ XXXXXXXX
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	T10220329	2/1/2022	2/1/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Contractors Pollution Liab E&O Liab.	N N	EPK-133853	2/1/2021	2/1/2023	Limit: \$3,000,000/\$4,000,000 Limit: \$3,000,000/\$4,000,000 Retro Date: 12/9/1994
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)						
<b>CERTIFICATE HOLDER</b> 16100119 Evidence of Coverage			<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 			

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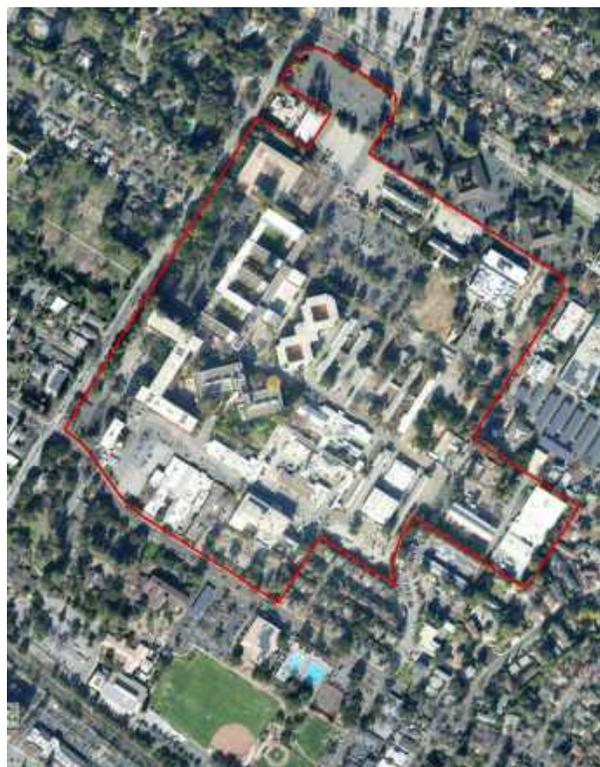
## B. Project Understanding and Approach

### B.1 Project Understanding

#### Proposed Project

The SRI International (SRI) Campus is an approximately 63.2-acre site located adjacent to the City of Menlo Park's (City) Downtown Area. Most of the SRI Campus is located less than 0.5 mile from the Menlo Park Caltrain station. The existing SRI Campus includes 38 existing buildings for a mix of amenity, office, R&D, and support uses. The total area of these uses totals 1.38 million gross square feet and some of these buildings are still in use. The existing SRI Campus site is surrounded by residential neighborhoods, public facilities, and institutions (City Hall, Burgess Park, Menlo Atherton High School), a childcare facility, churches, and offices. The existing SRI Campus site is currently closed to the public and 70 percent of the total site area is made of impervious surfaces.

Lane Partners, LLC (Project Sponsor) is proposing to redevelop the existing SRI Campus with the Parkline Project (project), a mixed-use neighborhood with new residential and office/research and development (R&D) buildings and supporting amenities. The project would result in the demolition of 35 of the 38 existing buildings and in its place would install the following:



- Three new multifamily buildings and townhome buildings on 10 acres that would provide 400 dwelling units. The buildings are expected to be between 2-stories (25-feet) and 5-stories (65 feet).
- Five new office and R&D buildings, an office amenity building, and community building totaling 1.1 million square feet. The buildings are expected to be between 3-stories (60-feet) and 5-stories (92 feet). Three existing buildings (Buildings P, S, and T) would be retained for continued R&D use. In total the new and retained office/R&D uses would total 1.38 million square feet, which is the same as the existing area of office/R&D uses.
- Parking, including three parking garages and surface parking for the office/R&D buildings, parking within the building podiums for the residential buildings, and parking within garages and surface guest parking for the townhomes.
- Landscaped publicly accessible open space, totaling 25 acres.
- New bicycle and pedestrian pathways.

The Project Sponsor has identified that the new buildings will comply with the latest sustainability requirements, including the City's all-electric reach code and green building program, as well as Title 24's new renewable energy mandate. The project is also expected to achieve LEED certification and Fitwel certification.

Construction of the project is expected to occur in one phase, with site preparation having a duration of 12 to 15 months and buildout of site infrastructure and vertical improvements occurring afterwards over the course of 30 to 36 months. However, there is the potential that the project could occur in two phases. In this scenario, site preparation would last 12 to 15 months; followed by the first phase (this phase would include the construction of only a portion of the project), which would have a duration of 30 to 36 months; and then followed by the second phase (this would include the construction of the remaining portions of the project), which would have a duration of 30 to 36 months.

## Project Variant

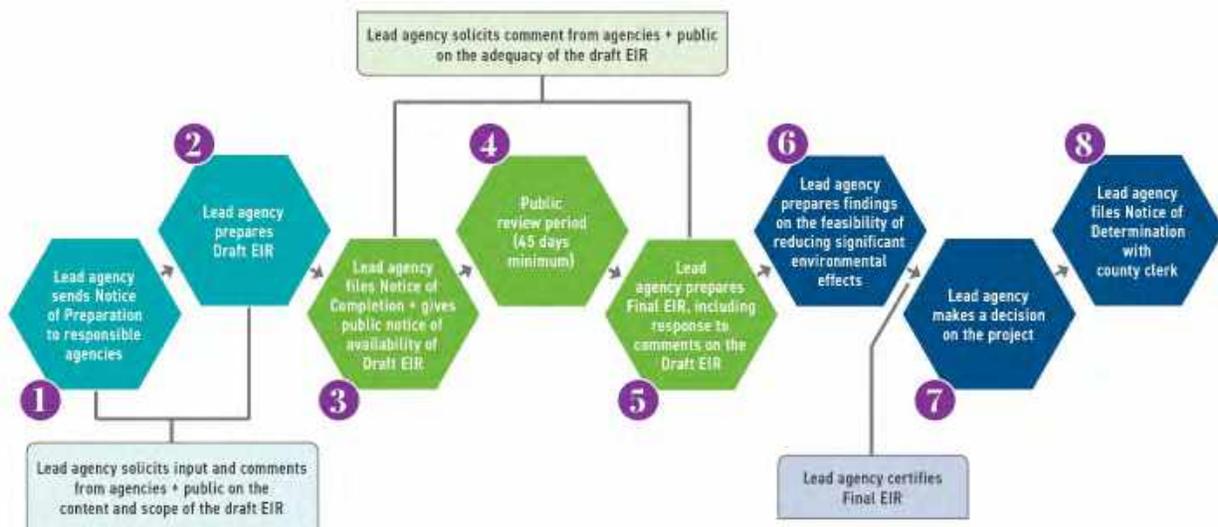
In addition, Rincon understands that the Project Sponsor is considering a project variant. The variant would increase the number of residential units from 400 to 600 and would require taller buildings and expanding the project footprint to include an additional one acre of land to situate the residential units.

## B.2 General Approach

At Rincon, we take a solution-oriented approach to the environmental review process that focuses on full disclosure of issues and proactive resolution of impacts. This is accomplished in a variety of ways, including:

- Effectively engaging stakeholder groups and the public;
- Streamlining environmental review in accordance with CEQA requirements where appropriate;
- Developing effective mitigation measures for identified impacts; and
- Devising alternatives that respond to environmental conditions and good planning principles.

Rincon managers and analysts are skilled at assisting agencies in not only meeting the legal requirements of the CEQA and entitlement processes, but in making the processes useful for the City and the community. We understand the need to become an extension of City staff in conducting the environmental review process. We will provide the City with regular progress reports on the work and budget status of our work. Our teamwork approach will ensure that the City has direct access to strong technical expertise, while the consultant team will have direct access to community issues and local political concerns.



Specifically for this project, Rincon’s approach will be to prepare an Environmental Impact Report (EIR) since the project has the potential to result in significant and unavoidable environmental impacts. Our approach would be to first identify the CEQA environmental baseline for the EIR. The existing site currently has existing office buildings, some of which are operational and some of which are not operational. Our approach would be to work with the City early in the process to identify the CEQA baseline. For example, Rincon will

help identify whether the baseline should be at the time of the release of the NOP or whether a scenario where the buildings are more operational would be an appropriate baseline. Rincon will help the City decide by reviewing caselaw and applying project experience.

In general, Rincon will use conservative assumptions when analyzing potential environmental impacts. For example, the Air Quality team will determine what construction scenario (i.e., one phase or two phases) is the most conservative scenario and will recommend that scenario when analyzing potential air quality impacts. In addition, our approach will be to analyze the potential impacts related to the project variant throughout the EIR. This would mean identifying the additional one-acre site where residences may be added and analyzing the potential impacts from the increased footprint and the increased intensity of development. Rincon will also consider the potential impacts from increasing heights, including the potential construction impacts from more development.

Rincon's approach will be to work with the City to identify potential CEQA streamlining opportunities for this project. For example, Rincon recommends the application of the CEQA streamlining opportunity identified in Public Resource Code Section 21099. Per Public Resource Code Section 21099, infill residential and employment center projects that are within 0.5 mile from a major transit stop (such as the Menlo Park Caltrain Station) qualify for streamlining, such that aesthetics and parking impacts are considered less than significant. Rincon recommends the application of this streamlining opportunity and will work with the City to apply any more streamlining opportunities that may apply.

Furthermore, Rincon understands the specific issues that arise for R&D projects and our staff will use their experience to inform their approach to environmental topics. For example, Rincon staff understands that there may be certain concerns from the public if R&D uses included biotechnical work. Rincon has analyzed biosafety impacts for other projects including, most recently, the Bayer biotechnology campus in Berkeley and would use that experience to discuss potential hazards from the project. In addition, Rincon's approach will be to prepare the necessary technical reports (Transportation Impact Analysis, Housing Needs Assessment, and Archaeological Resources Technical Report) and to peer review and validate applicant-provided technical reports (Phase I Environmental Site Assessment, Historical Resources Evaluation, Air Quality and Greenhouse Gas Emissions Report, Biological Resources Technical Report, and Hydrology and Stormwater Study). Rincon will apply the lessons learned from our Project Manager's (Leo Mena) recent experience working on Menlo Park EIRs, as well as the many other CEQA assignments Rincon has recently completed throughout the state, toward a smooth and efficient process for CEQA review.

## C. Proposed Work Plan



### C.1 Task 1: Project Kick Off and Site Visit

The project kickoff meeting will convene City staff, staff from the Project Sponsor if appropriate, and the Rincon team to introduce the project, clarify the scope of work and process, establish methods of communication, review preliminary data needs, and refine the project schedule. During the kickoff meeting, details of project schedule and deliverables will be determined, including the timing of the publication of the NOP. The project kickoff meeting will occur in-person or virtually, at the discretion of the City. If the project kickoff is held in-person, the kickoff meeting will be followed by a site visit. If the kickoff meeting is held virtually, Rincon will visit the site separately to observe and photo-document existing conditions and context.

#### Deliverables

- Kickoff Meeting Agenda, Updated Schedule, and Meeting Minutes. Please note that a preliminary schedule is shown in Appendix D of this proposal.

#### Assumptions

- Kickoff Meeting will be held in person, followed by a site visit. Depending on the situation related to Covid-19, the kickoff meeting can transition into a virtual meeting.

### C.2 Task 2: Project Description and Data Needs

Rincon will prepare a Draft Project Description based on the latest Plans and documentation provided by the Project Sponsor and City and will provide an electronic copy (Microsoft Word) for review by staff prior to commencing the analysis. As a basis for the environmental analysis to follow, a clear and thorough description of the project is a critical first step in the CEQA process. Textual, tabular, and graphic presentation (with city and/or planning team-prepared maps, plans, renderings, or diagrams) will be included as necessary to facilitate a thorough understanding of the proposed plan and its potential implementation. The Project Description will include a full discussion of the project variant, which will be analyzed throughout

the EIR at an equal level of detail as other project components. In addition, Rincon will review the existing information provided by the Project Sponsor, as well as the City Ordinances, General Plan, Zoning Code, and other EIRs prepared by the City. After review of those documents, Rincon will assemble a comprehensive list of data needs for the City to provide, in coordination with the Project Sponsor.

### **Deliverables**

- Project Description (Microsoft Word)
- Data Needs (electronic format)

### **Assumptions**

- The project schedule is based on the timely receipt of data required for the environmental analysis.

## **C.3 Task 3: Project Scoping**

After preparation of the Project Description, Rincon will draft a Notice of Preparation (NOP) in consultation with staff. The NOP is intended to alert other public agencies about the undertaking and to solicit their input on the scope and content of the environmental information to be included in the EIR. The NOP will consist of a brief description of the scope of the project, a map of the project area, the probable environmental effects of the project, and instructions for submitting comments. Rincon will submit a final accessible PDF copy of the NOP to City staff for posting on its website and for distribution to public agencies. Rincon will also prepare the Notice of Completion (NOC), which is required by the State Clearinghouse (SCH).

Based on Rincon's understanding of the City's noticing procedures, Rincon assumes that the City will distribute the NOP to the State Clearinghouse; County Clerk; and the City's distribution list. Rincon will assist the City by reviewing the City's distribution list and making suggestions for additions to the list. During the 30-day public review period for the NOP, Rincon will present at a Public Scoping Meeting (virtual or in-person, depending on the City's preferred practice) for the EIR to introduce the CEQA process and obtain input on the EIR scope. The public scoping meeting will include an informational presentation (that Rincon will prepare) and will allow for public comment and questions. The public scoping meeting will be recorded by the City and made available for posting on the City website.

### **Deliverables**

- NOP (Word and PDF format)
- Notice of Completion (PDF format)
- SCH Summary Form (PDF format)
- Presentation for scoping meeting (Microsoft PowerPoint)

### **Assumptions**

- The City provides one Microsoft Word file per deliverable with consolidated, non-contradictory comments.
- The City handles noticing to the SCH; County Clerk; responsible agencies, trustee agencies, and interested organizations, and persons; and to the public via newspaper ads, radius-label mailing, or on site posting.
- Rincon will attend one scoping meeting for the Draft EIR, either in person or virtual, depending on the City's preference.

## C.4 Task 4: Technical Studies

### Task 4.1 Transportation Impact Analysis (TIA)

Hexagon Consultants will prepare the TIA. The scope of work for the preparation of the TIA is included in Appendix B.

#### Deliverables

- Draft and Final TIA, per Hexagon’s scope of work in electronic format; no hard copies.

### Task 4.2 Housing Needs Assessment (HNA)

KMA will prepare the HNA. The scope of work for the preparation of the HNA is included in Appendix C.

#### Deliverables

- Drafty and Final HNA, per Hexagon’s scope of work in electronic format; no hard copies.

### Task 4.3 Phase I Environmental Site Assessment Peer Review

Rincon will conduct a peer review of the Phase I Environmental Site Assessment and Site Assessment Report, which were both prepared by ATC Group Services LLC and dated March 21, 2021. The peer review will evaluate the accuracy and findings of the reports; confirm that the appropriate methodology was utilized; identify any data gaps; and make recommendations to address data gaps if found.

Clear comments with guidance and suggestions will be inserted into the study, for consideration and addressing by the Project Sponsor’s team. This peer review does not include Rincon revising the Project Sponsor’s study. Rincon will prepare a brief findings memorandum that describes the peer review approach and findings. As needed, recommendations will be provided to address deficiencies in the study, to improve defensibility. This scope of work assumes the study will be provided in electronic and editable format. All deliverables will be provided in electronic format (PDF and/or Word). Under this scope of work, Rincon will also provide one round of review of the revised study and participate in up to two virtual meetings with the Project Sponsor’s team, as needed to clarify and address Rincon’s comments on the study.

#### Deliverables

- Peer Review letter in electronic PDF format

#### Assumptions

- All deliverables will be provided and received electronically, no hard copies.
- Rincon will provide one round of review of the revised Phase I Environmental Site Assessment and Site Assessment Report.
- Rincon will participate in up to two virtual meetings with the Project Sponsor team.
- This scope assumes that Rincon will find the study adequate, and no additional fieldwork would be necessary.
- This scope of work does not include site reconnaissance, a review of regulatory agency databases for hazardous sites, or a review of historical documents for the project area and site.

## Task 4.4 Historical Resources Evaluation Peer Review

Under this task, Rincon’s qualified architectural historians will conduct a peer review of the Historical Resources Evaluation (HRE) of SRI International Campus at 333 Ravenswood Avenue prepared by Page & Turnbull, Inc. in April 2022. The peer review will address the adequacy of the document, paying particular attention to methodology and results. To ensure the assessment is thorough and defensible, the review will consider best professional practices and accepted guidance from the National Park Service (NPS) and the California Office of Historic Preservation (OHP) for the evaluation of historical resources. Rincon will then prepare a findings memorandum that provides an analysis of the historical resources assessments. As needed, recommendations will be provided to address deficiencies and propose areas that can be strengthened. We do not anticipate completing a site survey or that preparation of an independent HRE will be required. It is understood that the project area may increase by an acre. It is assumed the potential expanded area will not include any age-eligible built environment resources and will not require evaluation as a potential historical resource.

Clear comments with guidance and suggestions will be inserted into the study, for consideration and addressing by the Project Sponsor’s team. This peer review does not include Rincon revising the Project Sponsor’s study. Rincon will prepare a brief findings memorandum that describes the peer review approach and findings. As needed, recommendations will be provided to address deficiencies in the study, to improve defensibility. This scope of work assumes the study will be provided in electronic and editable format. All deliverables will be provided in electronic format (PDF and/or Word). Under this scope of work, Rincon will also provide two rounds of review of the revised study and participate in up to two virtual meetings with the Project Sponsor’s team, as needed to clarify and address Rincon’s comments on the study.

### Deliverables

- Peer Review letter in electronic (PDF and/or Word) format

### Assumptions

- All deliverables will be provided and received electronically, no hard copies.
- Rincon will provide up to two rounds of review of the revised technical report.
- Rincon will participate in up to two virtual meetings with the Project Sponsor team.
- This scope assumes that Rincon will find the study adequate and no additional field visits or preparation of an independent HRE would be necessary.
- The potential 1-acre expanded area will not include any age-eligible built environment resources and will not require evaluation as a potential historical resource.

## Task 4.5 Archaeological Resources Technical Report

Upon authorization to proceed, Rincon will conduct a California Historical Resources Information System (CHRIS) records search of the project site and a 1-mile radius at the Northwest Information Center (NWIC) located at Sonoma State University. The primary purpose of the records search is to identify previously recorded cultural resources known to exist within or near the project site. In addition to the resource records and reports, an examination will be made of historical maps, the National Register of Historic Places, California Register of Historical Resources, the Built Environment Resources Directory, the Archaeological Determinations of Eligibility list, and the listing of California Historical Landmarks. The records search will also reveal the nature and extent of any cultural resources work conducted in or near the project site. Direct expenses associated with the records search will not exceed \$800. Record search requests at NWIC are typically fulfilled in four to six weeks.

On behalf of the City of Menlo Park, Rincon will contact the Native American Heritage Commission (NAHC) to request a Sacred Lands File (SLF) search. The SLF search will indicate whether recorded Sacred Lands are present within the vicinity of the project site. The NAHC will also provide a list of Native American contacts



for the project, which will be provided to the City of Menlo Park and/or the lead agency for CEQA. NAHC requests are currently fulfilled in six to eight weeks. This does not constitute Assembly Bill 52 or Senate Bill 18 consultation.

Upon completion of the records search, Rincon will conduct a pedestrian survey of the 63-acre project site to confirm existing conditions. Rincon understands that the site is currently developed, including largely paved areas with little ground visibility. The field survey will consist of visual inspection of areas of exposed ground, including planted areas and landscaping. For the purposes of this scope of work, Rincon assumes the survey will be negative for cultural resources. Should any cultural resources be identified during the survey, a scope and budget augmentation will be submitted for formal recordation or record updating on State of California Department of Parks and Recreation Series 523 (DPR) forms. No testing or evaluation will be conducted, nor will any artifacts, samples, or specimens be collected during the survey. The survey will be conducted in accordance with agency standards and project documentation and protocols. Rincon assumes that the survey will require one field day to complete by a single cultural resources specialist, including travel time, and there will be no access issues. A single mobilization will be needed to complete the fieldwork.

Rincon will prepare a Cultural Resources Technical Report that will present findings, recommendations, and impact assessments. The report will follow the California Office of Historic Preservation's Archaeological Resource Management Reports (ARMR): Recommended Contents and Format and will provide applicable environmental and cultural contexts for the project site and vicinity, outline the regulatory framework within which impacts to cultural and historical resources will be analyzed, present the methods and results of the CHRIS records search, archival research, and field survey, and include a desktop geoarchaeological review and sensitivity analysis. The report findings will include an impacts analysis suitable for inclusion in the environmental document for the project and any applicable mitigation measures. Rincon assumes that no cultural resources are within the project site. An electronic copy (PDF and/or Microsoft Word) of the draft report will be submitted to the lead agency for review and approval. Rincon assumes that one round of minor comments may be requested by the lead agency. The report will be finalized following completion of the review cycle. Electronic copies will be provided to the lead agency and to the NWIC. This scope of work and cost estimate assumes no printed copies will be produced by Rincon. The report findings will be summarized under the Cultural Resources Section of the EIR.

### **Deliverables**

- Draft and Final Cultural Resources Technical Report in electronic (PDF and/or Word) format.

### **Assumptions**

- All deliverables will be provided and received electronically, no hard copies.
- Direct expenses associated with the records search will not exceed \$800.
- Rincon assumes the pedestrian survey will be negative for cultural resources.
- Should any cultural resources be identified during the survey, a scope and budget augmentation will be submitted for formal recordation or record updating on DPR forms.
- No testing or evaluation will be conducted, nor will any artifacts, samples, or specimens be collected during the pedestrian survey.
- One round of comments from the City.

## **Task 4.6 Air Quality and Greenhouse Gas Emissions Technical Report Peer Review**

Under this task, Rincon's air quality and greenhouse gas emission team will conduct a peer review of the technical report prepared by Ramboll. The peer review will address the adequacy of the document, paying particular attention to methodology and results. To ensure the assessment is thorough and defensible, the review will consider best professional practices. Rincon will then prepare a findings memorandum that

provides an analysis of air quality and greenhouse gas emissions. As needed, recommendations will be provided to address deficiencies and propose areas that can be strengthened.

Clear comments with guidance and suggestions will be inserted into the study, for consideration and addressing by the Project Sponsor's team. This peer review does not include Rincon revising the Project Sponsor's study. Rincon will prepare a brief findings memorandum that describes the peer review approach and findings. As needed, recommendations will be provided to address deficiencies in the study, to improve defensibility. This scope of work assumes the study will be provided in electronic and editable format. All deliverables will be provided in electronic format (PDF and/or Word). Under this scope of work, Rincon will also provide one round of review of the revised study and participate in up to two virtual meetings with the Project Sponsor's team, as needed to clarify and address Rincon's comments on the study.

### Deliverables

- Peer Review letter in electronic (PDF and/or Word) format

### Assumptions

- All deliverables will be provided and received electronically, no hard copies.
- Rincon will provide one round of review of the revised technical report.
- Rincon will participate in up to two virtual meetings with the Project Sponsor team.
- This scope assumes that Rincon will find the study adequate, and no additional air quality or greenhouse gas emissions modeling would be necessary.

## Task 4.7 Biological Resources Technical Report Peer Review

Under this task, Rincon will conduct a peer review of the Biological Resources Assessment (BRA) prepared for the project to be provided to Rincon by the City. Rincon will review the BRA in the context of the CEQA Appendix G checklist for biological resources, focusing on the adequacy of the analysis and soundness of the conclusions of the report and the sufficiency of the report to support the CEQA analysis. This task includes a review of background information, including project plans, aerial imagery and site photographs, and a check for any updates to agency databases or changes in species listing status since completion of the technical study report. We will review the methodology and assumptions used in the study, the extent of the project (footprint) and appropriateness of buffers of the project and planned activities, the specificity and appropriateness of recommended measures, and completeness and accuracy of the study.



Clear comments with guidance and suggestions will be inserted into the study, for consideration and addressing by the Project Sponsor's team. This peer review does not include Rincon revising the Project Sponsor's study. Rincon will prepare a brief findings memorandum that describes the peer review approach and findings. As needed, recommendations will be provided to address deficiencies in the study, to improve defensibility. This scope of work assumes the study will be provided in electronic and editable format. All deliverables will be provided in electronic format (PDF and/or Word). Under this scope of work, Rincon will also provide one round of review of the revised study and participate in up to two virtual meetings with the Project Sponsor's team, as needed to clarify and address Rincon's comments on the study.

### Deliverables

- Peer Review letter in electronic (PDF and/or Word) format

### Assumptions

- All deliverables will be provided and received electronically, no hard copies.
- Rincon will provide one round of review of the revised BRA.
- Rincon will participate in up to two virtual meetings with the Project Sponsor team.
- The review of the reports will be based on desktop reviews and no site visit will be conducted.
- This scope assumes that Rincon will find the study adequate, and no additional fieldwork would be necessary.

## Task 4.8 Hydrology and Stormwater Study Peer Review

Under this task, Rincon’s water resources team will conduct a peer review of the Hydrology and Stormwater Study prepared by the Project Sponsor. It is anticipated this study will define the existing surface water and stormwater drainage patterns at the project site, and any changes that may occur to the existing patterns because of the project, as well as identify any project design features or best management practices to be implemented to avoid or minimize adverse impacts. Such features may include the use of landscaping and detention areas to control the volume and velocity of flows, among other approaches. The peer review will address the adequacy of the document and consider whether reasonably foreseeable impacts of the project are appropriately characterized and mitigated where possible. Clear comments with guidance and suggestions will be inserted into the study, for consideration and addressing by the Project Sponsor’s team. This peer review does not include Rincon revising the Project Sponsor’s study.

Rincon will prepare a brief findings memorandum that describes the peer review approach and findings. As needed, recommendations will be provided to address deficiencies in the study, to improve defensibility. This scope of work assumes the study will be provided in electronic and editable format. All deliverables will be provided in electronic format (PDF and/or Word). Under this scope of work, Rincon will also provide one round of review of the revised study and participate in up to two virtual meetings with the Project Sponsor’s team, as needed to clarify and address Rincon’s comments on the study.

### Deliverables

- Peer Review letter in electronic (PDF and/or Word) format

### Assumptions

- All deliverables will be provided and received electronically, no hard copies.
- Rincon will provide one round of review of the revised Hydrology and Stormwater Study.
- Rincon will participate in up to two virtual meetings with the Project Sponsor team.
- This scope assumes that Rincon will find the study adequate, and no additional fieldwork would be necessary.

## C.5 Task 5: Administrative Draft EIR

Rincon will prepare an Administrative Draft EIR pursuant to CEQA requirements. The EIR will address comments on the NOP and scoping meeting, and incorporate information from other relevant documents. The setting for each topical section will describe existing conditions relevant to the topic and provide the groundwork for impact analysis. Rincon will clearly state the thresholds used to determine the significance of project impacts and the basis of the thresholds. Rincon will include thresholds in Appendix G of the CEQA Guidelines, as well as existing regulatory standards, if applicable. Rincon will identify impacts and prepare mitigation measures to reduce significant impacts to a less-than-significant level, when feasible. For each potentially significant impact identified in the Administrative Draft EIR, Rincon will identify mitigation measures to avoid or reduce identified impacts. The proposed mitigation measures shall comply with all CEQA requirements, including but not limited to CEQA Guidelines Section 15126.4. To prepare an EIR that

meets the needs of the City and regulatory requirements of the state, the EIR will comprise the following sections.

## Task 5.1 Introduction

The introduction will describe the purpose of the EIR, background of the project, the scope of issues to be addressed, and will present the organization of the report.

## Task 5.2 Project Description

The project description will contain the City's objectives for the project; a summary of goals, policies, programs, and development regulations; and graphical depiction of the project. The Project Description will be prepared under Task 2.

## Task 5.3 Analysis, Impacts, and Mitigation Measures.

Analysis of impacts will include four main components:

- **Setting.** Description of current conditions with respect to the issue in question, including the existing regulatory environment.
- **Impact Analysis.** Discussion of potentially significant effects of the project, typically compared to established "thresholds of significance."
- **Mitigation Measures.** Methods by which significant effects can be reduced or eliminated. For each section, CEQA-compliant mitigation will be identified if the project impact is significant.
- **Level of Significance After Mitigation.** Discussion of whether proposed mitigation measures would reduce impacts to below the adopted significance threshold.

In addition, each chapter of the environmental resource section will include a discussion of cumulative impacts. Rincon assumes that the City will provide a list of cumulative projects to consider in the cumulative impact analysis. In addition, there is an option for the City to do a projections-based approach (i.e., General Plan buildout) for cumulative impacts instead of a list-based approach. Rincon will discuss options with the City and provide recommendations before the City selects the approach to take for cumulative impacts.

## Air Quality, Greenhouse Gas Emissions, and Energy

Under this task, Rincon's air quality and greenhouse gas emission team will prepare the Air Quality and greenhouse gas emissions (GHG) sections based on the technical report prepared by the Project Sponsor and peer-reviewed by Rincon. The Air Quality and GHG sections of the EIR will contain the following information: (1) an explanation of study methodology; (2) a discussion of the existing air quality and GHG conditions and regulatory framework; (3) a summary of impacts; and (4) identification of mitigation measures, as necessary.

## Biological Resources

Under this task, Rincon's biological resources team will prepare the Biological Resources sections based on the technical report prepared by the Project Sponsor and peer-reviewed by Rincon. The Biological Resources section of the EIR will contain the following information: (1) an explanation of study methodology; (2) a discussion of the existing biological resources conditions and regulatory framework; (3) a summary of impacts; and (4) identification of mitigation measures, as necessary.



## Cultural Resources and Tribal Cultural Resources

Rincon understands the project site contains several potential historical resources. Using previous historical resources documentation prepared for the project, the peer review described above, and the findings of the cultural resources technical report, Rincon will identify potential impacts to historical, archaeological, and cultural resources and present mitigation measures that could reduce impacts to the extent feasible.

Under AB 52 (California Government Code Section 21080.3.1(a)) and SB 18 (California Government Code Section 65352.3 and 65352.4), the City of Menlo Park, as the CEQA lead agency, is required to begin consultation with California Native American Tribes that are traditionally and culturally affiliated with the project site, prior to the release of a negative declaration, mitigated negative declaration, or environmental impact report. Rincon will request an AB 52 and SB 18 consultation list from the NAHC, as described above, and will assist the City of Menlo Park with consultation under AB 52 and SB 18 by providing the City of Menlo Park with letter templates, checklists, and detailed instructions to help ensure meaningful consultation with interested Native American groups. Typically, NAHC list requests are fulfilled within 4 weeks. After receipt of letters, Native American Tribes have 30 days to reply to a request for consultation under AB 52 and 90 days under SB 18; the 30 day wait period for AB 52 is subsumed in the wait period for SB 18. This task does not include meetings, outreach, consultation or mailing letters to Tribal governments. Rincon assumes the City of Menlo Park will officially contact all applicable Tribes. This scope of work assumes the City will conduct all tasks associated with Native American government-to-government consultation in accordance with AB 52 and SB 18. However, Rincon can assist with these activities for an additional fee on request. The results of this consultation will be summarized in the cultural resources and tribal cultural resources section of the EIR.

## Geology and Soils

This section will discuss the potential for geologic hazards, including fault rupture, ground shaking, landslides, liquefaction/slope stability, erosion, and subsidence. It will rely on existing information, including the Geotechnical Report, which Rincon assumes the Project Sponsor will provide. Rincon assumes that a peer review of the Geotechnical Report will not be necessary because the Geotechnical Report will be reviewed and approved by the City.

Rincon will present a paleontological resources assessment in the EIR that will summarize the project's potential to impact geologic units with paleontological sensitivity and any necessary mitigation measures. The assessment will discuss the results of the literature review and record search, provide a discussion of the regional geology and the geologic unit(s) present within the project site, characterize the paleontological sensitivity of the geologic units present within the project site using the Society of Vertebrate Paleontology paleontological sensitivity classification system, assess the potential for significant impacts to scientifically important paleontological resources under state and federal guidelines, and provide management recommendations for avoiding or reducing impacts to paleontological resources from project development as necessary. Rincon assumes that paleontological resources records search direct expenses will not exceed \$500. The results of this study will be summarized in the geology and soils section of the EIR.

### Hazards and Hazardous Materials

This section will discuss the potential for impacts relating to hazardous materials transport, storage, and use, as well as hazards such as contaminated sites, asbestos, and lead-based paints that may be released due to demolition. It will rely on and summarize the information from the peer review of the Phase I study (see Task 4.3). In addition, this section will consider the potential operational impacts from the storage of any hazardous materials in the office/R&D buildings. Rincon assumes that the Project Sponsor will provide details related to the hazardous materials that could be stored in the office/R&D buildings and will identify the existing regulations that would be in place to minimize impacts from the release of hazardous materials. If biotech R&D is a potential use, we will discuss biosafety levels and applicable regulations in the context of the impact analysis and potential mitigation strategy. CEQA-compliant mitigation will be identified if the project impact is significant.

### Hydrology and Water Quality

The hydrology and water quality analysis will evaluate potential impacts relating to hydrological conditions and flooding as well as potential impacts to surface and groundwater quality. This section will also rely on the information provided in the peer reviewed Hydrology and Stormwater Study. Rincon understands that the project would include incorporation, where feasible, of certain features, such as low-flow fixtures, native drought tolerant plants, options for greywater use, and recycled water for landscape irrigation; an overall reduction in impermeable surfaces, which would reduce the volume of runoff; and compliance with San Mateo County C3 requirements, including incorporation of low-impact-development (LID) stormwater treatment measures. The section will include a summary of the existing regulations that would minimize potential impacts to hydrology and water quality. CEQA-compliant mitigation will be identified if the project impact is significant.



### Land Use and Planning

Rincon understands that a General Plan Amendment as well as a Zoning Ordinance amendment would be required for this project. This discussion will analyze the relationship of the project and associated entitlements to applicable planning policies and ordinances, including the City's current General Plan policy elements and Municipal Code. The project's land use impacts in its context of surrounding commercial, residential, and recreational land uses will be discussed.

## Noise and Vibration

The Noise and Vibration section of the EIR will be conducted in accordance with City of Menlo Park guidelines, standards, and ordinances. The analysis will consider both temporary construction and long-term operational noise from the project. The noise and vibration analysis will include the following tasks:

- The primary noise source in the project area is vehicular traffic on Ravenswood Avenue and Middlefield Road. Rincon will conduct up to three short-term (15 minute) noise measurements and three long-term (24-hour+) noise measurements in the project area to characterize the existing ambient noise environment.
- Quantify and address construction noise and vibration from implementation of the project (due to demolition and other construction activities) based on construction information (proposed equipment types and duration), which will be provided by the City and Project Sponsor. If specific construction information is not available, assumptions can be developed by Rincon for a project of this type and size using the air quality model defaults. Rincon understands that the City uses a threshold of 10 dBA increase above the ambient for construction noise in addition to the individual limit of 85 dBA at 50 feet per piece of equipment from the Municipal Code. Rincon will coordinate with the City to confirm the appropriate construction noise thresholds.
- Estimate the project's contribution to an increase in traffic noise levels based on data provided by Hexagon for the roadway segments studied in the TIA.
- Prepare an analysis of the potential for on-site noise generators (e.g., mechanical equipment, truck loading) to exceed City standards at nearby sensitive receivers. Source noise levels for identified equipment will be obtained from equipment specification sheets provided by the client or designated representative. If specific equipment has not been selected, Rincon can assist in the development of a list of typical equipment anticipated to be included in the project based on previous experience.
- If significant impacts are identified, identify appropriate mitigation measures. As necessary, the analysis will calculate the necessary barrier heights, operational restrictions, or other mitigation options to reduce noise levels to applicable standards.
- The Noise and Vibration section of the EIR will contain the following information: (1) an explanation of study methodology; (2) a discussion of the existing noise levels and local noise criteria; (3) a summary of noise impacts; and (4) identification of mitigation measures, as necessary.

## Population and Housing

The project is expected to result in an increase to population due to the addition of residences and new employment opportunities. The Population and Housing Section will rely on the conclusions made on the HNA. The scope for the HNA is included in Appendix C. Rincon will analyze whether the project would displace people or housing and will also compare potential population and housing growth to regional growth forecasts for the area to analyze whether the project would encourage substantial unplanned growth in the City.

## Public Services and Recreation

This section will address potential impacts relating to police protection and fire protection services, schools, and parks and recreational facilities. This section will use existing information and information from service providers to determine service levels and existing and projected gaps in service that may result from anticipated development of the project. In addition, Rincon will consider the project's proximity to existing services (the project is adjacent to the Police Department, the library, and Burgess Park, and the fire department is located approximately 0.25 mile away), as well as the new recreational amenities that the project would add.

## Transportation

The Transportation Section will be prepared by summarizing the information in the TIA. The full scope for the transportation analysis is included in Appendix B.

## Utilities and Service Systems

This section will discuss potential impacts to water supply and service systems, wastewater conveyance and treatment systems, and solid waste collection and disposal systems. Water and wastewater service demand from the project will be compared to available water supply and wastewater treatment capacity. Project demand for solid waste disposal will also be evaluated in comparison to available capacity. Rincon understands that the project has a target of recycling over 80 percent of construction and demolition debris. CEQA-compliant mitigation will be identified if the project impact is significant.



## Effects Found To Be Less than Significant or No Impact

The Administrative Draft EIR will include a section that summarizes the environmental resources for which no impacts or less than significant impacts are expected. These environmental resources include Aesthetics, Agriculture and Forestry Resources, Energy, Mineral Resources, and Wildfire. This Section will include a brief discussion of these resources, including references to publicly available mapping (i.e., mapping from the California Department of Conservation, San Mateo County, and Cal Fire) that show that these resources (Agriculture and Forestry Resources and Mineral Resources) and risks (Wildfire) are not present on the project site. To address potential energy issues, Rincon will estimate project related energy consumption and prepare an analysis to be incorporated into the CEQA document. Rincon's approach to the aesthetics analysis will rely on the use of Public Resource Code Section 21099, which identifies that aesthetics impacts are less than significant for projects on an infill site, within a Transit Priority Area (i.e., within 0.5 mile of a major transit stop), and if the project is a residential, mixed-use, or employment center. All the new buildings associated with the project would meet the requirements of Public Resource Code Section 21099. As such, the EIR will summarize these findings and conclude a less than significant impact.

If requested by the City, Rincon will prepare an Initial Study to be included as an appendix to the EIR that scopes out impacts that will have a less than significant impact. If the City were to request that an Initial Study be prepared, Rincon will prepare an amendment to add that service. In addition, Rincon understands that the City may want to conduct a more robust aesthetics analysis rather than just relying on Public Resource Code Section 21099. Rincon can prepare an aesthetic analysis that will consider such issues as alteration of public views, changes in visual character, increased light and glare, and shadowing (for an additional fee to be added as a budget amendment).

## Task 5.4 Other CEQA

The EIR will provide, in addition to the sections discussed above, all other required CEQA sections, including, but not limited to, areas of known controversy, growth inducement effects, and significant unavoidable impacts.

## Task 5.5 Alternatives

As required by CEQA, the EIR will consider feasible alternatives to the project. These will likely include additional project scenarios that are oriented around addressing identified significant impacts of the proposed project. Up to three alternatives, including the "no project" alternative, will be studied. The alternatives analysis may be less detailed than the project analysis but will identify the magnitude of each



impact and compare impacts to those of the proposed project and associated mitigation requirements. Alternatives will be identified during the course of the study in consultation with City staff. Analysis of the alternatives will be supported by Rincon's qualified architectural history staff in identifying alternatives that could reduce significant impacts on historical resources, if any. This scope assumes that information related to feasibility of alternatives will be provided by the City or Project Sponsor.

### **Deliverables**

- Administrative Draft EIR (Microsoft Word Format)

### **Assumptions**

#### **General Assumptions**

- The City provides one Microsoft Word file per section with consolidated, non-contradictory comments.

#### **Cumulative Impacts**

- The City will provide Rincon with a list of cumulative projects.

#### **Biological Resources**

- This scope does not include definitive surveys for the presence or absence of the species that may be present.
- Impacts to heritage trees will be based on the existing Tree Plan (dated 01/07/2022) and an arborist report will not be required and is not included in this scope.

#### **Cultural Resources and Tribal Cultural Resources**

- This scope does not include meetings, outreach, consultation or mailing letters to Tribal governments.
- The City will officially contact all applicable Tribes.
- The City will conduct all tasks associated with Native American government-to-government consultation in accordance with AB 52 and SB 18.

#### **Hazards and Hazardous Materials**

- The City, with the assistance of the Project Sponsor will provide details related to the hazardous materials that could be stored in the office/R&D buildings.

#### **Noise and Vibration**

- The City and Project Sponsor will provide equipment specifications for all proposed equipment and will assist in obtaining noise level data from manufacturers.
- The City will provide site access for noise monitoring.

#### **Alternatives**

- Up to three alternatives, including the "no project" alternative will be studied.
- Alternatives will be developed in collaboration between Rincon, the City, and, if appropriate, the Project Sponsor.
- Information related to feasibility of alternatives will be provided by the City or Project Sponsor.

## C.6 Task 6: Screen Check Draft EIR

Rincon will incorporate the edits and comments made by City staff on the Administrative Draft EIR. To address the City's comments, Rincon will identify and flag any comments that require discussion, and a conversation will be held between the City and the Rincon team to resolve any discrepancies in thought or approach. After addressing City comments, Rincon will prepare and deliver a Screen Check Draft EIR in digital format to the City. The Screen Check Draft EIR will also include the Executive Summary. The Screen Check Draft EIR will include PDFs of the track-changes and response to comments, and clean Microsoft Word documents.

### Deliverables

- Screen Check Draft EIR, including the Executive Summary (PDF format and Microsoft Word Format)

### Assumptions

- The City provides one Microsoft Word file per section with consolidated, non-contradictory comments.
- One focused meeting will be held between City staff and the Rincon team to address flagged comments.

## C.7 Task 7: Public Draft EIR and Noticing

Because a meeting will be held to resolve any outstanding comments, Rincon assumes that there would not be substantial new comments on the Screen Check Draft EIR. After addressing the City's final comments, Rincon will prepare and deliver the Public Draft EIR to the City, which will include technical reports as Appendices to the EIR. Rincon will provide track-changes PDFs of any remaining sections that the City had comments on showing the revisions that were made; PDFs of the clean documents, which will be ready to upload to the City website; and up to 15 printed copies of the EIR (with Appendices in a USB).



Rincon will prepare the Notice of Availability (NOA), NOC and Summary Form, which is required by the SCH. Based on Rincon's understanding of the City's noticing procedures, Rincon assumes that the City will distribute the NOA and Draft EIR to the State Clearinghouse; County Clerk; to responsible agencies, trustee agencies, and interested organizations, and persons; and to the public via newspaper ads, radius-label mailing, or on site posting. Rincon will assist the City in identifying contacts to share the NOA and EIR but Rincon assumes that the City will handle distribution of the noticing.

As required by California law, the Draft EIR will be circulated for public review for a minimum of 45 days. Comments received during the public review period will be compiled by City staff for later responses. Rincon assumes that the City will provide comments to Rincon as they are received and a final compiled package of comments when the public review period is closed. Rincon will attend and can present at up to three public meeting/hearings on the Draft EIR. In addition, Rincon will prepare the presentation for these meetings.

### Deliverables

- Public Draft EIR (PDF format) and up to 15 printed copies.
- Notice of Availability (Word and PDF format)
- Notice of Completion (PDF format)
- SCH Summary Form (PDF format)
- Presentation for public meeting/hearings (Microsoft PowerPoint)

## Assumptions

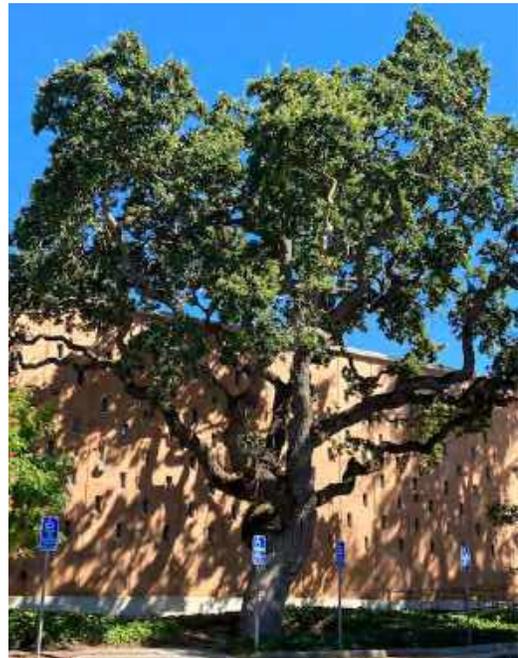
- The City provides one Microsoft Word file per section with consolidated, non-contradictory comments.
- The City handles noticing to the SCH; County Clerk; responsible agencies, trustee agencies, and interested organizations, and persons; and to the public via newspaper ads, radius-label mailing, or on site posting.
- Rincon will attend up to three public meeting/hearings on the Draft EIR, either in person or virtual, depending on the City's preference.
- The City will manage digital accessibility compliance (Rincon has accessibility compliance capabilities in-house, from evaluation to full compliance remediation, and can add these services for an additional fee on request).

## C.8 Task 8: Final EIR

Rincon will complete the Final EIR after the review period has closed and all comments submitted during that period have been received. Comments will be numbered and those relevant to the EIR will be responded to pursuant to CEQA Guidelines. The Final EIR will include an Introduction, the compiled comments that were received on the Draft EIR, responses to those comments, revisions to the Draft EIR (if any) in the form of an errata, the Mitigation Monitoring Reporting Program (MMRP).

Rincon will prepare an Administrative Final EIR for the City's review and will deliver the document electronically. Rincon assumes that the City will provide consolidated, non-contradictory comments in one Word file. To address the City's comments, Rincon will identify and flag any comments that require further discussion, and a conversation will be held between the City and the Rincon team to resolve any discrepancies in thought or approach. After addressing City comments, Rincon will prepare and deliver a Screen Check Final EIR in digital format to the City. The Screen Check Final EIR will include PDFs of the track-changes and response to comments, and a clean Microsoft Word document. After Rincon receives final edits and comments on the Screen Check Final EIR, Rincon will prepare the Final EIR, ready for upload to the City website and dissemination to public agencies that commented on the Draft EIR. Rincon assumes there will be no substantial changes to the Screen Check Final EIR. Rincon will provide 15 printed copies of the Final EIR, along with electronic copies of the document in Word and Adobe PDF format. The parties agree that if more than 120 hours of Rincon professional staff time is required, and if there is insufficient funding to complete the required work under the contract, that the parties will agree to a contract amendment utilizing the existing rate structure.

In addition, Rincon will prepare the Findings of Fact and Statement of Overriding Considerations. Rincon expects that the project will result in significant and unavoidable impacts and as such, a Statement of Overriding Considerations would be required. This scope of work assumes that if alternatives are determined to be infeasible due to financial considerations, or that the Statement of Overriding Considerations relies on specific economic or financial factors, corresponding financial data to support these conclusions will be provided by the City or Project Sponsor team. After receipt of those comments, Rincon will revise those documents and provide them to the City. Rincon will provide the Findings of Fact and Statement of Overriding Considerations as Microsoft Word Documents and PDFs.



### Deliverables

- Administrative Final EIR (Word Document)
- Screen Check Final EIR (PDF format and Microsoft Word Format)
- Public Final EIR (PDF format) and up to 15 printed copies.
- Findings of Fact and Statement of Overriding Considerations (Microsoft Word Document and PDF).

### Assumptions

- The City provides one Microsoft Word file per section with consolidated, non-contradictory comments.
- A budget amendment would be required if there is insufficient funding to complete the required work under the contract due to extensive comments received on the Draft EIR.
- The City and/or Project Sponsor Team will provide financial data, as needed, to support the preparation of the Statement of Overriding Considerations.

## C.9 Task 9: Final EIR Circulation, Presentation, NOD

After completion of the Final EIR, CEQA requires that the City provide the Final EIR to any public agencies that commented on the Draft EIR at least 10 days before the certification of the EIR and approval of the project. The City will be responsible for uploading the Final EIR to the project website. Rincon will assist the City in identifying the public agencies that should receive the Final EIR to comply with CEQA; however, consistent with the City's existing procedures, the City will be responsible for the notification of the availability of the Final EIR.

Rincon will attend one public hearing to consider the certification of the Final EIR and adoption of the project. Rincon will prepare a presentation summarizing the findings of the EIR to present at the public hearing. Prior to the public hearing, Rincon will prepare the Notice of Determination (NOD). The City or applicant will be responsible for filing the NOD with the SCH and the County Clerk and for paying all applicable filing fees.

### Deliverables

- NOD (PDF)
- Presentation for public hearing (Microsoft PowerPoint)

### Assumptions

- The City will notify public agencies of the availability of the Final EIR.
- Rincon will attend one public hearing on the Final EIR, either in person or virtual, depending on the City's preference.

## C.10 Task 10: Project Management

Throughout the EIR process, Rincon will proactively identify issues, immediately bring any such issues to the attention of City staff, identify potential solutions, and coordinate with City staff as to the best course of action. Rincon will participate in monthly project management conference calls or virtual meetings with the project team, over the 13 month project schedule, including subconsultants to ensure that all tasks get completed on time to adhere to the schedule. Rincon will use email communications and have telephone conversations with City staff, as needed, during the course of the project to ensure clear communication. For meetings with the City, Rincon's Project Manager will provide an agenda before meetings and meeting minutes with actions, after the meeting. Rincon will prepare monthly invoices with status reports documenting the progress made each month on completing the project, and review and update the schedule when necessary.

## **Deliverables**

- Meeting Agendas and Meeting Minutes (in the form of email)

## **Assumptions**

- Monthly meetings with City staff (as needed).

## **C.11 Optional Tasks**

### **Air Quality and Greenhouse Gas Emissions Technical Analysis**

As an optional task, Rincon can prepare the Air Quality and Greenhouse Gas Emissions analysis instead of preparing a peer review of the Project Sponsor's technical report.

#### **Administrative Draft EIR Analysis**

The Air Quality and Greenhouse Gas (GHG) Emissions sections of the EIR will consider both temporary construction and long-term operational emissions. The analysis will include the following tasks:

- Summarize the existing air quality conditions in the air basin using data for nearby air monitoring stations available from the California Air Resources Board and the Bay Area Air Quality Management District (BAAQMD).
- Summarize federal, state, and local standards and regulatory review requirements pertinent to air quality, GHG emissions, and energy.
- Identify the GHGs of primary concern.
- Calculate construction and operation emissions of criteria pollutants and GHGs using the California Emissions Estimator Model (CalEEMod) and evaluate the significance of any air quality and GHG impacts. The scope of work includes the evaluation of up to two construction scenarios (a one-phase approach and a two-phase approach). Preliminary CalEEMod runs using the proposed land use types and sizes indicate that the project could exceed BAAQMD thresholds for reactive organic gases (ROG) during project operation. Project-specific details will be used to refine the air quality and GHG modeling for the project, including the proposed energy-efficiency and sustainability measures, proximity to transit, and the proposed TDM Plan. The scope of work includes the operational modeling of up to two development scenarios.
- Evaluate the potential for the project to cause odor impacts to off-site uses.
- Evaluate localized air quality impacts to nearby sensitive receptors.
- Evaluate the project's compliance with applicable air quality plans.
- Evaluate the project's compliance with applicable State and local GHG reduction plans, policies, and regulations.
- Develop mitigation measures for identified potentially significant air quality impacts, including potential low-VOC architectural coating measures to address potential ROG impacts.
- The Air Quality and GHG sections of the EIR will contain the following information: (1) an explanation of study methodology; (2) a discussion of the existing air quality and GHG conditions and regulatory framework; (3) a summary of impacts; and (4) identification of mitigation measures, as necessary.

#### **Health Risk Assessment**

Particulate emissions from off-road diesel equipment and other air toxins associated with site construction could temporarily impact nearby sensitive receptors. Given the project's proximity to sensitive receptors, Rincon will prepare a construction Health Risk Assessment (HRA) quantifying potential health impacts associated with temporary construction activities.

The construction HRA will rely upon the CalEEMod run prepared in support of the Air Quality and Greenhouse Gas sections, as well as site-specific dispersion modeling, which will be prepared in compliance with the BAAQMD's Health Risk Assessment Modeling Protocol (2020) and other applicable guidance as appropriate. The construction HRA will consider emission of diesel particulate matter and fugitive particulate matter (PM<sub>2.5</sub>) associated with both on-site emissions from construction equipment and off-site hauling emissions, as appropriate. Rincon will determine average annual concentrations during the construction period at the nearest sensitive receptors.

Chronic and carcinogenic health risk calculations will be based on standardized equations contained in the State Office of Environmental Health Hazard Assessment Guidance (OEHHA) (2015) using either in-house spreadsheets or the revised Hotspots Analysis and Reporting Program Version 2 (HARP 2) available from California Air Resources Board. If health risks are found to exceed BAAQMD significance criteria, Rincon will recommend construction mitigation measures to reduce the severity of health risk impacts to off-site receptors and proposed on-site residences, to the degree feasible. Additionally, Rincon will use BAAQMD screening tools to evaluate cumulative health risk at the maximally exposed individual receptor, in accordance with BAAQMD health risk guidelines. The methodology and results of the construction HRA would be included in the Air Quality EIR section.

In addition, operation of the project would generate toxic air contaminant (TAC) emissions that could result in health impacts for local sensitive receptors. Rincon will conduct a quantitative health risk assessment that will identify the individual risk associated with operation of the campus research and development facilities. The HRA will focus on chronic, carcinogenic and non-carcinogenic risks in accordance with guidelines developed by the OEHHA and the BAAQMD. The provided site plan will be used to determine the location of truck loading docks and stationary sources such as backup emergency generators and boilers.

The dispersion of TACs to the project site will be determined through the use of HARP 2 or in-house spreadsheets and the most recent version of the U.S. Environmental Protection Agency's (USEPA) air dispersion model, the AMS/EPA Regulatory Model (AERMOD). Chronic and carcinogenic health risk calculations will be based on the OEHHA 2015 Risk Assessment Guidelines. If health risk exceeds BAAQMD threshold levels, Rincon will recommend feasible mitigation measures to reduce exposure of nearby residents of the project.

## Biological Resources

As an optional task, Rincon can prepare the Biological Resources analysis instead of preparing a peer review of the Project Sponsor's technical report.

Rincon will conduct a biological resources assessment to analyze potential impacts to special-status biological resources from project development. The biological resources assessment will include a literature and agency database review. Rincon will review project plans, aerial imagery, agency databases (i.e., California Department of Fish and Wildlife's California Natural Diversity Database, California Native Plant Society's Inventory of Rare and Endangered Plants, and U.S. Fish and Wildlife Service's Information for Planning and Conservation database), as well as other relevant background information for context and understanding of the biological concerns related to the project.

Rincon will conduct a biological resources reconnaissance survey to document the existing conditions within the project site, map vegetation communities and other land cover types, assess the site's potential to support special-status species, and to complete preliminary and approximate mapping of wetlands and waters that may be present and under the jurisdiction of State or federal agencies. Based on aerial imagery, the site is currently developed and is not expected to contain wetlands or provide suitable habitat for special-status species, but does contain habitat for nesting birds (trees, shrubs, etc.). Please note that the identification and mapping of potential special-status wildlife species or habitat will be based on a suitability analysis level only under this task and does not include definitive surveys for the presence or absence of the species that may be present. Rincon further assumes impacts to heritage trees will be based on the existing Tree Plan (dated 01/07/2022), and an arborist report will not be required and is not included in this scope.

The results of the literature review and reconnaissance survey will be presented in the Biological Resources section of the EIR and will 1) document the existing baseline conditions for biological resources; 2) evaluate the potential for special status plants and animals or other sensitive resources to occur on the project site; 3) present an impacts analysis for biological resources; and 4) propose suitable mitigation to address impacts identified as potentially significant. The cost for this optional task is approximately \$12k.

## Peer Review Technical Reports

Rincon understands that the Project Sponsor may choose to prepare technical reports for certain environmental topics. For example, the Project Sponsor may hire a firm to prepare a report for Archaeological Resources, Noise, etc. If this were to occur, as an optional task, Rincon could conduct a peer review of the technical report, similar to Task 4.4. The cost associated with this optional task would depend on the number of technical reports that Rincon would be asked to peer review; however, costs would be similar to Task 4.4.

## Water Supply Assessment

California Water Code, as amended by Senate Bill (SB) 610, requires that a Water Supply Assessment (WSA) is prepared for certain types of projects that are subject to CEQA and would rely on groundwater to meet some or all its water demands. The project is subject to CEQA and is conservatively assumed to meet the threshold criteria that trigger the requirement for a WSA. Although the proposed development might not introduce more than 500 residential units (which is a key threshold), it could introduce some combination of residential units and other land uses, such as office or commercial space, which together would introduce a new water demand that is equivalent to or greater than that of a 500-unit residential development. Under this optional task, it is assumed the project would introduce a water demand greater than that of a 500-unit residential development, likely through a combination of residential and office/commercial land uses. Under this optional task, Rincon will estimate the total water demand of an average residential unit in Menlo Park and calculate the demand for a 500-unit residential development.

Water service to the project site is provided by Menlo Park Municipal Water (MPMW), and it is assumed that MPMW would continue providing water supply to the site after development of the project. Additionally, it is assumed that groundwater would be used to meet some or all the project's operational water demands, should MPMW develop local groundwater as described in the 2020 Urban Water Management Plan (UWMP). This is a conservative approach because MPMW currently does not produce any local groundwater, and all of its supply is purchased from the San Francisco Public Utilities Commission (SFPUC), which pipes water from the Hetch Hetchy reservoir in Yosemite National Park to Menlo Park through the San Francisco Regional Water System and is potable without further treatment.

As reported in MPMW's 2020 UWMP, to date, local groundwater has not been used as a potable water source, and MPMW does not expect to utilize groundwater in the future. However, the 2020 UWMP also states that MPMW plans to develop local groundwater supply by bringing new wells online in the Lower Zone and the High-Pressure Zone, and that these new wells would be capable of providing up to 3,000 gallons per minute (gpm) of potable and fire supply water. Due to lack of clarity regarding the potential for local groundwater to be developed in the future, for the purposes of crafting a conservative analysis for the project, it is assumed to be possible that local groundwater could comprise some or all of the water supply delivered to the project site in the future, for instance during extreme drought situations when surface water availability tends to decrease while reliance on local groundwater tends to increase.

Rincon will collect data for the WSA using existing published resources, including but not limited to MPMW's current (2020) UWMP and (2021) Water Shortage Contingency Plan, DWR Bulletin 118, Groundwater Sustainability Plans (GSPs) for the Santa Clara Valley Groundwater Basin, and other published materials relevant to water supply availability and reliability planning in the project area. Should there be an absence of detailed or reliable quantitative data relevant to water supply availability, Rincon will develop reasonable assumptions to facilitate water supply and demand projections. The WSA will include consideration to varying climatic (drought) conditions, using projections developed for MPMW's 2020 UWMP. The UWMP will

be reviewed to determine if the land use characteristics and intensity of use under the project are consistent with those used to inform the UWMP projections, such that it may be concluded the UWMP accounts for the water demands of the proposed development. If a difference is identified between the planned and actual development intensity, the WSA will quantify this difference in terms of its implications for water supply demand and reliability. If the WSA identifies potential deficiencies in water supply availability for the project, project-specific measures may be developed to support long-term reliability of the local supply.

Within eight weeks of notice to proceed, Rincon will provide an Administrative Draft WSA to the City for review and comment. Rincon will provide responses to comments and associated revisions, if necessary, and will provide a Draft WSA to the City for review and approval. Rincon will respond to a second round of comments and revisions, if necessary. It is assumed the WSA will be used to inform the CEQA analysis and be attached to the CEQA document as an appendix. This scope of work also assumes that no site reconnaissance, groundwater monitoring, or hydrologic/ hydrogeologic modeling will be conducted to inform the WSA. All deliverables will be shared electronically; no printed copies will be provided.

Rincon assumes the following for this optional task:

- The City will provide a firm Project Description including identification of land use types and intensities, and the water demands for each at full build-out, if possible.
- The City will provide the status and extent of groundwater development by MPMW.

## Senate Bill 7 Process

Senate Bill (SB) 7 was signed into law by Governor Newsom on May 20, 2021 and extended the Leadership Development Project (ELDP) certification program, to Jan. 1, 2024. Projects that qualify as an ELDP are afforded certain benefits, including expedited judicial review for any lawsuits filed under CEQA. To qualify as an ELDP, a project must meet certain criteria related to project location, investment size and use, labor, and environmental. As an optional task, Rincon can assist the City in preparing an application and related planning and environmental documents to the Governor's Office of Planning and Research (OPR) if the project qualifies as an ELDP. This optional task assumes that the Project Sponsor will commit to the requirements under SB 7 to qualify as an ELDP, including but not limited to the labor and financial documents necessary to complete the application. In conjunction with the City and Project Sponsor, Rincon will work to the best of its ability to ensure the application process is completed but cannot guarantee the approval of the application decision-makers. As a secondary facet to ELDP, the SB 7 process requires that an administrative record be prepared and available for public review concurrently with the administrative process. As such, under this optional task, Rincon will work with the City to ensure that the administrative record is appropriately available on the project website. Rincon can develop the cost for this optional task if the Project Sponsor chooses to move forward with this process.



## D. Project Schedule

The Rincon team is prepared to begin the work described in this proposal immediately upon authorization to proceed. Rincon understands the importance of the project schedule for both the City, as well as the Project Sponsor. We understand that the project schedule is a tool for the whole project team to use to track project progress and identify any schedule bottlenecks. As such, Rincon has developed a project schedule using Microsoft Teams that can be automatically updated, depending on any changes that happen as the project moves forwards (i.e., delays on receiving data needs or additional review time needed). Rincon has provided estimates for the duration of certain tasks based on prior experience, but these are just estimates and will need to be updated based on the City's needs. For example, Rincon can update the review times for the City, depending on the City's needs. The schedule is preliminary, is subject to change, and should not be treated as final. Throughout the life of the project, our Project Manager will update the schedule to reflect any delays. Some of the main drivers of the schedule are as follows:

- Receipt of Data Needs from the City or Project Sponsor
- Receipt of Technical Reports for Peer Review that are deemed adequate
- Timely receipt of a stable Project Description
- Timely review of the City and Project Sponsor for peer-reviewed documents and EIR sections

As depicted in the schedule shown in Appendix D, assuming all data needs are provided in a timely manner, including the technical reports to be peer reviewed; assuming a stable Project Description; and assuming timely review of documents prepared by Rincon staff, Rincon proposes to adhere to a schedule that allows the Draft EIR to be circulated within approximately eight months from the kickoff meeting and the EIR process to be concluded within approximately 13 months (assuming the timely receipt of data needs, adequate technical reports, and a stable project description).

## E. Rate Schedule

### Standard Fee Schedule for Environmental Sciences and Planning Services

Professional, Technical and Support Personnel*	Hourly Rate
Principal II	\$295
Director II	\$295
Principal I	\$285
Director I	\$285
Senior Supervisor II	\$258
Supervisor I	\$240
Senior Professional II	\$224
Senior Professional I	\$208
Professional IV	\$184
Professional III	\$170
Professional II	\$153
Professional I	\$136
Associate III	\$117
Associate II	\$102
Associate I	\$95
Field Technician	\$82
Data Solutions Architect	\$175
Senior GIS Specialist	\$164
GIS/CADD Specialist II	\$146
GIS/CADD Specialist I	\$131
Technical Editor	\$130
Project Accountant	\$110
Billing Specialist	\$95
Publishing Specialist	\$105
Clerical	\$95

\* Professional classifications include environmental scientists, urban planners, biologists, geologists, marine scientists, GHG verifiers, sustainability experts, cultural resources experts, and other professionals. Expert witness services consisting of depositions or in-court testimony are charged at the hourly rate of \$375.

### Reimbursable Expenses

Direct Cost	Rates
Photocopies – Black and White	\$0.20 (single-sided), \$0.40 (double-sided)
Photocopies – Color	\$1.50 (single-sided), \$3.00 (double-sided)
Photocopies – 11 x 17	\$0.50 (B&W), \$3.30 (color)
Oversized Maps	\$8.00/square foot
Digital Production	\$15/CD, \$20/flash drive
Light-Duty and Passenger Vehicles*	\$88/day
4WD and Off-road Vehicles*	\$140/day

\* \$0.65/mile for mileage over 50 and for all miles incurred in employee-owned vehicles.

**Other direct costs** associated with the execution of a project, that are not included in the hourly rates above, are billed at cost plus 15%. These may include, but are not limited to, laboratory and drilling services, subcontractor services, authorized travel expenses, permit charges and filing fees, mailings and postage, performance bonds, sample handling and shipment, rental equipment, and vehicles other than covered by the above charges.

**Annual Escalation.** Standard rates subject to 3.5% annual escalation.

**Payment Terms.** All fees will be billed to Client monthly and shall be due and payable upon receipt or as indicated in the contract provisions for the assignment. Invoices are delinquent if not paid within ten (10) days from receipt or per the contractually required payment terms.

Equipment	Day Rate
<b>Environmental Site Assessment</b>	
Soil Vapor Extraction Monitoring Equipment	\$155
Four Gas Monitor	\$133
Flame Ionization Detector	\$107
Photo Ionization Detector	\$80
Hand Auger Sampler	\$60
Water Level Indicator, DC Purge Pump	\$45
<b>Natural Resources Field Equipment</b>	
UAS Drone	\$268
Spotting or Fiberoptic Scope	\$165
Pettersson Bat Ultrasound Detector/Recording Equipment	\$165
Sound Level Metering Field Package (Anemometer, Tripod and Digital Camera)	\$110
GPS (Sub-meter Accuracy)	\$65
Infrared Sensor Digital Camera or Computer Field Equipment	\$55
Scent Station	\$22
Laser Rangefinder/Altitude	\$11
Pit-fall Traps, Spotlights, Anemometer, GPS Units, Sterilized Sample Jar	\$9
Mammal Trap, Large/Small	\$1.50/\$0.50
<b>Water and Marine Resources Equipment</b>	
Boat (26 ft. Radon or Similar)	\$600
Boat (20 ft. Boston Whaler or Similar)	\$335
Multi Parameter Sonde (Temp, Cond, Turbidity, DO, pH) with GPS	\$165
Water Quality Equipment (DO, pH, Turbidity, Refractometer, Temperature)	\$60
Refractometer (Salinity) or Turbidity Meter	\$37
Large Block Nets	\$110
Minnnow Trap	\$95
Net, Hand/Large Seine	\$55
<b>Field Equipment Packages</b>	
Standard Field Package (Digital Camera, GPS, Thermometer, Binoculars, Tablet, Safety Equipment, and Botanic Collecting Equipment)	\$110
Remote Field Package (Digital Camera, GPS, Thermometer, Binoculars, Tablet and Mifi, Delorme Satellite Beacon, 24-Hour Safety Phone)	\$140
Amphibian/Vernal Pool Field Package (Digital Camera, GPS, Thermometer, Decon Chlorine, Waders, Float Tube, Hand Net, Field Microscope)	\$165
Fisheries Equipment Package (Waders, Wetsuits, Dip Nets, Seine Nets, Bubblers, Buckets)	\$55
Underwater and Marine Sampling Gear (U/W Photo/Video Camera, Scuba Equipment (Tanks, BCD, Regulators, Wetsuits, etc.))	\$55/diver
Marine Field Package (PFDs – Personal Flotation Devices, 100-foot Reel Tapes with Stainless Carabiners, Pelican Floats, Underwater Slates, Thermometer, Refractometer, Anemometer, Various Field Guides)	\$55
<b>Insurance, Hazard and Fees</b>	
Historic Research Fees	\$50
L&H Dive Insurance	\$55/diver
Level C Health and Safety	\$65/person

## F. Proposed Program Components

Rincon has a thorough understanding of the RFP and the full scope of this project and did not identify any critical components that we not included or stated in the RFP.

## G. Other Pertinent Information

### G.1 Approach to Quality Control

Since its founding in 1994, Rincon has developed a reputation for providing high-quality services and deliverables for our clients. Our quality control procedures ensure high-quality project execution, client communication, and production of deliverables within budget. The following section outlines our commitment to send all work products and deliverables to the City of Menlo Park after adhering to these procedures.

For every project Rincon undertakes we endeavor to provide our client with a high-quality product that meets or exceeds expectations, and for which all applicable professional standards and regulatory requirements are met. To meet this quality standard, Quality Assurance/Quality Control (QA/QC) procedures will be managed by Abe Leider.

We employ our published QA/QC guidelines and standard project management and quality control methods that include written project assignments, biweekly project progress meetings, project control using Microsoft Excel and Microsoft Project software, peer review of all technical sections, and principal review of all final products. The project manager and the team staff initiate the project by holding a briefing meeting whereby the work scope, expectations, costs, and timing (schedule) are determined. While each team member is responsible for the overall quality of their work effort and maintaining the deadline for their assignments, project managers are responsible for maintaining communication that the work is proceeding as envisioned on a regular basis depending on the needs of the project. Frequently this is done daily, but on no less than a weekly basis. Once the work product has been completed by the team members, it undergoes peer review by the project manager. After revisions as needed, a principal of the firm reviews the final product for quality control before it is provided to our administrative staff for production. Technical studies (e.g., biological, cultural, air quality, GHG, noise) also go through a separate technical review process before project manager and principal reviews. As part of the review, the document is checked against the prior established expectations and requirements of the work scope. Long, complex documents go through a rigorous technical edit to ensure correct grammar, style guide compliance, clear language, and consistent voice throughout. Finally, the document production team performs a comprehensive formatting check before delivery to ensure that the final product meets client expectations.

Our technical editors have extensive experience with a range of technical documents, including CEQA reports, permits, manuals, and whitepapers. With backgrounds as journalists, academics, and trainers, they also have skills in graphic design, web design, and visual arts. The Rincon graphics, technical editing, and production teams are skilled in the Microsoft Office suite of productivity software, Adobe Creative Suite, and web design software to produce visually attractive products. Additionally, in-house, high-speed copiers, printers, scanners, and binding machines allow us to produce high-quality reports and other presentation-ready products.

When a subcontractor provides information, it is initially checked by the staff person responsible for that task, and then checked by the supervisor/project manager for consistency with other aspects of the work and for compliance with the scope of work agreed to by the subcontractor. If the work is not acceptable, it is returned to the subcontractor, who is not paid for those services, until a work product that meets the scope of work is delivered. Our standard subcontracts contain language that provides us the necessary authority to reject unsuitable products.

## G.2 Innovative Consulting

For each of our projects, we strive to achieve and maintain an outstanding and enduring consultant/client relationship. This starts with our goal of becoming the best consultant that each client has worked with. One of the keys to our high level of success in this area has been our development of client-specific management programs that outline the focused needs of the client and our tailored approach to meeting those needs. These programs include but are not limited to defining reporting structure and protocols, quality control procedures, systems development (billing, progress reporting, etc.) and other technical and operational elements that will be followed throughout the duration of the program.

We are also adept at developing internal databases for tracking contract status, project specifics, natural resources, geographic information system data and general performance and will apply that experience towards the implementation of tasks under this contract. As part of our internal project accounting, we were able to provide a large utility with a better accounting of their mitigation requirements and identify the need for additional endangered species coverage. Our field staff utilizes state-of-the-art PC tablets and applications for field data collection, mapping, and reporting. These tools streamline data collection and have significantly reduced cost and reliability for recording our field data. Additionally, we understand the importance of safety and accessibility. To ensure that staff and clients have access to principal-level support, we have established an after-hours call system that provides one number for important calls. The phone system relays calls to five Principals. The delivery ensures that the phone is answered or that a message is delivered to all five phones. The first principal to receive the call or message is equipped to respond or relay the needs to the appropriate personnel.

## H. Reference List

We invite you to contact any of the individuals listed below regarding our qualifications, skills, and project management.

<b>City of Redwood City, Mixed-Use: Live/Work and Emergency Shelter Zoning Amendment Project Addendum EIR</b>	
<b>Contact:</b>	Lindy Chan, Senior Planner
<b>Address:</b>	1017 Middlefield Road, Redwood City, California 94063
<b>Phone:</b>	650-780-7237
<b>Email:</b>	lchan@redwoodcity.org
<b>Project Description</b>	Rincon prepared an Addendum EIR for Redwood City's Mixed-Use: Live/Work and Emergency Shelter Zoning Amendment Project.
<b>County of San Mateo Parks Department, Flood County Park Landscape Plan Environmental Impact Report</b>	
<b>Contact:</b>	Nicholas Calderon, Director
<b>Address:</b>	455 County Center – 4th Floor, Redwood City, California 94063
<b>Phone:</b>	650-599-1386
<b>Email:</b>	ncalderon@smcgov.org
<b>Project Description:</b>	Rincon prepared an EIR for the County's long-term plan to improve recreational facilities at the 24.5-acre Flood County Park in the city of Menlo Park.
<b>City of Millbrae, General Plan Update, Priority Development Area Specific Plan, and EIR</b>	
<b>Contact:</b>	Roscoe Mata, Planning Manager
<b>Address:</b>	621 Magnolia Avenue, Millbrae, California 94030
<b>Phone:</b>	650-259-2416
<b>Email:</b>	RMata@ci.millbrae.ca.us
<b>Project Description</b>	Rincon was selected to complete an update to the City of Millbrae General Plan, and to prepare the associated EIR.
<b>City of Berkeley, On-Call Planning and Environmental Services</b>	
<b>Contact:</b>	Steven Buckley, Land Use Planning Manager
<b>Address:</b>	2180 Milvia Street Berkeley, California 94704
<b>Phone:</b>	510-981-7410
<b>Email:</b>	stbuckley@cityofberkeley.info
<b>Project Description</b>	Rincon staff has provided review and processing services for dozens of development applications for specific projects, including project management, environmental review, policy and ordinance review, staff reports and public hearings.
<b>City of Palo Alto, Housing Incentive Program Expansion and 788 San Antonio Road Mixed-Use Project EIR</b>	
<b>Contact:</b>	Claire Raybould, Senior Planner
<b>Address:</b>	250 Hamilton Avenue Palo Alto, CA 94301
<b>Phone:</b>	650-329-2116
<b>Email:</b>	Claire.Raybould@cityofpaloalto.org
<b>Project Description</b>	Rincon prepared an EIR for the City's proposed effort to expand their Housing Incentive Program to a portion of the San Antonio Road corridor.

# I. Project Experience

Provided are select detailed experience for projects involving similar scope of services, including at least three client agencies with contact information for whom similar services have been performed.

County of San Mateo Parks Department

## Flood County Park Landscape Plan Environmental Impact Report

### Menlo Park, California

Rincon prepared an EIR for the County's long-term plan to improve recreational facilities at the 24.5-acre Flood County Park in the city of Menlo Park. Flood County Park originally opened in the early 1930s, and existing adobe structures on-site were constructed during that era as Works Progress Administration projects. The park has a mixture of passive and active recreational facilities and prominent heritage trees. The project sought to preserve large oak and bay trees, increase sports facilities offerings, and provide a variety of active and passive uses for a range of user groups. The EIR's approach involved a detailed, project-level analysis of Phase 1 improvements and a



higher-level, programmatic analysis of later phases of development. Key issues areas examined in detail for the EIR include biological resources (trees), cultural resources (adobe structures), aesthetics, noise, transportation, and hydrology/water quality. In support of the EIR, Rincon prepared a Cultural Resources Study including completion of California Department of Parks and Recreation (DPR) 523 forms evaluating the historical significance of adobe structures, and a Biological Resources Assessment. Rincon helped lead an extensive public outreach effort with project stakeholders as part of the environmental review process.

#### Reference Info:

**Dates:** September 2016 to December 2020

Nicholas Calderon, Director  
County of San Mateo Parks Department  
455 County Center - 4th Floor  
Redwood City, California 94063  
650-599-1386 | ncalderon@smcgov.org

In an effort to reduce the file size of this document, the link to the current EIR can be found here:

<https://www.smcgov.org/parks/realize-flood-park-history>



City of Redwood City

**Mixed-Use: Live/Work and Emergency Shelter Zoning Amendment Project  
Addendum EIR**

**Redwood City, California**



Rincon prepared an Addendum EIR for Redwood City's Mixed-Use: Live/Work and Emergency Shelter Zoning Amendment Project. The proposed project involves amendments to the mixed-use live/work (MULW) zoning district and the mixed-use emergency shelter (MUES) combining district on 30 blocks totaling 37.5 acres. Rincon prepared the Addendum to the previously certified A New General Plan for Redwood City Final Environmental Impact Report (EIR)(State Clearinghouse # 2010052034).

The zoning amendment would alter the required floor area ratios, density, stories, and height on MULW and MUES zoning district and provide intensity bonuses for developments which include certain qualifying community benefits. Qualifying community benefits include but are not limited to: childcare facilities, publicly accessible open space, shared/ connected parking, affordable housing, community facilities or services, live/work units and or new streets or pathways. Prior to project approval, the City would determine if the proposed community benefit qualifies a project for additional FAR, density, stories or height.

**Reference Info:**

**Dates:** November 2018 to June 2019

Lindy Chan, Senior Planner  
City of Redwood City  
1017 Middlefield Road  
Redwood City, California 94063  
650-780-7237 | lchan@redwoodcity.org

In an effort to reduce the file size of this document, the link to the current EIR can be found here:  
<https://www.redwoodcity.org/home/showpublisheddocument/18298/636948203434370000>

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City of Palo Alto

## Housing Incentive Program Expansion and 788 San Antonio Road Mixed-Use Project EIR

Palo Alto, California



Rincon prepared an EIR for the City's proposed effort to expand their Housing Incentive Program to a portion of the San Antonio Road corridor. This involved increasing the allowed residential density on some parcels to encourage and incentive housing. One proposed project, the 788 San Antonio Road Mixed Use project, would be allowed under the proposed program expansion. The EIR covered both the programmatic zoning code changes and the project-level impacts associated with the individual 788 San Antonio Road project. This project involves demolition of an eligible historic resource. Key issues analyzed in the EIR include: historical resources, air quality, energy, greenhouse gas emissions, noise, and transportation. prepared the traffic and VMT impact analysis.

**Reference Info:**

**Dates:** June 2019 to November 2020

Sheldon Ah Sing, Project Planner  
 City of Palo Alto  
 250 Hamilton Avenue, 5th Floor  
 Palo Alto, California 94301  
 408-340-5642 x109 | SAhsing@m-group.us

In an effort to reduce the file size of this document, the link to the current EIR can be found here:  
<https://www.cityofpaloalto.org/files/assets/public/planning-amp-development-services/current-planning/uploads-for-website/hip-expansion-and-788-san-antonio-road-project-feir-and-rtc.pdf>

City of Millbrae

**General Plan Update, Priority Development Area Specific Plan, and EIR**

**Millbrae, California**



Rincon was selected to work as part of a team to complete an update to the City of Millbrae General Plan, and to prepare the associated EIR. As part of this task, Rincon prepared Natural Resources and Hazards and Safety sections of the Background Report, which included water resources, biological resources, open space, scenic resources, cultural resources, seismic and geologic hazards, flood and fire hazards, and hazardous materials. Rincon also assisted with preparation of the PDA Specific Plan and the General Plan policy document and prepared an EIR on the General Plan Update and PDA Specific Plan. The EIR established the cumulative, growth-inducing, unavoidable, and irreversible significant effects framework for consideration of the environmental impacts of subsequent development projects.

**Reference Info:**

**Dates:** February 2016 to June 2021

Jim Harnish, Principal  
Mintier Harnish  
1415 20th Street  
Sacramento, California 95811  
916-446-0522 | [jjharnish@mintierharnish.com](mailto:jjharnish@mintierharnish.com)

In an effort to reduce the file size of this document, the link to the current EIR can be found here:  
<https://www.ci.millbrae.ca.us/departments-services/community-development/planning-division/millbrae-station-area-specific-plan-msasp>

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## City of South San Francisco

### 499 Forbes Boulevard Office Project EIR

#### South San Francisco, California

Rincon prepared an Initial Study (IS) and Environmental Impact Report (EIR) for the 499 Forbes Office Project, in South San Francisco. The project would involve the demolition of an existing 54,000 square-foot manufacturing and warehouse structure and construction of a five-story, 128,737 square-foot office building approximately 85 feet in height, and a five-story parking structure with 308 parking stalls, approximately 60 feet in height. The new office building would be constructed within roughly the same footprint as the



existing manufacturing and warehouse structure. Additional parking would consist of a 14-stall surface parking lot that would be repaved and landscaped at the western edge of the site. The project would also involve conversion of a 0.28-mile portion of existing railroad tracks located northeast of the proposed buildings into a bicycle and pedestrian trail.

The IS was prepared to eliminate impact discussions that would be required in the EIR, to provide a streamlined CEQA review process. The EIR focused on transportation impacts, particularly vehicle miles travelled. This includes comparing the project to the East of 101 Area Plan, the City's Bicycle Master Plan, Pedestrian Master Plan, Complete Streets Policy and Transportation Demand Management Ordinance. Ultimately, the project was found to have significant and unavoidable impacts due to the per-employee VMT rate higher than the City's thresholds.

#### Reference Info:

**Dates:** October 2019 to August 2020

Christopher Espiritu, Senior Planner City of South  
San Francisco  
Planning Division  
City Hall Annex, P.O. Box 711  
South San Francisco, California 94083  
650-877-8535 | Christopher.Espiritu@ssf.net

City of Berkeley

**On-Call Planning and Environmental Services**

**Berkeley, California**



Rincon has provided planning and environmental services to the City of Berkeley under successive on-call contracts since 2013. Rincon staff has provided review and processing services for dozens of development applications for specific projects, including project management, environmental review, policy and ordinance review, staff reports and public hearings. Rincon has prepared numerous environmental documents including EIRs for two of the City's largest mixed-use projects; EIR addenda; categorical exemption reports; initial studies; and infill environmental checklists. Selected notable projects completed by Rincon include:

**Reference Info:**

**Dates:** June 2013 to Present

Steven Buckley, Land Use Planning Manager  
City of Berkeley  
2180 Milvia Street  
Berkeley, California 94704  
510-981-7410 | [stbuckley@cityofberkeley.info](mailto:stbuckley@cityofberkeley.info)

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## City of San Leandro

## On-Call Planning and Environmental Services

## San Leandro, California



Rincon is in a multi-year contract for on-call planning and environmental services. Under this contract, Rincon has been pre-qualified to augment staff in the site plan review of development projects, including environmental review and technical analysis. Rincon staff has provided review and processing services for dozens of development applications for specific projects, including project management, environmental review, policy and ordinance review, staff reports and public hearings. Environmental planning assistance is provided for projects managed by both Rincon and City Staff, including preparation of Categorical Exemptions, Initial Studies, Negative Declarations, Mitigated Negative Declarations and Environmental Impact Reports. Selected notable projects completed or that are underway by Rincon include:

- Heavy Metal Recycling Project EIR
- Public Counter Staffing
- Current Planning Project Review/Processing Assignments – Multiple
- 903 Manor Boulevard Residential Project IS-MND
- 2075 Williams Recycle Expansion Project IS-ND
- 14341 Bancroft Residential Project IS-MND
- 311 MacArthur Boulevard Residential Project CEQA Consistency Memorandum
- Farrelly Pool Historic Resources Report and Categorical Exemption Report
- 311 MacArthur Boulevard Residential Project IS-MND

**Reference Info:****Dates:** June 2013 to Present

Andrew Morgensen, AICP  
 City of San Leandro  
 835 East 14th Street  
 San Leandro, California 94577  
 510-577-34580 | amorgensen@sanleandro.org

## J. Diversity, Equity, and Inclusion

Rincon's commitment to diversity is an integral component of our culture. Our diversity efforts consist of formal and informal grassroots type programs and focuses on three areas: staff, vendors, and philanthropic efforts.

- Education: Increase the long-term diversity of our team by connecting with K-12 schools and higher education institutions that offer environmental/STEM programs within underrepresented communities.
- Subconsultants: Bring companywide awareness to increase participation in, and set targets for teaming with DBEs, including women-, minority-, disabled veteran-, and LGBT-owned business enterprises.
- Hiring: Connect with and create strong relationships with colleges and universities that foster increased equity and inclusion to recruit diverse, high-quality talent and continue to fortify Rincon as an industry leader.

### Diversity within Rincon

#### Staff

- 60% of our team are women
- 67% of our team are under the age of 40
- 25% of our team are deemed "Generation Z"
- Our leadership team and ownership nearly match our gender profile
- We placed 1st in AEC Advisors (industry benchmarking firm) 2021 Gender Diversity Index for firms in the U.S. between \$25-\$100M
- We spend ~\$20 million annually supporting other businesses and their people (vendors/subs)

#### Workplace Perspectives

Rincon Consultants, Inc. believes that fostering a workplace where diversity of perspectives and opinions are encouraged and will lead to a more informed, creatively aligned, and socially aware team. It has been proven that a more diverse work environment enhances innovation, productivity, and success.

With the social and economic issues that arose in 2020, Rincon, as a firm, took action to hear from our employees on what they were feeling and what changes they wanted to see. This led to companywide discussions that allowed employees to share their ideas and take part in very real and transparent conversations. From these conversations, we developed goals and planned a path forward for each, which include the following:

- Environmental Education
- Improved Recruiting Processes
- Training and Development

Through these goals, Rincon acknowledges and commits to the fact that this is not something we are going to be able to check off our list after achieving a few milestones. This is something that is intertwined and is going to take time and diligent effort to achieve real, long-term change. To drive our internal initiatives forward, we formed staff-driven working groups to devise a path to implement the proposed actions.

As we grow as individuals and as a firm, Rincon sees diversity, equity, and inclusion as one of the strongest levers to create long-lasting and meaningful opportunities for change. We aim to continuously push one

another's thinking and challenge problematic long-held beliefs and assumptions. We believe that our team will be the strongest and best positioned to realize our vision as we facilitate the following:

- **Representation** – with differences in race, religion, ethnicity, sexual identity, culture, age, gender expression, ability, economic status, education, credentials, and experience;
- **A Voice** – where all people are welcomed, heard, respected, understood, valued, connected, and able to do their best work; and
- **Fairness** – where people from all backgrounds are treated equitably and view our firm as a level playing field and platform from which to maximize their strengths and abilities.

As we seek to recruit and retain those who will learn with us, challenge us, and create with us, we realize this journey has a non-linear path that requires dedication, commitment, and perseverance. Holding each other accountable throughout our daily interactions to ensure alignment with our values and ideals will help us realize the full potential each person brings to our team and continue moving this important work forward.

## How the Projects We Work on Make a Difference

The push for sustainable communities and cities is not simply a call for a greener world, but for a more equitable one that mitigates and hopefully reverses environmental injustices that have disproportionately affected people of color. As a group of engineers, scientists, and planners, we commemorate the history of June 19<sup>th</sup> and the movements that followed through our efforts for a more sustainable and equitable future.

In addition to the extraordinary impact the history of slavery has had on African Americans, the United States' more recent history of discriminatory practices also places the African American community at a significant disadvantage. Discrimination has also led to injustices for other communities of color and indigenous communities. Rincon approaches our work with an acute awareness of these challenges and historic injustices, which is why we are involved in many projects which showcase our growing ability and understanding of how best to serve disadvantaged communities, elevate their voices during the project process, and adjust project outcomes to avoid disproportionate impacts to Black, Indigenous People of Color (BIPOC) communities.



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# Appendix A

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Key Personnel Resumes



## Abe Leider, AICP CEP

### Principal Planner

Mr. Leider is a Principal in Rincon's Environmental Sciences and Planning group. He is responsible for management and preparation of planning and environmental documents and specialized technical studies. Mr. Leider has over 20 years of experience in the planning field and has managed or primarily authored successful planning and environmental documents on subjects ranging from regional resource management and land use regulation to complex public and private development projects. He is proficient at interpreting state and federal planning and environmental regulations and guidelines as well as developing thorough and clear environmental documentation. Mr. Leider is experienced at providing professional contract planning support in all facets of the project review and permitting process to small, mid-sized and large jurisdictions throughout California. He has prepared informational and technical reports on a range of planning and environmental topics, including general land use trends, agriculture, biology and aesthetics/visual resources.

### EDUCATION

BA, English and Environmental Studies, University of California at Santa Barbara

### CERTIFICATIONS/ REGISTRATIONS

Professional Certificate in Land Use and Environmental Planning, UCSB Extension

American Institute of Certified Planners, Certified Environmental Planner (no. 021413)

### SELECT PROJECT EXPERIENCE

#### **Principal-in-Charge, City of Hayward, On-Call Consulting Services**

Mr. Leider has been the Principal-in-Charge of Rincon's successive on-call contracts with the City of Hayward since 2017. In this capacity he has overseen a number of environmental planning assignments for a variety of project and program types including housing projects, commercial/industrial projects, institutional projects and the Shoreline Adaptation Master Plan.

**Principal-in-Charge, City of Mountain View – Multiple Projects.** Rincon has provided environmental services to the City of Mountain View since 2017. Mr. Leider has overseen two CEQA assignments for the City – the 1696 Villa Street EIR and a categorical exemption for General Plan amendments, including a General Plan consistency review – and is currently managing contracting for three additional assignments, all IS-MNDs for development projects.

**Principal-in-Charge, City of Palo Alto – Multiple Projects.** Rincon has provided planning and environmental services to the City of Palo Alto since 2015. Our services have included numerous CEQA documents from categorical exemptions to EIRs, as well as planning services such as development application processing assistance; preparation assistance and public outreach for the North Ventura Coordinated Plan; developing the City's internal CEQA procedures manual and CEQA document templates; and preparing the 6<sup>th</sup> Cycle Housing Element Update (currently underway).

#### **Principal-in-Charge, City of Berkeley – On-Call Planning and Environmental Services, Berkeley**

Rincon has provided planning and environmental services to the City of Berkeley under successive on-call contracts since 2013. Under these contracts, Rincon has been pre-qualified to augment staff in the review and process of development projects, including environmental review and technical analysis. Mr. Leider as acted as Principal-In-Charge for the review and processing services for dozens of development applications for specific projects, including overseeing project management, environmental review, policy and ordinance review, staff reports and public hearings. Under this contract, Mr. Leider has overseen projects such as:



- 2190 Shattuck Avenue Mixed-Use EIR and Staff Reports
- 1950 Shattuck Avenue CEQA Section 15183.3 Streamlining Consistency Analysis
- 2352 Shattuck Avenue CEQA Section 15183.3 Streamlining Consistency Analysis
- 2129 Shattuck Avenue EIR Peer Review and Staff Reports
- 2211 Harold Way EIR and Staff Reports
- 2009 Addison Street (Berkeley Rep) CEQA Section 15183.3 Streamlining Consistency Analysis
- Adeline Corridor Specific Plan EIR
- Southside Zoning Ordinance Updates EIR
- Ashby and North Berkeley BART Station Rezoning EIR
- 1900 Fourth Street EIR Peer Review
- 710 Heinz Avenue R&D Parking Structure EIR Addendum and Use Permit Processing
- 2100 San Pablo Avenue Senior Housing Use Permit Processing and CEQA
- 3100 San Pablo Avenue Medical Office EIR and Use Permit Processing
- Urban Adamah Urban Farm and Educational Center Use Permit Processing

**Principal-in-Charge, City of Vallejo – On-Call Planning and Environmental Services.** Rincon provides planning and environmental services to the City of Vallejo under an on-call contract. Services provided have included CEQA documentation, current planning including in-house staffing, NEPA assistance for HUD-funded housing projects, special environmental studies including health risk assessments, and cultural resources evaluations. Under this contract, Mr. Leider has overseen projects such as:

- Current Planning and Counter Staffing. Two senior Rincon land use planners provided contract planning services including public counter staffing and review/processing of many current planning applications for several months to augment City staff.
- Vallejo Police Department Headquarters CE Report, Staff Report and Hearings. Rincon prepared a categorical exemption report supported by technical studies including noise and air quality analyses. Rincon staff also prepared the
- Sonoma/Magazine Multifamily Project CE Report. Rincon prepared a categorical exemption report supported by technical studies including noise and air quality analyses, as well as a detailed Health Risk Assessment and cultural and biological resources investigations.

**Principal-in-Charge, Napa Valley Transportation Authority -- On-Call Contract Management, Napa County**

Mr. Leider is the Principal-in-Charge of Rincon’s contract with the Napa Valley Transportation Authority to provide environmental consulting services. NVTA handles the county's short- and long-term regional transportation planning, working closely with local, regional, state and federal partners to improve streets, highways, and bicycle and pedestrian facilities. They also manage the Vine Transit system, which serves over 1 million passengers each year. Mr. Leider recently oversaw the constraints analysis, preliminary facility design and CEQA and NEPA documentation for the Vine Transit Bus Maintenance Facility Project through this on-call. The project involved a new bus maintenance, washing and storage facility designed to accommodate approximately 93 Vine Transit buses. Mr. Leider also oversaw Rincon’s preparation of CEQA documents for NVTA’s Countywide Bicycle Plan and Countywide Pedestrian Plan.

**Principal-in-Charge, Alameda-Contra Costa Transit District – On-Call Transportation Planning Services Contract Management, Alameda and Contra Costa Counties**

Mr. Leider manages Rincon’s on-call contract with AC Transit to provide Environmental Impact and Report Preparation Services. AC Transit is a Special District, which provides public transit service to nearly 200,000 riders daily with a fleet of more than 500 buses. The District's service area extends from western Contra Costa County to southern Alameda County. Mr. Leider has overseen preparation of a number of CEQA documents and provided CEQA policy assistance under this contract, including: Route Restructuring and Service Change IS-NDs; Policy 512 Review and Update Project; and 2015 Service Expansion Plan IS-ND.





## EDUCATION

BA, Ecology and Evolutionary  
Biology, Princeton University

# Leo Mena

## Senior Planner

Leo Mena is an Environmental Planner and Project Manager with eight years of experience conducting environmental evaluations consistent with the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA). Leo is an adept analyst and writer that has prepared environmental impact reports (EIRs), initial studies (IS), Class 32 Infill Exemption Documents, and permits for the California Regional Water Quality Control Boards (RWQCB), U.S. Army Corps of Engineers (USACE), and California Department of Fish and Wildlife (CDFW). Leo works on environmental documents for a diverse range of projects including, commuter rail; bike trails; roadway repairs; residential, commercial, and mixed-use development; specific plans; and energy projects. He has experience working with California state agencies and local agencies, including the San Joaquin Regional Rail Commission, California High Speed Rail Authority, the City of Burlingame, the City of Santa Cruz, City of Milpitas, and others.

Leo is also well versed in the latest streamlining CEQA options available for residential, commercial, and mixed-use development projects. He works closely with his clients to ensure that all available streamlining options have been considered prior to any work beginning. Leo helped develop eCEQA, which is an online, user-friendly tool that developers and agencies can use to figure out which streamlining options may be available for their projects.

## SELECT PROJECT EXPERIENCE

### **Project Manager, Commonwealth Building 3 EIR—City of Menlo Park, Menlo Park**

Leo Mena served as the Project Manager for the Commonwealth Building 3 Project, which proposes to construct a new office building in Menlo Park. Leo worked closely with technical authors and the City to prepare the Screen Check Draft EIR and the Public Draft EIR. Leo helped the City address several updates in CEQA, including updated thresholds from BAAQMD and new case law for construction noise impacts. Through Leo's leadership the City released the Draft EIR in July 2022.

### **Project Manager, 1075'O Brien Drive EIR and 1125 O'Brien Drive EIR—City of Menlo Park, Menlo Park**

Leo Mena served as the Project Manager for two projects in the City of Menlo Park (1075'O Brien Drive and 1125 O'Brien Drive), both of which proposed to install new R&D uses. Leo worked closely with the City of Menlo Park to prepare the Administrative Draft EIR. In addition, Leo coordinated with City staff to develop approaches for the analysis of Greenhouse Gas Emissions and Noise, as a result of updated guidelines and case law.

### **Project Manager, City of Burlingame – 1868 Ogden Drive Project EIR, Burlingame**

Leo served as the project manager for this residential project and successfully managed a team of technical specialists to complete a Draft EIR and Final EIR for this Project. As the Project Manager, Leo was able to successfully pivot from the preparation of an Infill Exemption to an EIR, when it was discovered that the building to be demolished was historic in nature. With Leo's leadership the CEQA process was successfully completed for this Project.



**Project Manager, City of Milpitas – Milpitas Metro Specific Plan SEIR, Milpitas**

Leo served as the Project Manager for the Milpitas Metro Specific Plan. Leo managed a team of technical experts and prepared the Draft Subsequent EIR for this Project, which entails an update to the Specific Plan to allow for the development of additional growth around the recently completed Milpitas BART Station. Leo worked closely with the City and the authors of the Specific Plan to identify policies and mitigation measures to streamline future projects that will be developed in this area. Leo was instrumental in getting the Draft EIR released to the public in April 2022.

**Project Manager, City of Burlingame – Adrian Court Mixed-Use Project Infill Exemption, Burlingame**

Leo served as the project manager for this mixed-use development project and successfully managed a team of technical specialists to complete a Class 32 Infill Exemption document. With Leo's management, this Project was approved by the City of Burlingame Planning Commission within four months of the kickoff.

**Project Manager, City of Burlingame – 128 Lorton Avenue Project, 601 California Drive Project, 30 Ingold Road Project Infill Exemptions, 1766 El Camino Real, Burlingame**

Leo served as the Project Manager for the 128 Lorton Avenue Project, 601 California Drive Project, 30 Ingold Road Project, and 1766 El Camino Real Project. Leo worked closely with the City to prepare Class 32 Infill Exemption documents for these four projects. Leo managed a team of technical experts and provided senior review for the documentation of the technical analysis. Through Leo's leadership, each of the four projects was approved by the City of Burlingame Planning Commission within a year of the kickoff meeting.

**Deputy Project Manager, City of Burlingame – 1499 Bayshore Project IS/MND, Burlingame**

Leo Mena served as the Deputy Project Manager for the Project, which proposed the construction of a 13-story hotel, restaurant, and parking garage in the City of Burlingame. Leo worked closely with the City to prepare an IS/MND for the Project. Leo prepared several sections for the IS/MND, including the Biological Resources, Hydrology and Water Quality, Population and Housing, Public Services and Recreation, Utilities and Service Systems Sections. Leo was instrumental in getting this Project through the CEQA process. This Project was approved by the City of Burlingame Planning Commission in September 2019.

**Project Manager, ACE Extension Lathrop to Ceres/Merced EIR – San Joaquin Regional Rail Commission, Lathrop to Ceres/Merced**

Leo was instrumental in the preparation of the Draft and Final EIR for the ACE Extension Lathrop to Ceres/Merced Project, which proposes to expand commuter train service to Ceres and Merced. Leo worked on both phases of the Project. Phase I included extension of service from Lathrop to Ceres and Phase II included extension of service from Ceres to Merced. Phase II included a station in Merced that would connect to the California High Speed Rail System. Leo oversaw the preparation of the EIR, including coordination with technical specialists and the San Joaquin Regional Rail Commission and was instrumental in the completion of the CEQA process for Phase I and II of this Project. Phase I of the Project was approved by the Board of the San Joaquin Regional Rail Commission in August 2018 and Phase II was approved in December 2021.

**Project Manager, Valley Link EIR – Tri-Valley San Joaquin Valley Regional Rail Authority, Dublin/Pleasanton to Lathrop**

Leo served as the Project Manager for the Valley Link Project, which proposes to add passenger train service between Dublin/Pleasanton and Lathrop and would connect the existing BART system at Dublin/Pleasanton with the existing ACE service in Lathrop. As the Project Manager, Leo managed a group of technical specialists and authors to prepare the EIR. Leo worked closely with the engineering firm (AECOM) and the Tri-Valley San Joaquin Valley Regional Rail Authority to identify the best solutions for problems that arose and kept the Project moving forward day-to-day. Through Leo's leadership, the EIR for Valley Link was certified in May 2021.

**Environmental Planner, Gateway Park EIR – Bay Area Toll Agency, Oakland**

The project involves the development of up to 45-acres of parkland along the waterfront near the eastern end of the east span of the San Francisco–Oakland Bay Bridge (Bay Bridge) in Oakland, California. Leo coordinated the preparation of the Draft EIR and reviewed, edited, and revised the EIR.





## Josh Carman, INCE-USA

Director – Noise, Air Quality & GHG

Josh Carman has over 20 years of experience in the field of acoustics and air quality and has participated in the environmental review and monitoring process for a wide variety of projects in California, Washington, Nevada, and New York. Josh prepares noise, air quality, greenhouse gas, and community health risk assessments for environmental impact studies (CEQA/NEPA) and technical studies using federal, state, and local guidelines and methodology. His experience includes complex project- and program-level analyses of general plan updates; specific plans; mixed-use development; traffic, transit and rail; vibration-sensitive; industrial; infrastructure, utilities, and telecommunications; long-term and remote construction noise and vibration monitoring; and underwater construction (e.g., pile driving) projects. He is certified in the use of the FHWA's Traffic Noise Model (TNM), SoundPLAN, and the US EPA AERMOD air dispersion model.

Josh's project experience includes conducting the noise modeling, analysis and preparation of the noise assessment for the Prologis warehouse project in Los Angeles, the noise study report for the Mid-County Parkway EIR/EIS, a 16-mile transportation corridor in Riverside County; the air quality and GHG study for the Vallco Specific Plan in Cupertino; noise and vibration measurements for the VTA Silicon Valley Rapid Transit Extension; long-term construction noise and vibration monitoring for the EBMUD Summit Reservoir Replacement Project; and the Title 24 acoustical study for the Lincoln at Euclid residential development in Anaheim. Josh has provided third-party review on a variety of different projects over the years.

### EDUCATION

BA, Environmental Studies,  
University of California,  
Santa Cruz

### CERTIFICATIONS/ REGISTRATIONS

SoundPLAN (2018), Navcon  
Engineering, Fullerton,  
California

US EPA AERMOD (2015), Lakes  
Environmental, Las Vegas,  
Nevada

FHWA – Traffic Noise Model  
2.5 (2011), Bowlby &  
Associates, Inc., Brentwood,  
Tennessee

Noise Control for Buildings,  
Manufacturing Plants,  
Equipment and Products  
(2008), Hoover & Keith,  
Houston, Texas

### SELECT PROJECT EXPERIENCE

#### **Senior Air Quality Specialist, City of Cupertino – Vallco Special Area Specific Plan EIR, Cupertino**

While at Illingworth & Rodkin, Josh prepared the Air Quality and GHG technical report for the proposed specific plan. The Vallco Special Area Specific Plan comprises approximately 70 acres, approximately 58 acres of which is currently available for development. The developable area consists of multiple parcels and is located on both sides of North Wolfe Road – between Vallco Parkway and Interstate 280 (I-280) on the east side of North Wolfe Road and between Stevens Creek Boulevard and Vallco Parkway on the west side of North Wolfe Road. The Specific Plan would facilitate development of a minimum of 600,000 square feet of commercial uses, up to 2.0 million square feet of office uses, up to 339 hotel rooms, and up to 800 residential dwelling units on-site. In addition, up to 65,000 square feet of civic spaces in the form of governmental office space, meeting rooms and community rooms and a Science Technology Engineering and Mathematics (STEM) lab was proposed, as well as a 30-acre green roof.

#### **Senior Noise Specialist, University of California – UC Berkeley 2021 Long Range Development Plan EIR, Berkeley**

Josh conducted the noise and vibration assessment for the campus long range development plan (LRDP) while at PlaceWorks. The purpose of an LRDP is to provide adequate planning capacity for potential population growth and physical infrastructure that may be needed to support future population levels on each UC campus. In addition to the programmatic assessment, the EIR included the evaluation



of two project-level housing sites. Both programmatic and project-level mitigation measures were developed, including a screening procedure to evaluate construction vibration significance on future projects under the LRDP.

**Senior Noise Specialist, City of Redwood City – Broadway Plaza EIR, Redwood City**

The project consists of redeveloping the Redwood Plaza Shopping Center into a new mixed-use development that would include residential, commercial, and retail uses. The project site consists of 2 sites, which together comprise 15.3 acres. While at PlaceWorks, Josh conducted the noise and vibration assessment and recommended mitigation measures to reduce noise impacts.

**Senior Noise Specialist, County of Los Angeles – Tapia Ranch/Project No. R2012-02667/Vesting Tentative Tract Map No. 072126, Los Angeles County**

Josh conducted the environmental noise assessment while at PlaceWorks in support of an EIR for the development of 405-unit single-family residential lots with one public park (4.7 net acres), eight open space lots, one water pump lot, 63 HOA/Basin lots, one park trails lot, nine flood control district lots, 21 private and future street lots, and one private street lot in the Castaic area. Cumulative impacts considered the planned and approved Tesoro Del Valle residential development to the southeast.

**Senior Noise Specialist, City of Santa Ana – Santa Ana General Plan Update PEIR, Santa Ana**

Josh conducted the environmental noise assessment while at PlaceWorks in support of a PEIR for the City's General Plan Update. As part of this work, Josh worked with GIS staff to generate existing and future transportation noise contours, which included traffic and railroad noise in the City.

**Senior Noise Specialist, City of Davis – Downtown Davis Specific Plan EIR, Davis**

Josh conducted the environmental noise assessment while at PlaceWorks in support of an EIR for the City's Downtown Specific Plan where railroad noise was a community concern. As part of this work, Josh conducted short- and long-term noise measurements of freight train, commuter train, and switcher car pass-by events to document existing conditions. New specific plan policies were recommended to reduce community noise exposure to railroad noise.

**Senior Air Quality Specialist, City of Modesto – Modesto General Plan Update EIR, Modesto**

While at Illingworth & Rodkin, Josh prepared the Air Quality and GHG technical report for the City of Modesto General Plan Update. The report calculated air quality and GHG emissions in the Plan Area and region and analyzed potential air quality and GHG impacts associated with implementation of the Plan. In addition, a consistency analysis of Air District goals and policies was completed. Community health risk was evaluated including a detailed analysis of railroad emissions. Mitigation measures to reduce potentially significant air quality, community risk, and odor impacts were recommended.

**Senior Noise Specialist, City of Hayward – Hayward Downtown Specific Plan EIR, Hayward**

While at PlaceWorks, Josh prepared the noise and vibration assessment for the Hayward Downtown Specific Plan EIR. The proposed project would update the land use designations and zoning for the parcels in the 320-acre Specific Plan Area also referred to as the project site. Work included ambient noise measurements including BART rapid transit pass-bys, as well as evaluating program-level construction and operational noise and vibration impacts. Mitigation measures were identified to reduce potentially significant noise impacts.

**Noise Analyst, California High-Speed Rail Authority – California High-Speed Rail Program EIR, Various Counties/Cities California**

In August 2005, the California High Speed Rail Authority certified its Program FEIR/FEIS, which evaluated environmental impacts along a proposed 700 miles of rail corridor from Sacramento and San Francisco to San Diego. While at Wilson Ihrig, Josh assisted with a screening analysis to quantify the number of people potentially affected by wayside noise and vibration in the adjacent communities along the LOSSAN Corridor from Los Angeles to San Diego.







## Lisa Bestard

Senior Environmental Scientist

Ms. Bestard has 21 years of technical and managerial expertise. She has extensive experience in Environmental Due Diligence site assessment, investigation, and remediation. Ms. Bestard has experience performing Phase I and Phase II environmental site assessments (ESAs) and remediation, providing regulatory compliance, soil and waste management services, conducting/supervising soil and groundwater sampling; providing remediation design and implementation services; preparing remedial action work plans and corrective action plans; supervising and performing site remediation; and preparing and providing technical guidance/input for reports and documents, including documents prepared under CEQA.

### EDUCATION

BA, Biology, University of San Diego

### CERTIFICATIONS

40-Hour HAZWOPER

8-Hour HAZWOPER Supervisor

First-Aid/CPR

### AFFILIATIONS

San Diego Environmental Professionals

### SELECT PROJECT EXPERIENCE

#### **Project Manager, Oakland Housing Authority – Oak Groves North and South Rehabilitation Project, Oakland**

Ms. Bestard served as the project manager for the rehabilitation of two, 5-story senior affordable living residential towers. Rincon prepared a Phase I ESA that indicated both properties were formerly occupied by gasoline service stations and multiple adjacent and nearby properties were associated with unauthorized release or property uses of concern (e.g., dry cleaners, printing facilities, etc.). Soil, soil vapor, groundwater, and indoor air sampling was performed at both properties and submitted to the Alameda County Department of Environmental Health (ACDEH). The assessment results were utilized to develop individual Corrective Action Implementations Plans, which identified long-term monitoring and a cap as the appropriate corrective action at one property; however, the second property required the installation of a sub-slab depressurization system, a soil vapor extraction system, vapor intrusion coating on the slab, and cap. Ms. Bestard oversaw the design, installation, and construction of the corrective actions; prepared reports documenting the implementation of the corrective actions and also prepared operations, maintenance, monitoring, and reporting (OMM&R) plans for the various engineering controls at the site. Rincon is currently performing a rebound assessment for the SVE system at one of the properties. Both properties are pending ACDEH review to issue closure of the site assessment and remediation cases and transition to the long-term monitoring cases.

#### **Project Manager, The Hope Center and Berkeley Way Apartments, Berkeley**

Ms. Bestard served as the project manager for the redevelopment of a property in downtown Berkeley into an affordable residential housing along with The Hope Center, which included permanent supportive housing, a homeless shelter, transitional veteran housing, community kitchen, and support services. A Phase I ESA identified historical onsite automotive repair and nearby and adjacent property uses as a potential concern. Phase II ESAs, included evaluation of impacts soil and soil vapor, identified impacts to shallow soil from lead and benzo(a)pyrene and low concentrations of volatile organic compounds in soil vapor. A Remedial Action Plan and Soil and Groundwater Management Plan were prepared that identified excavation and offsite disposal of impacted soil concurrent with construction activities at the appropriate remedial action. An x-ray fluorescence (XRF) spectrometer to analyze excavation confirmation samples for lead in the field to



avoid potential project delays from repeated rounds of excavation and conformation sampling. Rincon oversaw remedial excavation and soil disposal activities and performed confirmation sampling and health and safety air monitoring. Ms. Bestard prepare regulatory closure documents and received a no further action directive from the ACDEH for residential land use.

**Project Manager, Bernal Gateway Apartments, San Francisco**

Ms. Bestard served as Project Manager and Technical Advisor for the Bernal Gateway apartment complex project. A Phase I ESA identified a former underground storage tank on the property as a potential concern. Rincon performed soil, soil vapor, and indoor air sampling at the site and identified low concentrations for volatile organic compounds (VOCs) in soil vapor. A Site Mitigation Plan (SMP) was prepared for the San Francisco Department of Public Health proposing mitigation strategies and additional data gap assessment. The combination of analytical results for environmental media suggests that VOCs in soil vapor may originate from an offsite source. The proposed mitigation included modifications to the buildings HVAC system and long-term monitoring. Rincon proposed and received regulatory concurrence to use radon monitoring in indoor air and sub-slab vapor as a proxy for VOCs to evaluate potential vapor intrusion risks, which resulted in significant cost savings to the client. A land-use covenant was also recorded for the property, which is now in the long-term monitoring phase.

**Project Manager, Port of San Diego – North Embarcadero Visionary Plan, San Diego**

Ms. Bestard served as the project manager for a portion of the Port of San Diego’s North Embarcadero Visionary Plan redevelopment. A historical study was conducted and utilized to develop a Phase II ESA sampling strategy. A Phase II ESA was performed to evaluate potential releases, and potential impacts, including the potential health risk to future site receptors. Based on the findings of the Phase II ESA, it was determined that soil at the site may have potential impacts from historical property uses. A Property Mitigation Plan and Community Health and Safety Plan were prepared for the project that identified areas of known or potential concern at the site, provided a strategy to mitigate, manage, and handle contaminated materials encountered during construction activities, and addressed potential health and safety concerns. Ms. Bestard negotiated with the regulator to utilize an XRF analyzer to screen soil samples in the field for lead content to evaluate the potential for on-site reuse, which resulted in significant time savings by avoiding potential project delays while waiting for fixed-based laboratory analytical results. She oversaw on-site environmental monitoring of excavation activities, consisted of assisting the contractor with segregating soil, field screening utilizing an XRF analyzer and photoionization detector, soil sample collection and analysis, community health and safety monitoring, regulatory agency interfacing, waste characterization and profiling, and documentation.

**Project Manager, McCarthy Building Companies – University of California Irvine, Center for Advanced Care, Irvine**

Ms. Bestard served as the project manager for the University of California Irvine, Center for Advanced Care new construction. Previous assessments identified multiple releases of petroleum and volatile organic compounds on and adjacent to the site. A Soil Management Plan was prepared for submittal to the California Department of Toxic Substances Control to establish site soil screening levels; procedures for handling, disposal, and on-site reuse of excavated soil; and air monitoring requirements and action levels. Rincon also designed two sub-slab vapor mitigation systems to be incorporated into the existing design two plans for the two proposed structures.

**Project Manager, Port of San Diego – Chula Vista Bayfront Master Plan EIR, Hazardous Materials Technical Study, Chula Vista**

Ms. Bestard provided environmental services for the Master Plan included the preparation of a Hazardous Materials Technical Study (HMTS) that provided a general overview of potential impacts related to hazardous materials and potentially contaminated properties with the plan area that was utilized in the preparation of the Environmental Impact Report. The project area consists of multiples parcels along the bayfront in the city of Chula Vista, California totaling approximately 550 acres under the ownership and jurisdiction of the San Diego Unified Port District (Port), including land acquired from B.F. Goodrich, vacant and underutilized areas, and the former South Bay Power Plant parcel. Ms. Bestard also compiled analytical testing data from various environmental reports throughout the project area and performed a Human Health Screening Evaluation on 25 parcels to evaluate if the known, existing site contamination posed a potentially significant human health risk to future receptors based on the intended site use after redevelopment.





## Kristin Asmus

Senior Biologist, Arborist, and Project Manager

Ms. Asmus has more than 20 years of professional experience in conducting natural resource assessments and surveys and restoration planning, implementation, and monitoring. She is a trained wetland delineator and conducts botanical and wildlife habitat assessments, plant species inventories, and protocol-level surveys for special-status wildlife and plants. She has expertise in USACE wetland regulations and the permitting process pursuant to Section 404 and 401 of CWA and in ESA and CESA compliance as well as other regulatory permit processes. Ms. Asmus has extensive experience in vegetation surveying and sampling with additional experience in GIS, aerial photograph interpretation, and remote sensing data analysis as applied to vegetation mapping and monitoring. She has worked on salvage efforts for California tiger salamander and silvery legless lizard and on passive relocation of western burrowing owls; conducted surveys for California red-legged frog, foothill yellow-legged frog, San Joaquin kit fox, and Swainson's hawk; and conducted survey and trapping efforts for giant garter snake and western pond turtle. Ms. Asmus has maintained an International Society of Arboriculture Certified Arborist license since 2001 and is tree risk assessment qualified.

### EDUCATION

MS, Botany, University of Hawaii at Manoa, Honolulu, Hawaii

BS, Plant Science, Landscape Horticulture; German Language, and Literature (minor), University of California, Davis

### CERTIFICATIONS/ REGISTRATIONS

International Society of Arboriculture, Certified Arborist # WE-6139A

Tree Risk Assessment Qualified (TRAQ)

### SELECT PROJECT EXPERIENCE

#### **Lead Biologist, Town of Hillsborough – Callan Subdivision EIR, San Mateo County**

By request of the Town as a subconsultant to MIG, Inc, Kristin initially completed a peer review of all biological resources technical reports and completed the biological resources section of the EIR for the proposed Meadowood Estates project. The Callan Property owners are proposing to develop a subdivision and the site has several significant biological resources issues including seasonal wetlands as well as waters of the U.S., oak woodlands, extant populations of one federally listed endangered plant and two California Rare Plant Rank 1B species, and California red-legged frog, western pond turtle, and callippe silverspot butterfly habitat.

#### **Lead Arborist, Stanford University Medical Center (SUMC) – Facilities Renewal and Replacement Project, Palo Alto, San Mateo County**

Provided a master tree protection plan, analysis and design support services for the SUMC. This master tree protection plan encompassed the expansion project at Lucille Packard Children's Hospital as well as the Stanford Hospital, Hoover Building, and FIM site. Ms. Asmus provided a tree inventory and assessment, an analytical review of appropriate candidates for tree transplantation, analysis for two building shadow studies, and worked with the Palo Alto City Arborist on a tree protection plan for construction.

#### **Lead Biologist, East Bay Municipal Utility District – Chabot Dam, San Leandro, Alameda County**

This project included upgrade and reconstruction of Chabot Dam to meet state seismic safety requirements. The project team assessed the feasibility and constructability of project alternatives including reconstruction of dam outlet works structure. With identification of feasible alternatives, an EIR was prepared to determine potential impacts and mitigation for impacts to water quality, biological resources, cultural resources, recreation resources, aesthetics, and air quality. The team also secured regulatory permits for the project from USFWS, USACE, and CDFW. Ms. Asmus conducted biological resources surveys including floristic surveys,



prepared a constraints analysis memo and a wetland delineation report, assisted with regulatory permitting, and was the biological resources EIR section author.

**Lead biologist, US Department of Veterans Affairs (VA) – Facilities at the Former Alameda Naval Air Station (NAS), Alameda County**

The team provided a suite of environmental services to the VA, beginning with preparing a constraints and feasibility study for the proposed development at the former Alameda NAS. The team assisted the VA and Department of Navy with the Section 7 consultation process with USFWS and prepared a biological assessment to determine the proposed transfer and post-transfer development of property that the VA requested from the Navy. The team prepared a joint Navy and VA NEPA compliant Environmental Assessment. Environmental issues included impacts on threatened and endangered species, primarily the California least tern, impacts on site soils and geology, impacts on groundwater or surface waters including jurisdictional wetlands, noise, air quality, cultural resources, hazardous materials, utilities, and transportation. Ms. Asmus conducted the jurisdictional wetland delineation, biological resources assessment and floristic surveys.

**Biologist, Santa Clara County Water District – On-Call Biological Surveys, Santa Clara County**

Biologist, arborist, and restoration ecologist. Under an on-call contract, the team regularly provided biological services. Typical tasks included California red-legged frog focused surveys, burrowing owl surveys, avian surveys, fish surveys, arborist surveys, native seed collection, preconstruction surveys for special-status wildlife species, revegetation monitoring, and botanical surveys. The team provided technical reports of findings and worked with the district to develop innovative solutions to protect biological resources and accomplish necessary projects. The work required frequent coordination with district staff members, including biologists, planners, engineers, and construction managers. Ms. Asmus participated in numerous studies and projects, including protocol-level winter and breeding season surveys for burrowing owl, fish salvage at Lenihan Dam, arborist services and vegetation monitoring on Calabazas Creek, and focused botanical surveys and vegetation monitoring on the Guadalupe River.

**Lead Arborist, Sutter Alta Bates Medical Center – Oakland, Alameda County**

The project team designed the streetscape, plazas, gardens, and drop-off landscapes for Sutter Health's hilltop hospital complex. The project's complexities included a mix of renovations, retrofits, and new construction; protection of significant trees; property swaps and road realignments; on-structure gardens and drop-offs; and circulation through a hilly site that is compliant with the Americans with Disabilities Act. The project was designed to a minimum target of LEED silver. Ms. Asmus conducted the tree inventory and assessment, prepared a tree protection plan for construction, and provided arborist support during construction.

**Lead Arborist, Sacramento Municipal Utility District – Headquarters Renovation IS/MND and Arborist Services, Sacramento**

Prepared an IS/MND and technical studies in compliance with CEQA. The Headquarters building and site are on the National Register of Historic Places, and the renovation followed the Secretary of the Interior's Standards for the Treatment of Historic Properties while landscape treatments sought to restore the historical objectives of the original designer and lines-of-site of the Headquarters building. Issues addressed in the technical studies included tree preservation/arborist services, historic resources and cultural landscape evaluation and treatment/coordination with the City of Sacramento, an Environmental Site Assessment/PCB Study, and traffic counts to support the traffic analysis. Ms. Asmus prepared the landscape inventory report with tree protection guidelines and provided construction support for protection of heritage trees on site.

**Lead Arborist, San Francisco Municipal Transportation Agency – Central Subway Program and Construction Management, San Francisco**

The San Francisco Municipal Transportation Agency (SFMTA) board of directors approved a \$147 million contract for program management/construction management of the Central Subway, a step toward extending the existing Third Street Light Rail line from Fourth and King Streets to Chinatown. The project seeks to accommodate existing and future transit ridership in one of San Francisco's busiest corridors with greater reliability, comfort and speed. Ms. Asmus prepared a tree protection plan for the portion of the project in the area of the tunnel boring machine retrieval shaft.





## Samantha Kehr, BS

### Senior Biologist

Ms. Kehr is a Senior Biologist with ten years of experience working in the San Francisco Bay Area and California's Central Valley with special-status species. Ms. Kehr has conducted special status species surveys, biological assessments, construction monitoring, and reporting for environmental compliance. She has served as the qualified biologist for several projects, including; flood control and BART development. Ms. Kehr has performed protocol level surveys as well as pre-construction clearance and monitoring for California red-legged frog (CRLF) and California tiger salamander (CTS), as well as general wildlife and pre-construction surveys. She has been authorized under project Biological Opinions to independently handle and relocate CRLF during project implementation. In total, she has over eight years of experience as a professional Biologist conducting a wide variety of field work.

She is familiar with many field techniques and protocols. These include special status species survey protocols for burrowing owl, Swainson's hawk, golden eagle, northern spotted owl, Ridgway's rail, and black rail. Her reptile and amphibian experience includes: western pond turtle, Alameda whipsnake, San Joaquin coachwhip, giant garter snake, and Texas horned lizard. As well as surveys for vernal pool listed branchiopods, *Lepiduru packardi*, *Branchinecta lynchi*, and *B. longiantenna*. she has monitored for San Joaquin kit fox burrow and salt marsh harvest mouse. Other experience includes; aquatic toxicology, plant identification, wetland delineation, and macro invertebrate sampling. She has previously been listed on an entity permit (List of Authorized Individuals) to independently handle CTS and CRLF. She has become familiar with exclusion devices such as netting, wildlife fences. She has also conducted site visits, identifying sensitive biological resources and land cover types. participated in writing and preparing reports for Biological Assessments, other environmental documents, and data entry.

### EDUCATION

BS, Wildlife Management,  
Humboldt State University

### CERTIFICATIONS/ REGISTRATIONS

Wetland Delineation, Richard  
Chinn Environmental Training,  
Inc.

### SELECT PROJECT EXPERIENCE

#### **Biologist, Carmel Area Wastewater District – Rancho Cañada Sewer Replacement Project IS-MND, Monterey County**

Ms. Kehr authored the Biological Resources section of the IS-MND. She conducted a site survey to map vegetation communities and wildlife habitats, assessed the site for the capacity to support special status species, and assessed the potential for impacts and required mitigation. The project entailed replacement of an existing sewer main through Palo Corona Regional Park. The Final IS-MND was adopted in October 2020.

#### **Biologist, Carmel Area Wastewater District – Carmel Valley Manor Sewer Main Extension Project, Monterey County**

Ms. Kehr authored a Biological Resources Assesment (BRA) and Biological section of the IS-MND. She conducted a survey and assessed the site for the capacity to support special status species and sensitive biological resources, such as the Carmel River and riparian corridor. The BRA assessed the potential for impacts and required mitigation. The project involved extension of sewer service to the existing Carmel Valley Manor senior living facility. The Final IS-MND was adopted in Septemer 2020; Rincon is currently preparing an IS-MND Addendum for the project to address proposed alignment modifications, including a small jurisdictional ditch.



**Biologist, Transportation Agency for Monterey County – Fort Ord Regional Trail and Greenway Project EIR, Monterey County**

Ms. Kehr authored a BRA and Biological section of the EIR, and an Natural Environmental Study (NES) in support of NEPA environmental review. The FORTAG project involves approximately 28 miles of new trails, covering coastal dunes, maritime oak woodlands, sage scrub, and wetland habitats. Rincon is currently preparing an NES Addendum for the project to address proposed alignment modifications, including additional impacts to jurisdictional areas.

**Biologist, TriEco & Tetra Tech, Inc., – California tiger salamander exclusion and trapping, former Naval Weapons Station Seal Beach Detachment (NWS), Concord**

Ms. Kehr participated in installation, and maintenance of fencing to exclude CRLF, CTS, and Alameda whipsnake from work areas, as required by USFWS. She conducted trapping for CTS/CRLF at 14 sites, including trap setting, checking, and the processing of target and non-target species. Performed and managed weekly nesting bird surveys around work areas, CRLF protocol-level surveys of potential breeding locations on Base, biological monitoring during ground disturbance, and authored weekly, monthly, and annual reports.

**Biologist, Brosamer & Wall – Lower Berryessa Creek Project Phase I, Milpitas**

Ms. Kehr served as the contractor’s biologist for a flood control project. Provided preconstruction surveys for nesting birds, WPT, and any other sensitive species. Monitored active bird nests and protective buffers. Coordinated with SCVWD and CDFW to adjust buffers and provided daily nest monitoring. Advised contractor on biological requirements for compliance with project permits.

**Biologist, Brosamer & Wall – Lower Berryessa Creek Project Phase II, Milpitas**

Ms. Kehr served as the contractor’s biologist for the second phase of a three phase flood control project. Provided preconstruction surveys for nesting birds, western pond turtle, and any other sensitive species. Monitored active bird nests and protective buffers. Coordinated with the Santa Clara Valley Water District (SCVWD) to adjust buffers and provided daily nest monitoring. Advised contractor on biological requirements for compliance with project permits, and provided monthly reports of nesting bird surveys including the status of active nests and nest buffers.

**Biologist, TriEco & Tetra Tech, Inc., – Biological Enhancements, former Naval Weapons Station Seal Beach Detachment (NWS), Concord**

Ms. Kehr provided Biological support for enhancements at the CNWS’s Cistern Pond, including: contributing to the revegetation plan, work plan, and agency discussions. Conducted biological monitoring during removal of floating vegetation and excavation of pond banks. Served as the USFWS approved handler responsible for CRLF relocation during work. A total of 268 CRLF were relocated by Ms. Kehr or under her direct supervision. Of those, 103 CRLF were held in tanks during work, and the remaining frogs were relocated to a fenced off section of the pond.

**Biologist, Palo Corona Regional Park General Development Plan Initial Study – Mitigated Negative Declaration, County of Monterey**

Ms. Kehr authored the Biological Resources section of the IS-MND for the Palo Corona Regional Park General Development Plan (GDP). The intent of the GDP was to investigate the range of recreation opportunities appropriate for Palo Corona Regional Park through site assessment, master planning, and public outreach. The GDP will serve as a roadmap for conservation, stewardship, and public access to manage the almost 4,500-acre property. Rincon is analyzing each of the issues included in the Initial Study checklist at a level of detail that leads to a definitive conclusion relative to significance. Ms. Kehr prepared the Biological Resources section, documenting existing biological conditions based on a desktop review and evaluated at a programmatic-level the potential for impacts to sensitive biological resources.

**Biologist, UC Santa Cruz – Kresge College Environmental Impact Report, Santa Cruz**

Ms. Kehr prepared a habitat assessment for a renovation project on the UC Santa Cruz campus in accordance with the revised USFWS guidance. Ms. Kehr visited the project site, surrounding aquatic and upland habitats, and evaluated habitat suitability and potential for CRLF occurrence. Ms. Kehr also prepared the biological resources analysis section of the EIR to address current baseline conditions and direct and the potential for impacts to existing biological resources and special status species.





## JulieAnn Murphy

### Architectural Historian Project Manager

JulieAnn Murphy is an Architectural Historian with over 10 years of experience. Her work includes archival research, historic resource evaluations, and review of projects for the conformance with the Secretary of the Interior's Standards for the Treatment of Historic Properties. Her professional experience includes the preparation of nominations for the National Register of Historic Places. Ms. Murphy has extensive experience preparing applications for the Federal Historic Tax Credit program as well as several state preservation incentive programs, including the Mills Act. Ms. Murphy has experience preparing documentation in support of Section 106 of the National Historic Preservation Act, NEPA, CEQA, and local ordinances. She meets requirements in the Secretary of the Interior's Professional Qualification Standards in Architectural History and History.

### EDUCATION

MS, Historic Preservation,  
concentration in Preservation  
Planning, University of  
Pennsylvania

BA, History and Sociology,  
University of California,  
Riverside

### CERTIFICATIONS/ REGISTRATIONS

Meets and exceeds Secretary  
of the Interior's Professional  
Qualification Standards in  
Architectural History and  
History

### SELECT PROJECT EXPERIENCE

#### **Architectural Historian, Town of Windsor – Estates at Ross Ranch Project, Windsor**

As the Senior Architectural Historian, Ms. Murphy prepared an updated historical resource evaluation in support of California Environmental Quality Act (CEQA) compliance. The proposed project, the subdivision of a vacant parcel for development of single-family houses, was previously evaluated for historical resources. Following a peer review of the previous evaluation, Ms. Murphy reviewed the record search results from the California Historical Resources Information System (CHRIS), provided oversight for the site visit and field documentation of the built resources, performed supplemental archival and historical research, and evaluated the property for listing in the National Register of Historic Places (NRHP) and California Register of Historical Resources (CRHR). The assessment affirmed the findings of the previously performed evaluation that the property was not eligible for, listing in the NRHP or CRHR and was not a historical resource for the purposes of CEQA.

#### **Architectural Historian, Tenderloin Neighborhood Development Corporation – 2550 Irving Street Environmental Assessment, San Francisco**

Ms. Murphy served as the Senior Architectural Historian for the 2550 Irving Street Environmental Assessment and evaluated 16 historic-era commercial and residential structures for Section 106 of the National Historic Preservation Act compliance. The evaluations were completed in support of the preparation of the Environmental Assessment in accordance with NEPA and HUD requirements for the construction of a multi-family affordable housing development.

#### **Architectural Historian, City of San Leandro – 2824 Halcyon Drive, San Leandro**

As the Senior Architectural Historian, Ms. Murphy prepared a historic resource evaluation (HRE) of the proposed project property to identify potential historical resources in support of an Infill Checklist in compliance with the California Environmental Quality Act (CEQA). The proposed project included the demolition of four existing residential and accessory dwellings for the construction of 18 new single-family residences. The HRE included a site visit of the property to document its condition and any character-defining features, archival research, and evaluation of the property for the National Register of Historic Places (NRHP), the California



Register of Historical Resources (CRHR), and a City of San Leandro Landmark or Merit Resource. The property, found ineligible for listing, was also recorded on California DPR 523 Series forms.

**Architectural Historian, RRM Design Group – Coast Rail Trail Segments 8 and 9, Santa Cruz**

Rincon is currently supporting the preparation of environmental compliance documentation for the implementation of the Coastal Rail Trail Segments 8 and 9. Located along the Santa Cruz Branch Line Railroad, the former rail line is proposed to be rehabilitated for a recreation trail. Rincon is preparing Caltrans-format resource documentation in accordance with NEPA and Section 106. Ms. Murphy, as Senior Architectural Historian, is leading the preparation of the Historical Resources Evaluation Report (HRER) to determine if historic properties exist in the Area of Potential Effect (APE). As part of the effort, Ms. Murphy conducted a survey of the proposed project APE to identify and document potential historic properties impacted by the proposed project. Following the field survey, Ms. Murphy performed archival research to ascertain the age, alterations, and significance of each architectural resource. Potential historical significance was considered in accordance with the Caltrans Programmatic Agreement, which provides guidance on evaluating cultural resources. Properties were formally recorded on individual California DPR series 523 forms, and were evaluated for listing in the NRHP, CRHR, and for local listing. Results are being compiled into a short-format Caltrans Historic Property Survey Report (HPSR).

**Architectural Historian, City of Berkeley – Ashby and North BART Stations Historic Resource Evaluations, Berkeley**

Ms. Murphy served as the Project Manager and managed the day-to-day preparation of the Historical Resources Evaluations for the Ashby BART Station and the North Berkeley BART Station. The evaluations were completed in support of the California Environmental Quality Act (CEQA) compliance for the Ashby and North Berkeley BART Stations Transit Oriented Development (TOD) Zoning Project. The evaluations addressed the impacts to potential historical resources under CEQA. She performed field work, archival research, and outreach to gather important background information to inform the evaluations. She also researched trends and emerging best practices in the recordation and evaluation of cultural resources in the field to ensure that the provided analysis was as thorough as possible. Additionally, she provided oversight to the junior staff, including tracking the project budget and schedule to ensure that the final product was completed and delivered to the client on time and within budget.

**Architectural Historian, City of Albany – 540 San Pablo Avenue, Albany**

Ms. Murphy, as the Senior Architectural Historian, prepared a Cultural Resources Analysis technical report in support of a categorical exemption (CE) for the proposed project. The proposed project, located in Albany, included the demolition of several buildings for the construction of a five-story mixed use building with 207 residential units and four commercial spaces. Ms. Murphy performed a California Historical Resources Information Systems (CHRIS) search, conducted archival and background research, and provided oversight for a pedestrian survey to document the site. All of the site's age-eligible resources were evaluated for potential listing in the National Register of Historic Places (NRHP) and the California Register of Historical Resources (CRHR). Ms. Murphy also coordinated with the Senior Archaeologist to assess the project effects on a potentially sensitive archaeological resource on an adjacent property and developed a proposed monitoring program to implement during project construction.

**Architectural Historian, City of Vallejo – Historic Preservation White Paper, Vallejo**

Ms. Murphy prepared a Historic Preservation White Paper to provide recommendations to the City of Vallejo's Planning and Development Services Department. Funded by a grant from the California State Office of Historic Preservation, the Historic Preservation White Paper included an audit of the City of Vallejo's existing preservation policies, programs, and resources. The final paper included an evaluation the City's current policies and programs, an overview of the best historic preservation policies and practices, and provided a suite of options for the City's future preservation efforts.







## Andrew Lee Pulcheon, RPA, AICP

Principal/Cultural Resources Manager/Registered Professional Archaeologist/Certified Planner

Mr. Pulcheon has 27 years of research, field, laboratory, and project management experience. His experience includes project coordination and field direction; public/private sector and Native American consultation; field, archival, and laboratory research on projects throughout central and northern California; Section 106 and CEQA historical resource evaluations; NEPA analysis; CEQA document preparation; development of treatment and management plans; and museum curation and collections management. He has 20 years of experience in cultural resources impact assessment and mitigation development, including the preparation of Initial Study and Environmental Impact Report sections for public and private sector clients in urban and rural settings.

### EDUCATION

MA, Cultural Resources Management, Sonoma State University, Rohnert Park, California

BA, Anthropology (minor in Geography), Humboldt State University, Arcata, California

Certificate in Land Use and Environmental Planning, UC Davis Extension, Davis, California

### CERTIFICATIONS/REGISTRATIONS

Registered Professional Archaeologist #11693. Register of Professional Archaeologists, Baltimore, Maryland, 2002

American Institute of Certified Planners #21490. Washington, D.C., 2007

Certified Environmental Professional #12040825. Academy of Board Certified Environmental Professionals, Towson, Maryland, 2012

### SELECT PROJECT EXPERIENCE

Mr. Pulcheon has directed the CEQA and/or NEPA cultural resources analysis for projects involving the transportation sector, including:

#### **Cultural Resources Task Lead, City of Menlo Park – 1001 El Camino Real Business Park Project, Menlo Park**

For another firm, Mr. Pulcheon prepared a Cultural Resources Assessment Report for proposed construction at 1001 El Camino Real. Mr. Pulcheon provided principal-level review of the study prepared for the project. Preparation of the ASR included a field survey, archival and background research, an archeological sensitivity assessment, and consultation with potentially interested parties. The study did not identify any cultural resources in the project site.

#### **Cultural Resources Task Lead, City of San Jose – U.S. 101/De La Cruz Boulevard/Trimble Road Interchange Project, San Jose (Caltrans District 4)**

For another firm, Mr. Pulcheon prepared a Preliminary Environmental Assessment Report (PEAR) for proposed improvements to the U.S. 101/De La Cruz Boulevard/Trimble Road interchange and adjacent local street intersections within the City of San Jose and Santa Clara County. Mr. Pulcheon provided principal-level review of the Archeological Survey Report (ASR) prepared for the project. Preparation of the ASR included a field survey, archival and background research, an archeological sensitivity assessment, and consultation with potentially interested parties. The study identified high archeological sensitivity for prehistoric archeological cultural resources and possible remains of the first Mission Santa Clara. (2013)

#### **QA/QC Coordinator, Stanislaus County Department of Public Works – Hammett Road/State Route 99 Interchange Reconstruction Project, Stanislaus County (Caltrans District 10)**

For another firm, Mr. Pulcheon served as cultural resources Principal in Charge, providing overall QA/QC and overseeing preparation of a cultural resources study for this interchange improvement project. Documents prepared for the project included a Historic Property Survey Report, an Archeological Survey Report, and a Historical Resources Evaluation Report. One architectural property was evaluated for inclusion on the National Register of Historic Places.



**QA/QC Coordinator, Contra Costa County Planning and Community Development – Camino Tassajara Road Widening Project, Contra Costa County**

For another firm, Mr. Pulcheon conducted a field excavation and provided Principal-level review of the Caltrans documentation for this rural road widening project in unincorporated Contra Costa County.

**QA/QC Coordinator, Alameda County Public Works Agency – Interstate 80/Gilman Street Interchange Roundabouts Project, Berkeley**

For another firm, Mr. Pulcheon provided managerial oversight and quality control for preparation of the cultural resources section of the Preliminary Environmental Analysis Report (PEAR) for the Interstate 80/Gilman Street Interchange Roundabouts Project. The document addressed requirements of the Caltrans 2014 First Amended Programmatic Agreement.

**QA/QC Coordinator, San Carlos Public Works Department – U.S. 101/Holly Street Interchange Reconstruction Project and U.S. 101/Holly Street Pedestrian Overcrossing Project, San Carlos**

For another firm, Mr. Pulcheon provided managerial oversight and quality control for preparation of a Caltrans HPSR, ASR, and Extended Phase I Report for these interchange and pedestrian overcrossing projects. The documents addressed requirements of the Caltrans 2014 First Amended Programmatic Agreement.

**QA/QC Coordinator, City of Fremont Public Works Department – Fremont Boulevard Widening Project Fremont**

For another firm, Mr. Pulcheon provided managerial oversight and quality control for preparation of a cultural resources study on this City of Fremont roadway widening project. The document addressed requirements of Section 106 of the National Historic Preservation Act in support of a U.S. Army Corps of Engineers Section 404 Nationwide Permit. Cultural resources studies completion date: January 2015

**QA/QC Coordinator, City of Fremont Public Works Department – Capitol Avenue Extension Project, Fremont**

For another firm, Mr. Pulcheon provided managerial oversight and quality control for preparation of a Caltrans Historic Property Survey Report (HPSR) and Archaeological Survey Report (ASR) for this roadway construction project. The documents addressed requirements of the Caltrans 2014 First Amended Programmatic Agreement. Cultural resources studies completion date: December 2013

**QA/QC Coordinator, City of Woodland – Lemen/North/East Avenue Realignment Project, Woodland, Yolo County**

For another firm, Mr. Pulcheon prepared a Historic Property Survey Report (HPSR) and Archaeological Survey Report (ASR) to document cultural resource identification efforts in the Lemen/North/East Realignment Project's Area of Potential Effects (APE), in accordance with the Programmatic Agreement Among the Federal Highway Administration, the Advisory Council on Historic Preservation, the California State Historic Preservation Officer, and the California Department of Transportation Regarding Compliance with Section 106 of the National Historic Preservation Act as it Pertains to the Administration of the Federal-Aid Highway Program in California (Caltrans 2004) and the requirements of the National Environmental Protection Act, and the California Environmental Quality Act. The following tasks were done: archival and background research, archaeological field studies, a geoarchaeological sensitivity assessment, and Native American and historical society consultation. The site of a former house dating to the 1800s was identified within the APE. LSA was able to successfully argue in the HPSR and ASR that the project would not affect any intact archaeological deposits associated with the house. Mr. Pulcheon provided QA/QC for the cultural resources documentation.

**QA/QC Coordinator, City of Richmond Planning Division – Cultural Resources Documentation for the Nevin Avenue Streetscape Improvements Project, Richmond**

For another firm, Mr. Pulcheon served as Principal in Charge for this City of Richmond streetscape improvements project. Mr. Pulcheon provided QA/QC overseeing preparation of a Historic Property Survey Report and Cultural Resources Letter Report according to Caltrans Local Assistance Procedures. LSA conducted background research, including a records search at the Northwest Information Center and the Native American Heritage Commission. No cultural resources were identified in the Area of Potential Effects.





## Heather Blind, RPA

### Senior Archaeologist

Ms. Blind is a registered professional archaeologist (#16467) and meets the Secretary of the Interior's Standards for prehistoric and historical archeology. Ms. Blind has over 18 years of experience in cultural resources management and has worked in both the private and public sectors for various clients. Ms. Blind is proficient in project management, personnel management, Native American consultation, archival research, ethnographic and historical research, archaeological survey, prehistoric and historical excavation, laboratory analysis, and collections management.

Ms. Blind completes and manages the preparation of cultural resources technical studies compliant with Section 106 of the National Historic Preservation Act (NHPA) and CEQA, including studies documenting research, survey, testing, excavation, monitoring and evaluation for inclusion in the National Register of Historic Places (National Register) and California Register of Historical Resources (California Register). She also has expertise in project performance and compliance with federal, state, and local regulations; implementation of environmental mitigation monitoring plans; report production; and coordination with Native American groups.

### EDUCATION

MA, Archaeology/Celtic Civilization, University of Glasgow, Glasgow, Scotland  
HNC, Social Sciences with Management, Cardonald College, Glasgow, Scotland

### CERTIFICATIONS/ REGISTRATIONS

Registered Professional Archaeologist (ID# 16467)  
Society for California Archaeology

### SELECT PROJECT EXPERIENCE

#### **Project Manager/Program Manager, Midpeninsula Regional Open Space District – Vegetation Treatment Project, Santa Clara County**

Cultural Resources Project Manager for the MROSD vegetation treatment activities in the Bear Creek Redwood Open Space Preserve. The cultural resources analysis included a review of previously conducted background research, a cultural resources sensitivity analysis, and a Phase I archaeological survey for 30 treatment areas within the Preserve. The cultural resources survey identified 14 additional cultural resources which were recorded on Department of Parks and Recreation 523 forms. In addition, Rincon recommended mitigation measures that would assist the MROSD in preserving and protecting cultural resources within the proposed vegetation treatment areas.

#### **Senior Archaeologist/Project Manager, Moraga Rd Storage, LLC – 2600 Moraga Road Self-Storage Project, Contra Costa County**

Ms. Blind designed and implemented an archaeological identification program to assess a previously recorded shell deposit of unknown origin that was identified within the project limits. The program was designed to identify whether the shell deposit was cultural, define the boundaries of the deposit, and to inform the monitoring program required by mitigation measures previously established for the project. Ms. Blind identified a previously unrecorded precontact archaeological site within the project area. Ms. Blind has coordinated and assisted with ongoing consultation with Moraga Storage LLC, the City of San Pablo, and representatives of the Confederated Indians of Lisjan (Tribe), to reach an agreement for cultural resources protocols within this project. The team was able to reach an agreement to avoid and protect the identified Native American site. In response to additional discoveries during monitoring, a Data Recovery program was undertaken and completed in consultation with the Tribe and the applicant team. The analysis of this work is currently pending.



**Senior Archaeologist/Project Manager, WRA – 9910-TRAIL: Penitencia Creek Re-Alignment Project, Santa Clara County**

Due to the public accessibility of the project area, this project was initially classified as an emergency project due to safety issues and structural failure caused by seasonal rains. The project involved the redesign and repair of a publicly accessible trail in the City of San Jose and Ms. Blind worked to respond to the City of San José and WRAs request for an expedient response to complete cultural resource studies for this project. Ms. Blind coordinated the Rincon team to complete a cultural resources records search, Native American consultation, a pedestrian survey, and archaeological sensitivity analysis, and the preparation of a technical report.

**Senior Archaeologist/Project Manager, Carmel Area Wastewater District – Palo Corona Regional Park Sewer Replacement Project, Monterey County**

Ms. Blind coordinated with the Carmel Wastewater District, construction crews, Native Americans and Rincon staff to provide biological, cultural and paleontological services for the duration of the project. This included working closely with the Ohlone Costanoan Esselen Nation (OCEN) to ensure tribal requirements were met throughout the project. The project involved the replacement of approximately 4,200 linear feet of sewer main at the former Rancho Cañada Golf Course within Palo Corona Regional Park. Biological, cultural and paleontological monitoring was a mitigation measure requirement of the IS/MND previously completed for this project.

**Senior Archaeologist/Project Manager, Presidio National Historic Landmark District – Presidio Parkway Project, City and County of San Francisco**

Ms. Blind conducted historical research to prepare a Work Plan as part of the Doyle Drive replacement project in the Presidio of San Francisco. The Work Plan was required to meet the approval of Caltrans, the Presidio Trust Environmental team, and representatives of the City and County of San Francisco. The Work Plan was designed to identify, test, and assess prehistoric and historic archaeological features that may be affected by construction activities during the project. As part of the archival review for this project Ms. Blind led test excavations of 15 distinct areas to assess the presence or absence of historic-period archaeological resources within the proposed project areas. The recovered materials were identified, analyzed and prepared for permanent curation at the Presidio Trust's Archaeological Laboratory.

**Senior Archaeologist/Project Manager, County of Marin/CalTrans – Tennessee Valley-Manzanita Connector Pathway Project, Mill Valley, Marin County**

As part of this County of Marin/Caltrans local assistance pedestrian/bike path project Ms. Blind conducted cultural resource studies to prepare a Historic Property Survey Report and Archaeological Survey Report. Ms. Blind assessed the APE's archaeological sensitivity using the records search; geological research; historical maps; archaeological site information provided by Caltrans; and the field survey.

**Supervisory Archaeologist, Presidio National Historic Landmark District – Officers' Quarters on Funston Avenue Project, City and County of San Francisco**

Ms. Blind directed a remediation crew in archaeological methods and practice. Archaeologists were restricted from completing excavations due to hazardous soil conditions. Excavation was conducted beneath the existing floors of Civil War era officers' quarters on Funston Avenue. Ms. Blind directed the removal of Spanish-Colonial and American period deposits; analyzed and catalogued of artifacts; and completed the subsequent report.

**Senior Archaeologist/Project Manager, College of Marin – Kentfield Campus and Indian Valley Campus, Marin County**

As part of cultural resources services provided for the Measure C Bond Spending Implementation Plan for the College of Marin, Ms. Blind conducted excavation, auger testing, NAGPRA consultation, artifact analysis, monitoring, research, reporting, recording and consultation with Native Americans to address CEQA requirements.





## Aubrey Mescher, MESM

### Supervising Environmental Planner

Ms. Mescher has 17 years of experience managing and preparing environmental analyses and documentation for compliance with CEQA and California Water Code, including through the preparation of Water Supply Assessments (WSAs) to evaluate the long-term availability and reliability of water supply for a proposed project. Ms. Mescher manages Rincon's WSA services, and has prepared numerous WSAs throughout southern California, and under the same water supply scenarios applicable to the City of Burbank. Ms. Mescher also specializes in the analysis and management of water infrastructure projects and working to meet the needs of water agencies and districts of all sizes. Ms. Mescher is currently managing on-call environmental services contracts for Gateway Water Management Authority in Los Angeles County, Coachella Valley Water District in Riverside County, and United Water Conservation District in Ventura County. Ms. Mescher works closely with agency staff to identify, characterize, and provide the environmental services needed to support delivery of safe and reliable water supplies for the respective jurisdictions.

### EDUCATION

MESM, Water Resources Management; University of California Santa Barbara  
BA, Environmental Studies/Film Studies; Emory University

### CERTIFICATIONS/ REGISTRATIONS

California Association of Environmental Professionals  
Water Education Foundation, Water Leaders Class, 2014

### SELECT PROJECT EXPERIENCE

#### **Service Line Lead, Public and Private Clients – Water Supply Assessments, Statewide, California**

Ms. Mescher leads Rincon's service line for WSAs, through which she prepares and manages the preparation of WSAs for land use analyses and large-scale infrastructure projects throughout California, to facilitate project compliance with CEQA and California Water Code. Ms. Mescher specializes in the analysis of projects in areas dependent on imported surface water supplies and limited local groundwater, including areas where groundwater resources are adjudicated or otherwise carefully managed due to scarcity and the effects of drought. WSAs have been particularly scrutinized in recent years, as California is still in and recovering from historic drought conditions, and the effects of the Sustainable Groundwater Management Act are just starting to be seen. No WSA prepared or managed by Ms. Mescher has been legally challenged to date. A select list of projects for which Ms. Mescher has authored and/or managed a WSA include:

- Burbank Downtown TOD Specific Plan WSA, Los Angeles County
- Housing Authority of the City of Los Angeles Rancho San Pedro Project (technical support and guidance), Los Angeles County
- Athos Solar Project Colorado River Water Supply Plan, Riverside County
- City of Seaside General Plan, Monterey County
- City of Marina Downtown Vitalization Specific Plan, Monterey County
- Multiple Solar Developments in Kern County, including: Bellefield Solar Project, Garland Solar Facility, Aratina Solar Project, and Sienna Solar Project

Common issues addressed in WSAs for projects in southern California include the conjunctive use of groundwater and surface water resources, which requires balancing the needs of numerous different land uses, and with consideration to climatic variables that affect the reliability of imported water supplies. In addition, groundwater in southern California tends to have high concentrations of salts as supply decreases, which can require water-intense treatment prior to use.



**Project Manager and Water Specialist, Water Replenishment District of Southern California – Sativa Well #5 Project & Maywood Avenue Well Treatment System, Los Angeles County**

Water Replenishment District (WRD), with support from Rincon, assisted the Sativa Los Angeles County Water District (Sativa) with its application for State funds via WRD's Safe Drinking Disadvantage Community Program, to provide a wellhead treatment system and supporting facilities for Sativa Well #5. Ms. Mescher managed the preparation of CEQA-Plus documentation consisting of an IS-MND and biological and cultural technical studies, provided an official FEMA floodplain map of the project area, and assisted WRD with Native American consultation in accordance with Assembly Bill 52. Rincon was also retained by KEH & Associates, on behalf of WRD and Maywood Mutual Water Company No. 2 (now absorbed by WRD) to prepare CEQA-Plus compliant technical studies for the Maywood Mutual No. 2 Water System Project, which included the construction of a wellhead treatment system for the existing Maywood Avenue Well. Ms. Mescher assisted in the completion of CEQA-Plus documentation and technical analyses, which were completed within short time frames (less than three weeks) for the SRF Application package.

**Program Manager, Coachella Valley Water District, On-Call Environmental Services, Riverside County**

Ms. Mescher is currently managing Rincon's multi-year on-call environmental services contract with Coachella Valley Water District, including management and execution of multiple CEQA analyses for water storage and delivery projects in the Coachella Valley. A selection of project experience under this contract is provided below.

- Project Manager, Palm Desert Groundwater Replenishment Project Environmental Impact Report, Environmental Impact Report Addendum, and CWA permitting, Riverside County  
 Ms. Mescher managed the preparation of an Environmental Impact Report and an Environmental Impact Report Addendum for Coachella Valley Water District in support of evaluation for potential environmental impacts related to the proposed Palm Desert Groundwater Replenishment Project. The project involved re-purposing existing ponds within Coachella Valley Water District's Water Reclamation Plant No. 10 and constructing detention basins for the purpose of replenishing the groundwater basin using Colorado River water imported via the State Water Project. The project upgraded two pump stations, and constructed groundwater replenishment ponds, secondary effluent storage ponds, pipeline extensions and associated components.
- Project Manager, Non-Potable Water Master Plan Program Environmental Impact Report, Riverside County  
 Ms. Mescher is managing a team of environmental professionals in the preparation of a program-level Environmental Impact Report for Coachella Valley Water District's NPW Master Plan Project, under which multiple future NPW projects will be implemented, including but not limited to the NPW Pipeline Connections Project. The program Environmental Impact Report for this project is currently on hold, pending engineering design revisions that Coachella Valley Water District is presently working on. Ms. Mescher continues to coordinate with Coachella Valley Water District and the project team is ready to re-mobilize as soon as program design details are confirmed by Coachella Valley Water District.
- Project Manager, Palm Desert Groundwater Replenishment Project, Riverside County  
 Ms. Mescher is the Project Manager for the preparation of an Environmental Impact Report and supporting technical studies for this important water supply project, consisting of a groundwater replenishment facility located in Palm Desert, in western Riverside County. Project components include the construction of new detention/infiltration basins, improvement of existing pump stations, construction of a new pump station, and implementation of pipeline extensions. Technical studies prepared for this project include an Air Quality Assessment, Biological Resources Assessment, Cultural Resources Assessment. Ms. Mescher also prepared a Statement of Overriding Considerations, for environmental impacts that were determined in the Environmental Impact Report to be significant and unavoidable in the issue areas of greenhouse gases, as well as hydrology and water quality. Additionally, Ms. Mescher provided support with public outreach, meeting coordination and execution, agency coordination, and communication with the Coachella Valley Water District Board of Directors for project consideration. The Final Environmental Impact Report was published in January 2018. Ms. Mescher is currently assisting Coachella Valley Water District in preparing a Clean Water Act Section 404 Individual Permit in coordination with the U.S. Army Corps of Engineers, to permit Phase II of this project.



# Appendix B

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Hexagon Scope of Work



July 22, 2022

Mr. Leo Mena  
Rincon Consultants, Inc.  
449 15<sup>th</sup> Street, Suite #303  
Oakland, CA 94612

**Re: *Proposal to Prepare a Transportation Impact Analysis for the Proposed Parkline Project in Menlo Park, CA.***

Dear Mr. Mena:

Hexagon Transportation Consultants, Inc. is pleased to submit this proposal to prepare a Transportation Impact Analysis (TIA) for the proposed Parkline project in Menlo Park, CA. The project site located at 333 Ravenswood Avenue is currently occupied by the existing SRI International campus. The project proposes to redevelop the approximately 63-acre site to include 400 new housing units (including affordable housing), 1.1 million s.f. of replacement office and R&D uses, and new community-oriented retail space. A variant project description increasing the residential component to include up to 600 units will also be evaluated.

Residential site access would be provided via driveways on Laurel Street and on Ravenswood Avenue. Access to the office and R&D land uses would be provided via driveways on Ravenswood Avenue and on Middlefield Road.

## Scope of Services

The purpose of the transportation study is to satisfy the requirements of the City of Menlo Park, California Environmental Quality Act (CEQA), and the City/County Associations of Governments (C/CAG) Congestion Management Program (CMP). The transportation study will include a VMT analysis and an operational analysis of weekday AM and PM peak-hour traffic conditions. The operational analysis will determine the potential traffic adverse effects caused by the proposed project on up to 25 key intersections, 2 freeway segments, and 4 freeway ramps in the vicinity of the site.

## CEQA Analysis

1. **VMT Analysis.** The project is located mostly within ½ mile of the Menlo Park Caltrain station but is not located in a low VMT zone. Therefore, aside from the retail land use, which can be exempted for its local-oriented nature, the office and residential land uses will require a VMT analysis. Hexagon will coordinate with City staff on the most appropriate approach to evaluate the project's VMT for its office and residential land uses.
2. **VMT Mitigation.** If the VMT analysis identifies a significant VMT impact, Hexagon will work with City staff to identify the most appropriate mitigation strategies. It is envisioned that the City may need to work with the applicant team to develop the appropriate mitigation measures. Hexagon will provide technical support in reviewing documents and conducting any necessary analysis. This task assumes up to 20 hours of staff time. Work requiring considerably more effort will require additional budget authorization.





- 3. Provision of Data to Air Quality and Noise Consultants.** It is anticipated that the Air Quality and Noise consultants will need traffic and VMT data for their analysis. This task includes Hexagon staff time to coordinate with the consultants on the data needs, formats, and providing the requested data.

### Non-CEQA Operations Analysis

- 4. Selection of Study Intersections, Freeway Segments and Freeway Ramps.** Hexagon will coordinate with the project team and City staff to determine the list of study intersections, freeway segments, and freeway ramps. Decisions such as whether traffic currently generated by existing uses on site, or traffic that can be generated by existing uses on site at full occupancy can be credited towards project trip generation could affect the study scope. This proposal assumes a budget for up to 25 key intersections, 2 freeway segments, and 4 freeway ramps. Additional budget and schedule would be needed if the scope needs to include additional locations.
- 5. Site Reconnaissance.** The physical characteristics of the site and the surrounding roadway network will be reviewed to identify existing roadway cross-sections, intersection lane configurations, traffic control devices, and surrounding land uses.
- 6. Observation of Existing Traffic Conditions in the Study Area.** Field observations of existing traffic conditions will be limited to field-verifying signal timing at signalized intersections during peak hours. Due to COVID conditions, field observations of intersection-level operational issues are not included in this proposal.
- 7. Data Collection.** It is assumed that intersection counts at most study intersections will be provided by City staff. Counts at unsignalized intersections may not be available from the City. Intersection counts collected during COVID conditions will be compared against nearby locations with COVID and pre-COVID counts. This proposal includes collecting peak hour (7-9 AM, and 4-6 PM) turning movements counts at up to 10 locations. Pedestrian and bicycle counts will be included.
- 8. Evaluation of Existing Conditions.** Existing traffic conditions will be evaluated based on existing traffic volumes at the study intersections. The existing traffic conditions at the key study intersections will be evaluated using the software Vistro, which employs the *Highway Capacity Manual (HCM) 6<sup>th</sup> Edition* methodology for intersection analyses and is the designated level of service methodology for the City of Menlo Park.
- 9. Project Trip Generation, Distribution, and Assignment.** Estimates of trips to be added to the surrounding roadway network by the proposed project will be based on the trip generation rates recommended by the Institute of Traffic Engineers' *Trip Generation Manual, 11<sup>th</sup> Edition*. Potential trip reductions for the project location and mixed-use design will be estimated using the latest MXD model. Trips generated by existing uses on site will be credited based on City input (see Task 3).

Hexagon will run the citywide travel demand forecasting model to determine the trip distribution pattern for the project. Site-generated traffic will be assigned to the roadway network based on the trip generation and distribution pattern. The trip generation,



distribution, and assignment estimates will be reviewed and approved by City staff prior to initiation of the subsequent tasks.

- 10. Evaluation of Background Conditions.** Background traffic volumes represent a near-term horizon when the project is anticipated to be completed. Hexagon will work with the team and City staff to define the horizon year. A list of approved, and not-yet constructed or occupied projects will be obtained from City staff. Hexagon will use the travel demand forecasting model to forecast intersection-level traffic volumes and freeway volumes. The model's land use for the project zone will be reviewed to determine whether additional modifications are needed to generate the background conditions traffic volumes. Intersection LOS analysis will be completed using the Vistro software.
- 11. Evaluation of Background Plus Project Conditions.** Project-generated traffic will be added to the background condition traffic volumes. Intersection levels of service under project conditions will be evaluated using the Vistro software. Intersection level of service calculations will be conducted to estimate project traffic conditions during the AM and PM peak hours after the completion of the proposed project. Intersection adverse effects associated with the project will be evaluated relative to background conditions.
- 12. Evaluation of Cumulative Conditions.** Cumulative traffic volumes represent a 2040 horizon assuming the buildout of the City's General Plan, as well as any approved or pending General Plan Amendments. Hexagon assumes that either the cumulative + project model run completed for the Willow Village project, or the cumulative + project model run complete for the Housing Element Update project will be used to represent cumulative conditions. This task does not assume a new model run. The model's land use for the project zone will be reviewed to determine whether additional modifications are needed to generate the cumulative conditions traffic volumes. Intersection LOS analysis will be completed using the Vistro software.
- 13. Evaluation of Cumulative Plus Project Conditions.** Project-generated traffic will be added to the cumulative condition traffic volumes. Intersection levels of service under project conditions will be evaluated using the Vistro software. Intersection level of service calculations will be conducted to estimate project traffic conditions during the AM and PM peak hours. Intersection adverse effects associated with the project will be evaluated relative to cumulative conditions.
- 14. Freeway Segment and Ramp Analysis.** The magnitude of project trips on freeway segments and ramps near the site will be determined based on the trip assignment task described above. The number of trips on nearby freeway segments and ramps will be compared to the CMP's threshold. The results of this task will be documented in the traffic study.
- 15. Site Access, On-Site Circulation and Parking.** A review of the project site plan will be performed to determine the overall adequacy of the site access and on-site circulation in accordance with generally accepted traffic engineering standards and to identify any access or circulation issues that should be improved. Parking will be evaluated relative to the City's parking code.



- 16. Signal Warrant Analysis.** This proposal assumes that the intersection analysis will include unsignalized intersections. The need for future signalization of these unsignalized study intersections will be evaluated on the basis of the Peak Hour Warrant (Warrant 3 – Part B) in the *California Manual on Uniform Traffic Control Devices*. The warrant will be evaluated using peak-hour volumes for all study scenarios.
- 17. Evaluation of Vehicle Queuing.** For selected locations where the project would add a significant number of left-turning vehicles, the adequacy of existing/planned storage at turn pockets will be assessed by means of comparison with expected maximum vehicle queues. Vehicle queues will be estimated using a Poisson probability distribution.
- 18. Bicycle, Pedestrian, and Transit Facilities.** A qualitative analysis of the project's effect on transit service in the area and on bicycle and pedestrian circulation in the study area will be included in the traffic report. This includes sidewalks, bicycle lanes, and amenities to promote the safe use of alternate modes of transportation, and connections to the existing bicycle and pedestrian network.
- 19. Peer Review of TDM Plan.** Hexagon will conduct a comprehensive peer review of the applicant-provided Transportation Demand Management (TDM) Plan. Hexagon will summarize our comments in a draft memorandum and will respond to one round of comments from City of Menlo Park and prepare a final memorandum. This task also includes a peer review of the Final TDM Plan.
- 20. Variant Analysis.** For the project-proposed variant of including up to 600 housing units, Hexagon will qualitatively discuss the project's VMT impacts, and conduct a quantitative evaluation of the non-CEQA operational issues (intersection LOS analysis, freeway and freeway ramp analysis, queuing analysis, and parking analysis). This proposal assumes that the variant analysis will not materially change the site plan, so a site plan review is not included as part of this task.
- 21. Description of Recommendations.** Based on the results of the level of service calculations, operational issues of the site-generated traffic will be identified and described. Recommendations will be formulated that identify the locations and types of improvements or modifications necessary to alleviate the operational issues. Improvements could include street widenings, lane additions, changes in lane usage, or modifications to existing traffic signals.

## Reports and Meetings

- 22. Meetings.** The fee estimate includes Hexagon staff attendance at the project kickoff meeting, three public hearings, and ten team meetings with the Consultant team/City staff. Additional meetings will require additional budget authorization.
- 23. EIR Transportation Chapter.** Hexagon will author the EIR Transportation Chapter and include all CEQA-related and any necessary non-CEQA contents. This task includes three rounds of report revisions.



**24. TIA Report.** Hexagon will prepare a separate TIA report documenting our study methodology and findings for all tasks performed. This task includes three rounds of report revisions.

**25. Response to Public Comments.** Hexagon will prepare response to public comments as requested (i.e. NOP comments, draft EIR comments). This task assumes up to 40 hours of staff time in preparing responses to comments.

## Time of Performance

Since the EIR Transportation Chapter may or may not include non-CEQA analysis, the schedule below assumes that the administrative draft of the EIR Transportation Chapter and the TIA report will be submitted together, at the conclusion of the initial analysis. Barring any unforeseen delays, the administrative drafts will be submitted approximately 12 weeks (major milestones are described below) after: (1) authorization to proceed, and (2) receipt of all required data (such as new count data, the City’s approved trips inventory, and project related information). Upon receiving the first and second rounds of review comments, Hexagon will revise the report within 2 weeks. Upon receiving the third round of review comments, assumed to be minor editorial comments, Hexagon will revise the report within 1 week.

### Major Milestones

Week	Milestone
Week 3	Provide draft trip generation, distribution and assignment for City review and approval (assume 2-week City review time)
Week 5	Provide preliminary VMT results for City review (assume 2-week City review time)
Week 8	Provide preliminary results for non-CEQA analyses (assume 2-week City review time)
Week 12	Provide administrative draft EIR Transportation Chapter, TIA report, and data needs for AQ/Noise



## Cost of Services

The fee for the scope of services will be based on time and expenses up to a maximum budget of \$125,000 (see Table 2 for budget breakdown). Also attached is Hexagon's billing rate by position. Work not specifically specified in this scope are considered out-of-scope (such as analyzing additional variants, alternatives, revised project description after project initiation), and will require additional budget authorization.

We appreciate your consideration of Hexagon Transportation Consultants for this assignment. If you have any questions, please do not hesitate to call.

Sincerely,

**HEXAGON TRANSPORTATION CONSULTANTS, INC.**

A handwritten signature in black ink, appearing to read "Gary K. Black". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Gary K. Black  
President

A handwritten signature in black ink, appearing to read "Ollie Zhou". The signature is more compact and stylized than the one above, with a distinct loop at the end.

Ollie Zhou, T.E.  
Principal Associate



**Table 1  
 Budget by Task**

#	Task	President	Principal Associate	Associate	Engineer	Admin/ Graphics	Direct Expenses	Budget
1	VMT Analysis	4	16					\$ 5,360
2	VMT Mitigation	4	16					\$ 5,360
3	Provision of Data to AQ/Noise		8	8				\$ 3,680
4	Selection of Intersections, Freeway Segments, Ramps		4			2		\$ 1,260
5	Site Reconnaissance			4				\$ 800
6	Traffic Condition Observations				8		\$ 100	\$ 1,340
7	Data Collection				8		\$ 2,600	\$ 3,840
8	Evaluation of Existing Conditions		4	16				\$ 4,240
9	Trip Generation, Distribution, Assignment	2	4	8	8	2		\$ 4,700
10	Background Conditions		4	16				\$ 4,240
11	Background + Project Conditions			4				\$ 800
12	Cumulative Conditions		4	16				\$ 4,240
13	Cumulative + Project Conditions			4				\$ 800
14	Freeway Segment and Ramp Analysis		16					\$ 4,160
15	Site Access, On-Site Circulation, Parking		4	8				\$ 2,640
16	Signal Warrant Analysis				4			\$ 620
17	Vehicle Queuing			4	4			\$ 1,420
18	Bike, Pedestrian and Transit Facilities		2	8				\$ 2,120
19	Peer Review of TDM Plan	2	8	24				\$ 7,480
20	Variant Analysis		8	20				\$ 6,080
21	Description of Recommendations	4	8	8				\$ 4,880
22	Meetings	10	24					\$ 9,240
23	EIR Transportation Chapter	10	20	60		4		\$ 20,640
24	TIA Report	4	20		50			\$ 14,150
25	Response to Public Comments	10	30					\$ 10,800
	<b>Total</b>	<b>50</b>	<b>200</b>	<b>208</b>	<b>82</b>	<b>8</b>	<b>\$ 2,700</b>	<b>\$ 125,000</b>

**Hexagon 2022 Billing Rates**

<u>Professional Classification</u>	<u>Rate per Hour</u>
President	\$300
Principal	\$260
Senior Associate II	\$240
Senior Associate I	\$220
Associate II	\$200
Associate I	\$175
Planner/Engineer II	\$155
Planner/Engineer I	\$130
Admin/Graphics	\$110
Senior CAD Tech	\$95
Technician	\$75

Direct expenses are billed at actual costs, with the exception of mileage, which is reimbursed at the current rate per mile set by the IRS.

Billing rates shown are effective January 1, 2022 and subject to change January 1, 2023.

## Appendix C

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Keyser Marston Associates Scope of Work

## **Scope of Services to Prepare a Housing Needs Assessment (HNA) for the Parkline Project**

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The following scope of services is for preparation of a Housing Needs Assessment (HNA) addressing the Parkline Project (“Project”). The HNA will address the following major housing-related topics, to the extent possible:

- 1) Net impact on housing supply and housing need by income level considering:
  - a. Housing supply added by the Project;
  - b. Net impact on worker housing need from removal of existing commercial buildings from the Project site and replacement with new office / R&D buildings, with no net increase in non-residential floor area; and
  - c. Added worker housing need associated with off-site retail and other services to residents of the new residential units.
- 2) Estimated geographic distribution of housing needs by jurisdiction; and
- 3) Qualitative evaluation of potential influence on the regional housing market and potential to cause or contribute to the displacement of existing residents in nearby communities that are vulnerable to displacement.

These housing-related impacts are not required to be analyzed under CEQA but may be of interest to decision-makers and/or the public in evaluating the merits of the Project. The HNA scope and methodology will be generally consistent with HNAs for prior projects in Menlo Park. As the Project adds residential uses but does not result in a net increase in non-residential floor area, the analysis of potential displacement impacts will be qualitative in nature, consistent with HNAs for previous projects in Menlo Park that were primarily residential in nature.

### ***Task 1 – Project Initiation and Data Collection***

The purpose of this task is to identify the availability of data necessary to complete the HNA, identify key analysis inputs and assumptions, and refine the approach to the assignment. As part of this task, KMA will:

- (1) Provide a list of data needs to complete the HNA and work with the prime consultant and the City’s project team as necessary to gather the necessary data.
- (2) Meet with City staff, its consultants, and the project sponsor team to: (a) discuss data and analysis alternatives (b) review technical methodology and approach (c) discuss and agree on schedule.



## **Task 2 – Net impact on housing supply and housing need by income category**

KMA will quantify, by affordability level, the net impact on housing supply and housing demand associated with the Project. The analysis will address the following:

- a. *Housing Supply Addition by Income Level* – The 400 residential units to be added to the housing supply by the Project will be summarized based on the income level(s) applicable to the Below Market Rate (BMR) affordable units and the estimated income level(s) applicable to the market rate units. The income level(s) for market rate units will be estimated based on an analysis of market rents for comparable units.
- b. *Net Impact to Worker Housing Demand* – The net impact to worker housing demand will be based on the estimated net change in employment levels from removal of the existing commercial buildings and construction of the new office / R&D space and office amenity building, combined with household size ratios developed from Census data. The net impact to housing demand by income level will be estimated using a methodology consistent with other recent HNAs prepared for the City. The analyses utilize a combination of Bureau of Labor Statistics, Census, and California Employment Development Department data to estimate the household incomes of workers. The analysis will address two scenarios regarding the mix of office / R&D and life sciences tenants since this mix may vary in response to future tenant needs.
- c. *Housing Demand for Off-site Jobs Supported by Residential* – Development of new residential units adds to the demand for services such as retail, restaurants, healthcare and education. KMA will prepare an analysis to estimate housing demand by income for workers associated with off-site services to residential units. The analysis will follow a series of steps linking the estimated incomes of residents living in the new units, their demand for goods and services, the number of jobs associated with providing these services, and the housing need by income level of the workers who fill those jobs. Multiplier effects will be considered as part of the analysis.
- d. *Net Housing Demand / Supply Effect* – The net housing supply / demand effects will be computed by combining the findings of the above analyses, including each of the two scenarios regarding the mix of office / R&D and life sciences tenants.

## **Task 3 - Commuting and Geographic Distribution of Housing Supply / Demand Effects**

The prior task determines the total housing supply and demand effects irrespective of geography. In this task, the geographic distribution is estimated. The new housing units will be located in Menlo Park while the net change in worker housing needs will reflect the locations where workers live. Estimates of geographic distribution of housing demand effects will be based upon data on commute patterns available through a special tabulation of the U.S. Census and could also incorporate any available commute data for the existing non-residential space.

#### ***Task 4 – Relationship to Regional Housing Market and Potential to Contribute to Displacement***

Lower income communities in the Bay Area have become increasingly vulnerable to displacement of existing residents. Employment growth, constrained housing production, and rising income inequality are among the factors that have contributed to increased displacement pressures, especially within lower income communities in locations accessible to employment centers where many households are housing-cost burdened. In this task, KMA will draw on the findings of the prior tasks and context materials assembled for prior HNAs prepared for other projects to provide a qualitative evaluation of the potential housing market effects.

The proposed qualitative discussion of housing market effects and displacement is more limited in scope than for past HNAs addressing projects that result in a significant increase in non-residential uses. The proposed approach reflects the nature of the Project, which adds housing while maintaining the same amount of employment space.

#### ***Task 5 – Project Variant***

The report will include a discussion of a Project variant with 600 residential units. KMA will quantify and summarize the net impact on housing demand and supply for the Project variant consistent with Tasks 2 and 3. For the Task 4 analysis of displacement impacts, a limited qualitative discussion of the variant will be provided.

#### ***Task 6 – Report Preparation***

The methodology, data sources, results and implications of the HNA will be documented in a written report. This scope assumes one draft version of the report for review and one final report.

#### ***Task 7 – Responses to DEIR Comments***

KMA anticipates assisting the City and the prime consultant in preparing responses to comments on the Draft EIR. KMA's focus will be on comments that are directly related to the HNA. We have included a time and materials budget allowance for KMA to assist with preparation of responses to comments.

# Appendix D

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Project Schedule

Parkline Project Schedule - V1

ID	Task Name	Duration	Start	Finish	Milestone		Qtr 4, 2022		Qtr 1, 2023			Qtr 2, 2023			Qtr 3, 2023		Qtr 4, 2023				
							Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	
1	<b>Parkline Project EIR</b>	<b>302 days?</b>	<b>Mon 9/5/22</b>	<b>Tue 10/31/23</b>		No															
2	<b>Task 1: Project Kick Off and Site Visit</b>	<b>6 days</b>	<b>Mon 9/5/22</b>	<b>Mon 9/12/22</b>		No															
3	Notice to Proceed	1 day	Mon 9/5/22	Mon 9/5/22		No															
4	Kick Off Meeting and Site Visit	1 day	Mon 9/12/22	Mon 9/12/22		No															
5	<b>Task 2: Prepare Project Description and Data Needs</b>	<b>35 days</b>	<b>Tue 9/6/22</b>	<b>Mon 10/24/22</b>		No															
6	Provide Data Needs to City	10 days	Tue 9/6/22	Mon 9/19/22		No															
7	City Responds to Data Needs	10 days	Tue 9/20/22	Mon 10/3/22		No															
8	Prepare Project Description	5 days	Tue 10/4/22	Mon 10/10/22		No															
9	City Reviews Project Description	10 days	Tue 10/11/22	Mon 10/24/22		No															
10	<b>Task 3: Project Scoping</b>	<b>54 days</b>	<b>Tue 9/13/22</b>	<b>Sat 11/26/22</b>		No															
11	Rincon drafts NOP	20 days	Tue 9/13/22	Mon 10/10/22		No															
12	City Reviews NOP	10 days	Tue 10/11/22	Mon 10/24/22		No															
13	Rincon Finalizes NOP	3 days	Tue 10/25/22	Thu 10/27/22		Yes															
14	NOP Review Period	30 edays	Thu 10/27/22	Sat 11/26/22		No															
15	Scoping Meeting	1 day	TBD	TBD		No															
16	<b>Task 4: Tech Studies</b>	<b>95 days</b>	<b>Tue 9/6/22</b>	<b>Mon 1/16/23</b>		No															
17	<b>Task 4.1: TIA</b>	<b>60 days</b>	<b>Tue 9/13/22</b>	<b>Mon 12/5/22</b>		No															
18	Trip Gen, Dist, Assignment for Review	5 days	Tue 9/13/22	Mon 9/19/22		No															
19	City Approves Trip Gen, Dist, Assignment	10 days	Tue 9/20/22	Mon 10/3/22		No															
20	Preliminary VMT Results	10 days	Tue 10/4/22	Mon 10/17/22		No															
21	City Reviews Preliminary VMT	10 days	Tue 10/18/22	Mon 10/31/22		No															
22	Non-CEQA Results	5 days	Tue 11/1/22	Mon 11/7/22		No															
23	City Reviews Non-CEQA Results	10 days	Tue 11/8/22	Mon 11/21/22		No															
24	Admin Draft EIR, Transpo Chapter, Data Needs for AQ and Noise	10 days	Tue 11/22/22	Mon 12/5/22		No															
25	<b>Task 4.2: HNA</b>	<b>85 days</b>	<b>Tue 9/20/22</b>	<b>Mon 1/16/23</b>		No															
26	KMA Prepares HNA	60 days	Tue 9/20/22	Mon 12/12/22		No															
27	City Reviews HNA	15 days	Tue 12/13/22	Mon 1/2/23		No															
28	KMA Finalizes HNA	10 days	Tue 1/3/23	Mon 1/16/23		No															

Project: Parkline Schedule  
Date: Fri 7/29/22

Task		Project Summary		Manual Task		Start-only		Deadline
Split		Inactive Task		Duration-only		Finish-only		Progress
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress
Summary		Inactive Summary		Manual Summary		External Milestone		

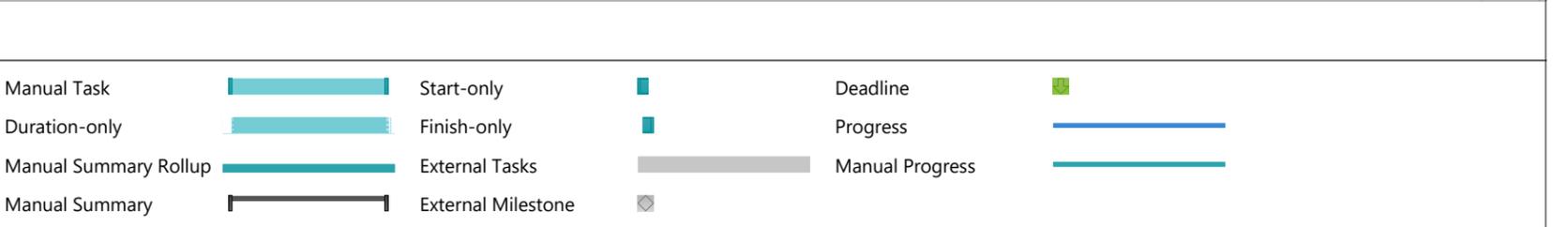
Parkline Project Schedule - V1

ID	Task Name	Duration	Start	Finish	Milestone	Qtr 4, 2022		Qtr 1, 2023			Qtr 2, 2023			Qtr 3, 2023		Qtr 4, 2023			
						Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
29	<b>Task 4.3: Phase I</b>	<b>30 days</b>	<b>Tue 9/13/22</b>	<b>Mon 10/24/22</b>	<b>No</b>														
30	Peer Review Phase I	20 days	Tue 9/13/22	Mon 10/10/22	No														
31	Response to Peer Review/Finalization	10 days	Tue 10/11/22	Mon 10/24/22	No														
32	<b>Task 4.4: HRE</b>	<b>30 days</b>	<b>Tue 9/13/22</b>	<b>Mon 10/24/22</b>	<b>No</b>														
33	Peer Review HRE	20 days	Tue 9/13/22	Mon 10/10/22	No														
34	P&T Responds to Peer Review/Finalization	10 days	Tue 10/11/22	Mon 10/24/22	No														
35	<b>Task 4.5: Archaeological Resources Technical Report</b>	<b>81 days</b>	<b>Tue 9/13/22</b>	<b>Tue 1/3/23</b>	<b>No</b>														
36	CHRIS Records Search	30 days	Tue 9/13/22	Mon 10/24/22	No														
37	Pedestrian Survey	1 day	Tue 10/25/22	Tue 10/25/22	No														
38	SLF Search	40 days	Tue 9/13/22	Mon 11/7/22	No														
39	Tech Report Admin Draft	30 days	Wed 10/26/22	Tue 12/6/22	No														
40	City comments on Tech Report	10 days	Wed 12/7/22	Tue 12/20/22	No														
41	Final Tech Report	10 days	Wed 12/21/22	Tue 1/3/23	No														
42	<b>Task 4.6: Peer Review AQ/GHG Report</b>	<b>50 days</b>	<b>Tue 9/6/22</b>	<b>Mon 11/14/22</b>	<b>No</b>														
43	Report Provided to Rincon	20 days	Tue 9/6/22	Mon 10/3/22	No														
44	Peer Review Report	15 days	Tue 10/4/22	Mon 10/24/22	No														
45	Response to Peer Review/Finalization	15 days	Tue 10/25/22	Mon 11/14/22	No														
46	<b>Task 4.7: Peer Review Bio Report</b>	<b>50 days</b>	<b>Tue 9/6/22</b>	<b>Mon 11/14/22</b>	<b>No</b>														
47	Report Provided to Rincon	20 days	Tue 9/6/22	Mon 10/3/22	No														
48	Peer Review Report	15 days	Tue 10/4/22	Mon 10/24/22	No														
49	Response to Peer Review/Finalization	15 days	Tue 10/25/22	Mon 11/14/22	No														
50	<b>Task 4.8: Peer Review Hydro Study</b>	<b>50 days</b>	<b>Tue 9/6/22</b>	<b>Mon 11/14/22</b>	<b>No</b>														
51	Study Provided to Rincon	20 days	Tue 9/6/22	Mon 10/3/22	No														
52	Peer Review Study	15 days	Tue 10/4/22	Mon 10/24/22	No														
53	Response to Peer Review/Finalization	15 days	Tue 10/25/22	Mon 11/14/22	No														
54	<b>Task 5: Admin Draft EIR</b>	<b>87 days</b>	<b>Tue 10/25/22</b>	<b>Wed 2/22/23</b>	<b>No</b>														
55	Bio	15 days	Tue 11/15/22	Mon 12/5/22	No														

Project: Parkline Schedule Date: Fri 7/29/22	Task		Project Summary		Manual Task		Start-only		Deadline	
	Split		Inactive Task		Duration-only		Finish-only		Progress	
	Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
	Summary		Inactive Summary		Manual Summary		External Milestone			

Parkline Project Schedule - V1

ID	Task Name	Duration	Start	Finish	Milestone		Timeline															
							Sep	Qtr 4, 2022		Dec	Qtr 1, 2023		Feb	Mar	Qtr 2, 2023		Qtr 3, 2023		Qtr 4, 2023			
56	AQ, GHG, Noise	15 days	Tue 11/15/22	Mon 12/5/22		No																
57	Cultural	10 days	Wed 1/4/23	Tue 1/17/23		No																
58	Hazards	20 days	Tue 10/25/22	Mon 11/21/22		No																
59	Hydro	15 days	Tue 11/15/22	Mon 12/5/22		No																
60	Transportation	10 days	Tue 12/6/22	Mon 12/19/22		No																
61	Other Env Sections	5 days	Wed 1/18/23	Tue 1/24/23		No																
62	Alternatives and Other CEQA	20 days	Wed 1/25/23	Tue 2/21/23		No																
63	Rincon Completes Admin Draft EIR	1 day	Wed 2/22/23	Wed 2/22/23		Yes																
64	<b>Task 6: Screencheck Draft EIR</b>	<b>40 days</b>	<b>Thu 2/23/23</b>	<b>Wed 4/19/23</b>		<b>No</b>																
65	City Reviews Admin Draft EIR	20 days	Thu 2/23/23	Wed 3/22/23		No																
66	Prepare Screencheck EIR	20 days	Thu 3/23/23	Wed 4/19/23		Yes																
67	<b>Task 7: Public Draft EIR</b>	<b>72 days</b>	<b>Thu 3/23/23</b>	<b>Sat 7/1/23</b>		<b>No</b>																
68	Prepare NOA, NOC, Summary Form	20 days	Thu 3/23/23	Wed 4/19/23		No																
69	City Reviews Screencheck EIR, NOA, NOC, Summary Form	10 days	Thu 4/20/23	Wed 5/3/23		No																
70	Public Draft EIR	10 days	Thu 5/4/23	Wed 5/17/23		Yes																
71	Public Review Period	45 edays	Wed 5/17/23	Sat 7/1/23		No																
72	Public Hearing	1 day	TBD	TBD		No																
73	<b>Task 8: Final EIR</b>	<b>75 days</b>	<b>Mon 7/3/23</b>	<b>Fri 10/13/23</b>		<b>No</b>																
74	Prepare Admin Final EIR	25 days	Mon 7/3/23	Fri 8/4/23		Yes																
75	Ciy Reviews Admin Final EIR	20 days	Mon 8/7/23	Fri 9/1/23		No																
76	Prepare Screen Check Final EIR	10 days	Mon 9/4/23	Fri 9/15/23		Yes																
77	Prepare Findings of Fact, Statement of Overriding Considerations	30 days	Mon 8/7/23	Fri 9/15/23		Yes																
78	City Reviews Screen Check Final EIR, Findings, Statement of Overriding Considerations	10 days	Mon 9/18/23	Fri 9/29/23		No																
79	Final EIR, Final Findings, Final Statement of Overriding Considerations	10 days	Mon 10/2/23	Fri 10/13/23		Yes																



Project: Parkline Schedule  
Date: Fri 7/29/22

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			

Parkline Project Schedule - V1

ID	Task Name	Duration	Start	Finish	Milestone		Qtr 4, 2022		Qtr 1, 2023			Qtr 2, 2023			Qtr 3, 2023		Qtr 4, 2023	
							Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
80	<b>Task 9: Final EIR Hearing and NOD</b>	<b>12 days?</b>	<b>Mon 10/16/23</b>	<b>Tue 10/31/23</b>		<b>No</b>												
81	10 day review for public agencies	10 days	Mon 10/16/23	Fri 10/27/23		No												
82	Public Hearing (After this Date)	1 day	Mon 10/30/23	Mon 10/30/23		No												
83	File NOD	1 day?	Tue 10/31/23	Tue 10/31/23		Yes												

Project: Parkline Schedule Date: Fri 7/29/22	Task		Project Summary		Manual Task		Start-only		Deadline	
	Split		Inactive Task		Duration-only		Finish-only		Progress	
	Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
	Summary		Inactive Summary		Manual Summary		External Milestone			

# Appendix E

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Cost Proposal





RINCON CONSULTANTS, INC.  
 22-13253 Menlo Park, Parkline EIR  
 Cost Estimate

	Rate	Hours	Labor Budget	Direct Expenses	Total Budget
<b>Task 1: Project Kickoff and Site Visit</b>		8.00	2,036.00	62.50	2,098.50
Principal I	285.00	4.00	1,140.00		
Senior Planner II	224.00	4.00	896.00		
Travel - Mileage				62.50	
<b>Task 2: Project Description and Data Needs</b>		28.00	5,380.00	0.00	5,380.00
Principal I	285.00	4.00	1,140.00		
Senior Planner II	224.00	8.00	1,792.00		
Planner II	153.00	16.00	2,448.00		
<b>Task 3: Project Scoping</b>		15.00	2,795.00	0.00	2,795.00
Principal I	285.00	2.00	570.00		
Senior Planner II	224.00	4.00	896.00		
Planner II	153.00	8.00	1,224.00		
Production Specialist I	105.00	1.00	105.00		
<b>Task 4: Technical Studies</b>		218.00	44,333.00	982.50	45,315.50
Task 4.1: TIA		5.00	1,181.00	0.00	1,181.00
Principal I	285.00	1.00	285.00		
Senior Planner II	224.00	4.00	896.00		
Task 4.2: HNA		5.00	1,181.00	0.00	1,181.00
Principal I	285.00	1.00	285.00		
Senior Planner II	224.00	4.00	896.00		
Task 4.3: Phase I Peer Review		33.00	6,343.00	0.00	6,343.00
Director I	285.00	4.00	1,140.00		
Principal I	285.00	2.00	570.00		
Senior Planner II	224.00	2.00	448.00		
Planner III	170.00	24.00	4,080.00		
Production Specialist I	105.00	1.00	105.00		
Task 4.4: HRE Peer Review		33.00	7,037.00	0.00	7,037.00
Principal I	285.00	1.00	285.00		
Supervisor Archaeologist I	240.00	2.00	480.00		



RINCON CONSULTANTS, INC.  
 22-13253 Menlo Park, Parkline EIR  
 Cost Estimate

	Rate	Hours	Labor Budget	Direct Expenses	Total Budget
Senior Planner II	224.00	2.00	448.00		
Senior Archaeologist I	208.00	28.00	5,824.00		
<b>Task 4.5: Cultural Resources Technical Report</b>		62.00	11,089.00	982.50	12,071.50
CHRIS Search		4.00	612.00	920.00	1,532.00
Archaeologist II	153.00	4.00	612.00		
Record Search				920.00	
NAHC Search		5.00	820.00	0.00	820.00
Senior Archaeologist I	208.00	1.00	208.00		
Archaeologist II	153.00	4.00	612.00		
Pedestrian Survey		8.00	1,224.00	62.50	1,286.50
Archaeologist II	153.00	8.00	1,224.00		
Travel - Mileage				62.50	
Cultural Resources Technical Report		45.00	8,433.00	0.00	8,433.00
Principal I	285.00	1.00	285.00		
Supervisor Archaeologist I	240.00	2.00	480.00		
Senior Planner II	224.00	2.00	448.00		
Senior Archaeologist I	208.00	20.00	4,160.00		
Archaeologist II	153.00	20.00	3,060.00		
<b>Task 4.6: AQ/GHG Peer Review</b>		30.00	6,842.00	0.00	6,842.00
Principal I	285.00	2.00	570.00		
Senior Planner II	224.00	28.00	6,272.00		
<b>Task 4.7: Bio Peer Review</b>		29.00	5,607.00	0.00	5,607.00
Principal II	295.00	1.00	295.00		
Senior Biologist II	224.00	2.00	448.00		
Senior Planner II	224.00	2.00	448.00		
Biologist IV	184.00	24.00	4,416.00		
<b>Task 4.8: Hydro Peer Review</b>		21.00	5,053.00	0.00	5,053.00
Principal I	285.00	1.00	285.00		
Supervisor Planner I	240.00	18.00	4,320.00		
Senior Planner II	224.00	2.00	448.00		
<b>Task 5: Administrative Draft EIR</b>		604.00	107,353.00	1,159.00	108,512.00
<b>Task 5.1: Introduction</b>		19.00	3,181.00	0.00	3,181.00
Principal I	285.00	1.00	285.00		
Senior Planner II	224.00	2.00	448.00		
Planner II	153.00	16.00	2,448.00		



RINCON CONSULTANTS, INC.  
 22-13253 Menlo Park, Parkline EIR  
 Cost Estimate

	Rate	Hours	Labor Budget	Direct Expenses	Total Budget
Task 5.2: Project Description		21.00	3,629.00	0.00	3,629.00
Principal I	285.00	1.00	285.00		
Senior Planner II	224.00	4.00	896.00		
Planner II	153.00	16.00	2,448.00		
Task 5.3.1: Air Quality, GHG, Energy		54.00	10,190.00	0.00	10,190.00
Principal I	285.00	6.00	1,710.00		
Senior Planner II	224.00	16.00	3,584.00		
Planner II	153.00	32.00	4,896.00		
Task 5.3.2: Biological Resources		25.00	4,861.00	0.00	4,861.00
Principal I	285.00	1.00	285.00		
Senior Biologist II	224.00	2.00	448.00		
Senior Planner II	224.00	2.00	448.00		
Biologist IV	184.00	20.00	3,680.00		
Task 5.3.3: Cultural Resources and TCR		33.00	6,734.00	0.00	6,734.00
Principal I	285.00	3.00	855.00		
Senior Planner II	224.00	4.00	896.00		
Senior Archaeologist I	208.00	15.00	3,120.00		
Archaeologist II	153.00	4.00	612.00		
Technical Editor	130.00	1.00	130.00		
AB 52 and SB 18 Letter Package		6.00	1,121.00	0.00	1,121.00
Principal I	285.00	1.00	285.00		
Senior Planner II	224.00	1.00	224.00		
Archaeologist II	153.00	4.00	612.00		
Task 5.3.4: Geology and Soils		37.00	6,038.00	599.00	6,637.00
Principal I	285.00	1.00	285.00		
Senior Archaeologist II	224.00	4.00	896.00		
Archaeologist II	153.00	10.00	1,530.00		
Planner II	153.00	20.00	3,060.00		
Archaeologist I	136.00	1.00	136.00		
GIS/CADD Specialist I	131.00	1.00	131.00		
Printing & Production				24.00	
Record Search				575.00	
Task 5.3.5: Hazards and Hazardous Materials		25.00	4,241.00	0.00	4,241.00
Principal I	285.00	1.00	285.00		
Senior Planner II	224.00	4.00	896.00		



RINCON CONSULTANTS, INC.  
 22-13253 Menlo Park, Parkline EIR  
 Cost Estimate

	Rate	Hours	Labor Budget	Direct Expenses	Total Budget
Planner II	153.00	20.00	3,060.00		
<b>Task 5.3.6: Hydrology &amp; Water Quality</b>		25.00	4,241.00	0.00	4,241.00
Principal I	285.00	1.00	285.00		
Senior Planner II	224.00	4.00	896.00		
Planner II	153.00	20.00	3,060.00		
<b>Task 5.3.7: Land Use and Planning</b>		25.00	4,241.00	0.00	4,241.00
Principal I	285.00	1.00	285.00		
Senior Planner II	224.00	4.00	896.00		
Planner II	153.00	20.00	3,060.00		
<b>Task 5.3.8: Noise and Vibration</b>		110.00	19,204.00	560.00	19,764.00
Principal I	285.00	4.00	1,140.00		
Senior Planner II	224.00	26.00	5,824.00		
Planner II	153.00	80.00	12,240.00		
Meals				20.00	
Sound Level Field Monitoring Package				440.00	
Travel - Mileage				100.00	
<b>Task 5.3.9: Population/Housing</b>		25.00	4,377.00	0.00	4,377.00
Principal I	285.00	1.00	285.00		
Senior Supervisor Planner II	258.00	4.00	1,032.00		
Planner II	153.00	20.00	3,060.00		
<b>Task 5.3.10: Public Services and Recreation</b>		17.00	3,153.00	0.00	3,153.00
Principal I	285.00	1.00	285.00		
Senior Supervisor Planner II	258.00	4.00	1,032.00		
Planner II	153.00	12.00	1,836.00		
<b>Task 5.3.11: Transportation</b>		34.00	7,860.00	0.00	7,860.00
Principal I	285.00	4.00	1,140.00		
Senior Planner II	224.00	30.00	6,720.00		
<b>Task 5.3.12: Utilities and Service Systems</b>		37.00	6,213.00	0.00	6,213.00
Principal I	285.00	1.00	285.00		
Senior Supervisor Planner II	258.00	4.00	1,032.00		
Planner II	153.00	32.00	4,896.00		
<b>Task 5.3.13: Effects Found To Be LTS or NI</b>		10.00	1,733.00	0.00	1,733.00
Principal I	285.00	1.00	285.00		



RINCON CONSULTANTS, INC.  
 22-13253 Menlo Park, Parkline EIR  
 Cost Estimate

	Rate	Hours	Labor Budget	Direct Expenses	Total Budget
Senior Planner II	224.00	1.00	224.00		
Planner II	153.00	8.00	1,224.00		
<b>Task 5.4: Other CEQA</b>		29.00	5,137.00	0.00	5,137.00
Principal I	285.00	1.00	285.00		
Senior Planner II	224.00	8.00	1,792.00		
Planner II	153.00	20.00	3,060.00		
<b>Task 5.5: Alternatives</b>		54.00	9,500.00	0.00	9,500.00
Principal I	285.00	4.00	1,140.00		
Senior Planner II	224.00	10.00	2,240.00		
Planner II	153.00	40.00	6,120.00		
<b>Task 5.6: Editing and Formatting</b>		24.00	2,820.00	0.00	2,820.00
Technical Editor	130.00	12.00	1,560.00		
Production Specialist I	105.00	12.00	1,260.00		
<b>Task 6: Screen Check Draft EIR</b>		94.00	16,038.00	0.00	16,038.00
Principal I	285.00	4.00	1,140.00		
Senior Planner II	224.00	24.00	5,376.00		
Planner II	153.00	54.00	8,262.00		
Production Specialist I	105.00	12.00	1,260.00		
<b>Task 7: Public Draft EIR and Noticing</b>		56.00	9,728.00	0.00	9,728.00
<b>Task 7.1: Public Draft EIR</b>		40.00	6,448.00	0.00	6,448.00
Principal I	285.00	4.00	1,140.00		
Senior Planner II	224.00	8.00	1,792.00		
Planner II	153.00	12.00	1,836.00		
Production Specialist I	105.00	16.00	1,680.00		
<b>Task 7.2: Noticing</b>		16.00	3,280.00	0.00	3,280.00
Principal I	285.00	2.00	570.00		
Senior Planner II	224.00	8.00	1,792.00		
Planner II	153.00	6.00	918.00		
<b>Task 8: Final EIR</b>		185.00	33,437.00	0.00	33,437.00
Task 8.1: Admin Final EIR		110.00	20,478.00	0.00	20,478.00



RINCON CONSULTANTS, INC.  
 22-13253 Menlo Park, Parkline EIR  
 Cost Estimate

	Rate	Hours	Labor Budget	Direct Expenses	Total Budget
Principal I	285.00	8.00	2,280.00		
Senior Biologist II	224.00	4.00	896.00		
Senior Planner II	224.00	24.00	5,376.00		
Senior Archaeologist I	208.00	6.00	1,248.00		
Planner III	170.00	50.00	8,500.00		
Biologist II	153.00	6.00	918.00		
Production Specialist I	105.00	12.00	1,260.00		
<b>Task 8.2 Screencheck Final EIR</b>		38.00	6,622.00	0.00	6,622.00
Principal I	285.00	4.00	1,140.00		
Senior Planner II	224.00	8.00	1,792.00		
Planner II	153.00	20.00	3,060.00		
Production Specialist I	105.00	6.00	630.00		
<b>Task 8.3: Final EIR</b>		11.00	1,765.00	0.00	1,765.00
Principal I	285.00	1.00	285.00		
Senior Planner II	224.00	2.00	448.00		
Planner II	153.00	4.00	612.00		
Production Specialist I	105.00	4.00	420.00		
<b>Task 8.4: Findings of Fact and SOC</b>		26.00	4,572.00	0.00	4,572.00
Principal I	285.00	2.00	570.00		
Senior Planner II	224.00	6.00	1,344.00		
Planner II	153.00	16.00	2,448.00		
Production Specialist I	105.00	2.00	210.00		
<b>Task 9: Final EIR Circulation, Presentation, NOD</b>		7.00	1,487.00	0.00	1,487.00
		7.00	1,487.00	0.00	1,487.00
Principal I	285.00	1.00	285.00		
Senior Planner II	224.00	4.00	896.00		
Planner II	153.00	2.00	306.00		
<b>Task 10: Project Management</b>		116.00	25,380.00	0.00	25,380.00
		116.00	25,380.00	0.00	25,380.00
Principal I	285.00	20.00	5,700.00		
Senior Planner II	224.00	80.00	17,920.00		
Project Accountant	110.00	16.00	1,760.00		



RINCON CONSULTANTS, INC.  
 22-13253 Menlo Park, Parkline EIR  
 Cost Estimate

	Rate	Hours	Labor Budget	Direct Expenses	Total Budget
<b>Task 11: GIS Services</b>		40.00	5,840.00	0.00	5,840.00
GIS/CADD Specialist II	146.00	40.00	5,840.00	0.00	5,840.00
<b>Reimbursable Expense</b>		0.00	0.00	198,787.50	198,787.50
Postage, Shipping, Delivery				287.50	
Printing & Production				3,000.00	
Consultant (General)				51,750.00	
Traffic Engineering Subconsultant				143,750.00	
<b>Project Total</b>		<b>1,371.00</b>	<b>253,807.00</b>	<b>200,991.50</b>	<b>454,798.50</b>

Direct Expenses Summary	Amount
Meals	20.00
Postage, Shipping, Delivery	287.50
Printing & Production	3,024.00
Record Search	1,495.00
Sound Level Field Monitoring Package	440.00
Travel - Mileage	225.00
Consultant (General)	51,750.00
Traffic Engineering Subconsultant	143,750.00
<b>Direct Expenses Subtotal</b>	<b>200,991.50</b>



## Office Locations

**Carlsbad**

2215 Faraday Avenue  
Suite A  
Carlsbad, California 92008  
760-918-9444

**Oakland**

449 15<sup>th</sup> Street  
Suite 303  
Oakland, California 94612  
510-834-4455

**San José**

99 South Almaden Boulevard  
San José, California 95113  
408-577-3008

**Fresno**

7080 North Whitney Avenue  
Suite 101  
Fresno, California 93720  
559-228-9925

**Redlands**

1980 Orange Tree Lane  
Suite 105  
Redlands, California 92374  
909-253-0705

**San Luis Obispo**

1530 Monterey Street  
Suite D  
San Luis Obispo, California 93401  
805-547-0900

**Los Angeles**

250 East 1<sup>st</sup> Street  
Suite 1400  
Los Angeles, California 90012  
213-788-4842

**Sacramento**

4825 J Street  
Suite 200  
Sacramento, California 95819  
916-706-1374

**Santa Barbara**

209 East Victoria Street  
Santa Barbara, California 93101  
805-319-4092

**Monterey**

2511 Garden Road  
Suite C-250  
Monterey, California 93940  
831-333-0310

**San Diego**

8825 Aero Drive  
Suite 120  
San Diego, California 92123  
760-918-9444

**Ventura (headquarters)**

180 North Ashwood Avenue  
Ventura, California 93003  
805-644-4455





LSA

**PROPOSAL FOR**

**EIR PREPARATION  
AND ENVIRONMENTAL CONSULTANT SERVICES  
FOR THE PROPOSED PARKLINE PROJECT**

**CITY OF MENLO PARK**

AUGUST 1, 2022

Page G-8.330



CARLSBAD  
CLOVIS  
IRVINE  
LOS ANGELES  
PALM SPRINGS  
POINT RICHMOND  
RIVERSIDE  
ROSEVILLE  
SAN LUIS OBISPO

August 1, 2022

Corinna D. Sandmeier  
Acting Principal Planner  
701 Laurel Street  
Menlo Park, CA 94025  
[cgsandmeier@menlopark.org](mailto:cdsandmeier@menlopark.org)

**Subject: Response to RFP – Environmental Impact Report (EIR) Preparation and Environmental Consultant Services – Parkline Project**

Dear Ms. Sandmeier:

LSA is pleased to submit this proposal to provide environmental consulting services to the City of Menlo Park (City) and to prepare the Parkline Project EIR, pursuant to the California Environmental Quality Act (CEQA). We are confident that LSA can provide the City with the essential project management and strategic thinking skills, combined with our expertise in environmental and policy issues, that will be needed to deliver a technically thorough and legally robust EIR for this project.

LSA is a full-service multidisciplinary environmental planning and project management professional services firm committed to providing the City with accurate, prompt, and efficient environmental documentation services. LSA has offered these services for more than 46 years, and today the firm employs over 145 environmental professionals, including specialists in environmental and land use planning, transportation, biological resources, architectural and historic resources, archaeology, paleontology, water quality, air quality, greenhouse gas emissions, geographic information systems, and noise and vibration. Our key qualifications for conducting this work are:

- The availability and commitment of LSA’s senior project management team, Theresa Wallace, AICP, Principal/Project Manager, and Matthew Wiswell, AICP, Senior Planner/Assistant Project Manager, who will see the project through from beginning to end;
- Our previous experience preparing environmental documents for projects throughout Northern California and specifically within the San Francisco Bay Area (Bay Area) and Peninsula, including the City of Menlo Park;
- The commitment of LSA’s in-house technical experts and selected subconsultants with local knowledge and expertise; and
- The ability to work collaboratively with agencies, project sponsors, design teams, and technical consultants, and to communicate effectively with diverse audiences in highly charged public forums.

Our team brings experience in preparing environmental documents for a wide range of land development projects in diverse settings throughout the Bay Area, including a number of residential, life sciences, research and development, and office campus projects. We have prepared comprehensive and focused EIRs for a number of high-profile projects in recent years, and these documents have been subject to and have withstood a high level of scrutiny. Our solid understanding of the CEQA environmental review process and other environmental laws helps us to anticipate our clients’ needs and provide a customized approach to each assignment, while balancing cost efficiency, schedule constraints, and regulatory requirements.

Theresa Wallace, AICP, will serve as the Principal in Charge and Project Manager and brings 19 years of experience in managing and preparing a variety of environmental documents for CEQA compliance throughout the Bay Area. She will be supported by senior level technical staff, including Matthew Wiswell, AICP, Senior Planner, as the Assistant Project Manager. Theresa and Matthew have successfully completed four Focused EIRs for projects within the Bayfront Area of the City over the last 3 years, and both are based out of LSA's Bay Area office, located in Point Richmond.

LSA's in-house technical specialists will complete the biological resources, cultural and tribal cultural resources, air quality, greenhouse gas emissions, and noise analyses, and conduct peer review of project sponsor-prepared studies as needed. Technical support will be provided by staff in our Point Richmond, Clovis, and San Luis Obispo offices.

To supplement our team, we have included our longstanding teaming partners, with particular experience working in Menlo Park and other cities on the Peninsula:

- [Hexagon Transportation Consultants](#) to provide the transportation and circulation analysis;
- [Baseline Environmental Consulting](#) to provide geology and soils, hazards and hazardous materials, and hydrology and water quality analyses;
- [BAE Urban Economics](#) to provide a Housing Needs Assessment; and
- [Environmental Vision](#) to provide shadow diagrams and visual simulations, as an optional task.

We believe that the LSA team offers efficiencies in terms of both timeline and cost given our recent experience within the city and ability to maximize the expertise of our own in-house technical specialists and long-term teaming partners. With the use of our in-house and select technical specialists, LSA's project manager can ensure that the team is committed to the submittal due dates provided in our agreed-upon schedules and that our quality assurance and quality control procedures are followed.

We approach this assignment with a great deal of enthusiasm and look forward to the opportunity to assist you with this project. If you have any questions regarding this proposal, please contact me by email at [theresa.wallace@lsa.net](mailto:theresa.wallace@lsa.net) or by phone at (510) 236-6810.

Sincerely,

**LSA ASSOCIATES, INC.**



**Theresa Wallace, AICP**  
**Principal**



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# 1. Project Understanding and Approach

LSA understands that the City of Menlo Park (City) is seeking an environmental consultant to prepare the environmental review documentation for the proposed Parkline Project (proposed project), pursuant to the requirements of the California Environmental Quality Act (CEQA), and to provide all necessary environmental consulting services in connection with this effort. In response to the City's Request for Proposals (RFP), dated June 1, 2022, LSA has developed an approach and work program that will achieve the City's objectives for environmental review and has assembled a project team that provides the full range of required expertise.

This section outlines our project understanding and approach to environmental review and provides an overview of our management approach and the key strengths of the project team. Section 2 provides our proposed work program; the cost estimate and schedule are presented in Sections 3 and 4, respectively. The LSA project team is identified in Section 5, and relevant experience and references are listed in Section 6. Our conflict of interest statement and disclosures are included in Section 7. Our efforts related to diversity, equity, and inclusion are identified in Section 8.

## Project Understanding

Our project understanding and approach to environmental review are based on the information and background materials provided in the RFP and our familiarity with the project site and vicinity.

The approximately 63.2-acre project site is made up of five parcels (Assessor's Parcel Numbers 062-390-660, -670, -730, -760, and -780) located at 333 Ravenswood Avenue near the Downtown Area and Menlo Park Caltrain Station. The project site is generally bounded by Ravenswood Avenue to the northwest; Middlefield Road to the northeast; commercial uses to the east; residential uses to the east and south; and Laurel Street, residential uses, and institutional uses, including Menlo Park City Hall, to the west.

The project site is developed with 38 existing buildings that total approximately 1.38 million gross square feet and contain a mix of amenity, office, research and development (R&D), and support uses. The project site was first developed in 1864 and used as a residential estate until World War II, when approximately 20 buildings were constructed and occupied by Dibble General Hospital, which was operated by the United States military. The remaining 18 buildings on the project site were built by SRI International (SRI) between the 1960s and 1980s. The campus is closed to the public and mostly surrounded by a security fence with limited access points. A total of 1,375 trees are located on the project site, approximately 565 of which are heritage trees.

The project sponsor, Lane Partners, LLC, on behalf of SRI, proposes to redevelop the site with a new transit-oriented, mixed-use district called Parkline (also referred to herein as the "proposed project"). The proposed project would consist of a new mixed-use neighborhood with new housing units at a range of affordability levels, a new R&D campus that would replace and consolidate SRI's existing facilities, more than 25 acres of public open space, and infrastructure improvements including new bicycle and pedestrian connections. All but three of the existing buildings on the campus would be demolished.

The new residential district would include a total of 400 new rental units, which would consist of 381 units located within three multifamily buildings ranging from three to five stories in height and 19 rental townhouses located adjacent to the Classics of Burgess neighborhood. The residential district would be



approximately 10 acres in size and would be located on the northwestern corner of the project site. As a variant to the project as currently proposed, up to 600 residential units may be developed by increasing building heights, as well as including additional residential units on a separate 1-acre portion of the site in the vicinity of the proposed community athletic field.

The office/R&D portion of the proposed project would consist of five new buildings ranging from approximately 166,000 to 245,000 square feet in size, totaling approximately 1.1 million square feet of space. SRI would continue to occupy approximately 284,000 square feet of R&D space within the three existing buildings that would be retained. Implementation of the proposed project would result in no net increase in office/R&D square footage.

A publicly accessible community open space area would be located at the northeast corner of the site at the intersection of Ravenswood and Middlefield Avenues. This open space would include community open spaces, such as a recreational field, a community building, public parking, a children's play area, and other activity areas. A central "green" space would be located between the office/R&D buildings and would include a variety of large open spaces, flexible lawns, and plaza spaces. Smaller landscaped areas adjacent to the proposed buildings would provide outdoor seating. The proposed project would also include new pathways for bicycles and pedestrians, including a multiuse bicycle and pedestrian path along Ravenswood Avenue, an internal loop road with Class II and III bicycle lanes, and a bicycle and pedestrian path along Burgess Avenue. The proposed project would be designed to promote pedestrian access from the northwest (to and from the Caltrain Station) and would provide multiple pedestrian access points throughout the site.

For each of the three residential buildings, parking would be provided within above-grade, one-story garages. Each of the townhouses would have parking spaces within private garages located in each unit. Parking for the office/R&D districts would be provided in a combination of surface parking lots, above-ground structures, and two one-level underground garages below two of the new buildings. Two of the parking garages would be five stories tall and include six levels of parking, while the third garage would be three stories tall and include four levels of parking. Public parking would be provided within a parking lot adjacent to the recreational field and community building. A total of 3,230 parking spaces would be provided throughout the project site, including 2,300 within parking garages, 500 surface parking spaces, and 430 residential spaces.

LSA understands that the Master Plan for the site is preliminary and the housing density and nonresidential land uses may change prior to commencement of environmental review. In addition to environmental review, the proposed project would require a General Plan Amendment to apply the High Density Transit Oriented Development designation across the entire project site, a Zoning Amendment that would create two new zoning districts, a rezoning to apply the new districts to the site, a conditional development permit, a development agreement, an architectural control permit, a heritage tree removal permit, and a vesting tentative map.

## Technical Approach

The City is the Lead Agency for environmental review of the proposed project. Based on our review of the City's RFP, review of the project background materials, and familiarity with the local area, LSA believes that a comprehensive Environmental Impact Report (EIR) is the appropriate environmental document to satisfy the requirements of CEQA. Our detailed approach to preparation of the EIR is detailed in Section 2, Proposed Work Program.

The EIR and environmental review process in general will provide a comprehensive evaluation of the proposed project. Issues specific to each technical topic to be evaluated under CEQA are detailed in the proposed work program. Our proposed work program is intended to accomplish the following key objectives:

- Collaborate with the City and project sponsor to **define the project for CEQA purposes** in order to craft an appropriately detailed project description that accurately reflects all elements of the proposed project, including the project variant.
- Utilize LSA’s **experience preparing environmental documents for residential mixed-use, life sciences, R&D, and office campus projects and projects within Menlo Park** to customize the environmental review effort to address the unique characteristics of the project site and proposed project.
- Achieve a **high level of communication and interaction** among the project team so that the CEQA environmental analyses and public outreach efforts consider the range of environmental constraints that could affect project development.
- Make the environmental documentation as accessible and relevant as possible through **thoughtful and concise writing and use of data-rich graphics**.
- Provide a **rigorous project-level analysis** of the environmental effects of each phase of the proposed development.
- Use and leverage the **LSA team’s technical expertise** to prepare an environmental review document that addresses and responds to agency and public concerns about the project.
- Maximize the **use of background materials and previous environmental documents that have already been assembled** for the project site.

**Key Issues:**

- Development of a stable and conservative project description early on in the process
- Presenting and analyzing the project variant in a way that is easily differentiated from the impacts of the project as proposed
- Planning and policy consistency
- Historic resources
- Transportation and circulation
- Population, employment and housing
- Greenhouse gas emissions
- Hazardous materials
- Visual resources
- Public services

The EIR will include all of the topics required by CEQA. All issue topics will be comprehensively addressed at a level appropriate for the proposed project. LSA will peer review and make use of the relevant technical studies prepared by the project sponsor team, and will coordinate the availability, timing, and review of these studies prior to conducting in-house technical reviews. The project variant will also be thoroughly evaluated and addressed in each topical section, and potential impacts and mitigation measures applicable to the project variant will be clearly identified and differentiated, as necessary.

It is anticipated that up to two alternatives, in addition to the No-Project alternative, will be evaluated in the EIR. While most of the analysis will focus on a qualitative comparison of project impacts, LSA understands that a more comprehensive and quantitative analysis of some or all of the project alternatives may be necessary, and this is reflected in our scope of work.

Three optional tasks are included in the proposed work program: 1) visual simulations; 2) shadow diagrams; and 3) SB 7 Environmental Leadership record and analysis.

## Management Approach

Effective project management is critical to the success of an environmental analysis. We believe that the ability of LSA staff to work independently of, but in close communication with, City staff is one of our greatest assets. The following summarizes the key strengths of the LSA team and management approach:

- ***Commitment and Availability of Local Senior Staff.*** LSA is committed to having senior staff involved in projects, including close collaboration with the project manager and technical staff. The LSA team will be directed and managed by a Principal of the firm, who will oversee the project and technical analyses, coordinate with the project team, and ensure that all tasks are completed in an efficient, cost-effective, and timely manner. The Principal/Project Manager and Assistant Project Manager will manage the day-to-day activities of the project from our San Francisco Bay Area office and represent the project team at all meetings and hearings. LSA's identified Project Manager and Assistant Project Manager are available to begin work upon notice to proceed and will see the project through from beginning to end.
- ***Proactive Project Management.*** LSA provides comprehensive, active project management, ensuring overall project quality, coordination, and timeliness. Each of LSA's assigned staff members is skilled at anticipating and dealing with issues that may arise during the course of the project. Rather than postpone difficult issues or unpleasant news, LSA's style is to raise issues early and solve problems.
- ***Communication and Responsiveness.*** Our project managers and associates are trained to communicate – by memo, by email, by videoconference, and by phone – in ways that are clear, concise, and early enough that decisions requiring higher level input can be addressed before they become problems. We will travel to City offices to meet when face-to-face dialogue will be the most effective form of communication. We encourage the establishment of regular team teleconferences to provide progress updates. We will prepare agendas and minutes for team meetings and maintain an ongoing list of action items. In addition to regularly established meetings, LSA's Project Manager and Assistant Project Manager work as a team and either one will be available to respond to calls and emails in a timely manner as client needs arise.
- ***Commitment to Schedule and Cost Control.*** Meeting the client's schedule is a primary focus of project management for all work undertaken by LSA. We seek to initiate the planning and review process with a clear understanding of the realistic dates for the receipt of analyses and the completion of technical studies that are key milestones on the critical path for completing the project. We take a very proactive approach to managing our technical subconsultants to ensure that they are committed to meet the agreed-upon project schedules. It is our policy that if we identify serious concerns that jeopardize the adequacy of our analysis, we immediately notify the client to discuss possible solutions and the effect of these solutions on the schedule. On a weekly, monthly, and quarterly basis, our planning staff conducts workload meetings to determine work assignments by individual staff and to allocate resources to ensure that we meet agreed-upon deadlines. LSA will review the project

### Key Management Considerations:

- Project will be managed from our San Francisco Bay Area office
- Senior staff are committed and available to see the project through from beginning to end
- We are communicative and responsive to client needs and return calls and emails promptly
- Regular review of schedule and key milestone dates and flexibility to adjust and meet project demands as needed
- Established quality control procedures are followed for every project



schedule with the team on a bi-weekly basis and adapt as needed to ensure that key milestone dates are achieved.

Conducting all steps necessary for creation and approval of the required environmental review requires not only strict adherence to established timelines and schedules of the project, but also close management of costs associated with the project. To this end, LSA employs several management tools including topic-specific budgeting tables, subconsultant progress updates, and regularly scheduled budget reporting and updates to the client to accurately track and monitor the overall budget through to project completion. Operating within the budget and schedule constraints of the project enables LSA to deliver the highest-quality product within the agreed-upon timeline and financial limits. LSA uses Deltek accounting software for both its project management and accounting functions. Deltek is a totally integrated project management and accounting software developed for the architecture, planning, and engineering industry that is auditable and secure, and it provides our project managers with real-time access to project data and the ability to track hours and costs according to client specifications. LSA prepares budgets that are realistic for the scope of services to be performed and verifies that the amounts we bill are in line with our budget and work performed each month. We deal promptly with requests for out-of-scope work or work at a level not anticipated in our approved scope.

- *Established Quality Assurance and Quality Control Procedures.* LSA maintains high quality throughout the life of each project, not merely at the end of the project. LSA's overall goal is to improve quality on each subsequent project. This requires implementation of strategies to improve quality at the very beginning of each project and carrying those strategies throughout a project and beyond. LSA's Quality Control Plan and Procedures include these specific management tasks:
  - Assign the most appropriate Project Manager to the project and ensure that person's availability throughout the project.
  - During contract negotiations, the LSA Project Manager and Principal in Charge, along with the client, will systematically review the work program to ensure that all parties have a clear understanding of the project objectives and scope of work.
  - Assign a project team with experience in the area and/or on similar projects and ensure staffing availability.
  - Include Principal review of all work performed prior to submittal to the client. Principal review ensures that LSA's study methodology, analysis, and conclusions are sound and that quality standards are met.
  - Ensure that applicable agency standards, policies, and procedures are understood and adhered to by all project team members.
  - Ensure timely completion of project deliverables.
  - Review project status with the client at regular project intervals, to ensure implementation of the original scope of work and harmonious functioning of all team members. Identify any potential conflicts with schedule or budget due to potential changes in scope or client direction.
  - Review performance with the client on a regular basis to make any adjustments required for successful project completion and to determine improvements for future projects.
- *Understanding of City Staff Needs.* Through our experience working with public agencies, we know that City staff can be stretched thin by the time and effort required to manage the planning and



environmental review process. All of the materials we submit will be as thoughtful and complete as possible, and in full compliance with the City’s environmental review processes and procedures and our own quality control procedures. We will respond promptly and thoroughly to City comments and facilitate the document review process by providing “red line/strikeout” versions of documents, showing the explicit changes made between drafts. Reviewer comments will be retained in the red line/strikeout versions.

- *Client Satisfaction.* LSA has a reputation for providing quality services and quickly responding to client requests. We encourage you to contact LSA’s references provided in Section 6 for their opinion regarding the quality of our work, management of budget and schedule, and attentiveness to project needs.

## 2. Proposed Work Program

This section outlines the LSA team’s approach and specific work program for completing the Parkline Project EIR, in compliance with CEQA. An outline of the overall work program is presented in [Table A](#).

### Task 1. Project Initiation

The project initiation task will provide an opportunity for the LSA team to collaborate and strategize with City staff to refine our recommended approach and work program, as appropriate, and assemble materials for the analysis of the project. Other key project initiation tasks will involve conducting a site visit, gathering and reviewing background information, preparing the project description, distributing the Notice of Preparation (NOP), and facilitating the scoping session.

#### 1.1 Start-Up Meeting and Site Visit

LSA will meet with City staff to discuss expectations regarding the tasks to be undertaken as part of the environmental documentation effort for the proposed project. As a part of the meeting, LSA will:

- Confirm the proposed scope of work and expectations for use and peer review of background materials provided by the project sponsor team;
- Identify relevant information and data needs regarding the project site, and environmental documents beyond those the City and project sponsor have already made available;
- Discuss the City’s desired approach to involving the project sponsor team and various City departments during preparation of the environmental documentation and review of the administrative and screencheck drafts;
- Discuss the overall environmental review schedule and associated milestones; and
- Review the required entitlements/planning approvals and lead agency roles.

**Table A: Work Program Outline**

<b>TASK 1. PROJECT INITIATION</b>
1.1 Start-Up Meeting and Site Visit
1.2 Data Gathering, Evaluation, and Peer Review
1.3 Project Description
1.4 Notice of Preparation and Scoping Session
1.5 Work Program Refinement
<b>TASK 2. SETTING, IMPACTS, AND MITIGATION MEASURES</b>
2.1 Land Use and Planning
2.2 Population and Housing
2.3 Visual Resources
2.4 Biological Resources
2.5 Cultural and Tribal Resources
2.6 Geology and Soils
2.7 Hydrology and Water Quality
2.8 Hazards and Hazardous Materials
2.9 Transportation
2.10 Air Quality
2.11 Greenhouse Gas Emissions
2.12 Noise
2.13 Public Services and Recreation
2.14 Utilities and Service Systems
2.15 Energy
<b>TASK 3. ALTERNATIVES</b>
<b>TASK 4. CEQA-REQUIRED ASSESSMENT CONCLUSIONS</b>
<b>TASK 5. DRAFT ENVIRONMENTAL IMPACT REPORT</b>
5.1 Administrative Draft EIR
5.2 Screencheck Draft EIR
5.3 Printcheck Draft EIR
5.4 Public Review Draft EIR
<b>TASK 6. FINAL ENVIRONMENTAL IMPACT REPORT</b>
6.1 Administrative Draft RTC
6.2 Screencheck Draft RTC
6.3 Printcheck Draft RTC
6.4 Final RTC
6.5 Mitigation Monitoring and Reporting Program
6.6 Findings of Fact and Statement of Overriding Considerations
6.7 Administrative Record
<b>TASK 7. PROJECT MANAGEMENT</b>
<b>TASK 8. MEETINGS</b>

In conjunction with the start-up meeting, LSA staff will visit the project site and photograph the surroundings, document existing conditions and site features, and confirm information provided in the background studies or data provided by the City and the project sponsor.

***Deliverable:** After the start-up meeting LSA will provide a summary of the meeting minutes, final schedule identifying key project milestones and dates, and a list of identified information needs (preliminary list identified in Task 1.2, below). LSA will also establish a file transfer link to be used throughout the course of the project.*

## 1.2 Data Gathering, Evaluation, and Peer Review

Existing data and analyses applicable to the project site and vicinity will be collected, evaluated, and distributed to the project team. LSA is already very familiar with the City’s applicable planning, policy, and environmental documents, including ConnectMenlo and its Final EIR. LSA would request a list of the City’s Standard Conditions of Approval for reference and use in the EIR analysis. Applicable technical studies and background data provided by the project sponsor will also be collected and reviewed. Prior to preparation of the project description and initiation of the technical evaluations, LSA will request the following from the project sponsor, if not already provided:

- Site Survey Mapping and Data
- Conceptual Site Plan(s)
- Representative Building Elevations/Sections or Massing
- Grading Plan
- Landscape Plan
- Circulation Plan
- Stormwater Plan
- Utility Plan
- Photometric Lighting Plan
- List of Project Objectives
- Employment Data

The construction schedule and data by phase will also be requested, including depth of excavation, soil import/export, and equipment use and duration (worksheet to be provided by LSA). In the event that equipment data are not available, default assumptions will be used.

LSA will also collect and peer review any technical studies that may be provided by the project sponsor. Peer review would concentrate on the methodologies and conclusions contained in the reports for legal and scientific adequacy and accuracy. Upon conclusion of the peer review tasks, the LSA team will provide a summary of the findings to the City for review and recommend any additional technical analyses that may be required. At this time, it is assumed that the following technical studies could be provided and may require peer review by the LSA team; peer review of these technical studies is accounted for under the corresponding technical topics in Task 2:

- Biological Resources Assessment (refer to Task 2.4).
- Historic Resources Evaluation (refer to Task 2.5)
- Phase I Environmental Site Assessment and Site Assessment Report(s) (Task 2.8)
- Transportation Demand Management Plan (Task 2.9)
- Air Quality, Greenhouse Gas Emissions, and Energy Analyses (refer to Tasks 2.10, 2.11, and 2.15)

It is also assumed that the project sponsor will provide a Geotechnical Study, stormwater and drainage studies and plans, infrastructure studies, and other similar technical studies. It is assumed that the adequacy of these studies will be verified by the City and will not require formal peer review by LSA.

*Deliverable: Memorandum(s) documenting the peer review findings for each sponsor-prepared technical study and recommendations for supplemental technical analysis*

### 1.3 Project Description

Based on the submitted site plans, technical studies completed for the proposed project, and consultation with City staff and the project team, LSA will draft a project description that includes all elements necessary to comply with CEQA, including, but not limited to, the purpose, phasing, and physical elements of the project, including building use, square footage, and height. LSA will also request existing and anticipated employment data. The project description will include maps showing the existing conditions on and adjacent to the site, and the location and boundaries of the proposed project, as well as a written description of the existing uses so that the changes between existing conditions and proposed uses can be identified by phase. In addition, the project description will include a discussion of the background, objectives of the project, and construction phasing plan. The project description will describe the overall approval process for the project and identify all discretionary and anticipated subsequent approvals. All relevant agencies and reviewing bodies will also be identified.

LSA will also prepare a base map of the project site and vicinity for use in the environmental document, using the best available information from the City. The base map will be used to illustrate the features of the site and its vicinity, such as streets and surrounding land uses, general plan designations, and zoning. Copies of the base map will be available for consultant and City staff use during meetings and presentations.

Crafting an appropriately detailed and illustrated project description is often the single most time-consuming (as well as important) element of a CEQA review document. LSA will work closely with the City to ensure that the project description provides a level of detail appropriate for CEQA analysis. Up to two drafts of the project description will be submitted to the City and project sponsor for review and comment before the LSA team begins conducting any impact analyses. The information compiled as part of this task will inform the project description used in the NOP and the Draft EIR.

*Deliverable: Administrative Draft Project Description (up to two rounds)*

## 1.4 Notice of Preparation and Scoping Session

LSA will prepare an NOP in accordance with the requirements of CEQA. The NOP will include a project description, location map, and outline of the expected environmental topics to be covered in the EIR. LSA will be responsible for distributing the NOP to the State Clearinghouse. In addition, LSA will work with the City to circulate the NOP to the appropriate local, regional, State, and federal agencies, as well as additional distribution and posting consistent with City practices. Following the 30-day comment period, LSA will prepare a summary of all comments received, distribute comments to members of the LSA team as necessary, and recommend any needed changes to the proposed work program (see Task 1.5).

LSA will also attend and present at one public scoping session for the EIR. The Principal in Charge/Project Manager and Assistant Project Manager will attend the session, present the EIR and scoping process, and assist City staff as necessary. For the purposes of this scope and cost estimate, it is assumed that the scoping session will be conducted virtually, although LSA could attend in person in the event that meetings will be conducted in person. The NOP, along with the written comment letters received on the NOP, will be included in an appendix of the EIR.

As part of the scoping process, LSA will conduct the appropriate outreach with responsible and trustee agencies, which include federal, State, regional, and local agencies, as well as tribal representatives (per Assembly Bill [AB] 52). This outreach is considered under each technical topic described in Task 2, as appropriate.

***Deliverable:** Draft and Final NOP; scoping meeting presentation materials; and summary of scoping meeting minutes. Agency outreach and communications will occur as part of Task 2.*

## 1.5 Work Program Refinement

It may be necessary to refine the work program in accordance with information compiled in the above subtasks. Upon receipt and review of all of the comments on the NOP (see Task 1.4) and taking into consideration comments heard at the scoping session, LSA will work with City staff to refine the scope of work and budget, if necessary, to address any environmental issues that are not yet adequately addressed in this revised work program.

***Deliverable:** Memorandum detailing revisions to the proposed work program and cost estimate, if required*

## Task 2. Setting, Impacts, and Mitigation Measures

The setting, impacts, and mitigation measures documentation for each of the issue areas described below will be incorporated into the EIR. All issue topics identified in the State CEQA Guidelines, Article 9, will be comprehensively addressed. The topics below are presented in the order in which we suggest the EIR be organized, to allow decision-makers, responsible agencies, and the public to easily read the document through from beginning to end as certain topical discussions build upon previous analyses (e.g., the air quality discussion will build upon data gathered as part of the transportation analysis). Cross referencing to previous discussions will be utilized as necessary to reduce repetitiveness. LSA will confirm the organizational outline of the EIR before proceeding with the analysis.

The analysis for each issue topic will clearly describe the affected environment and the environmental consequences of implementation of the project as proposed, as well as the project variant. The agreed upon significance thresholds, which will be based on the CEQA Guidelines and City policies and standards, will be clearly stated within each section and will be used to determine impacts. Where relevant, impacts will be separately identified by their occurrence during either the construction or operations periods and differentiated between the proposed project and the project variant. Standard Conditions of Approval and/or feasible mitigation measures (as well as the residual impacts or effects of each measure) will be identified. It is assumed that the project variant will be addressed in each topical section of the EIR; however, the EIR could include a separate chapter that specifically addresses the impacts and applicable mitigation measures associated with the project variant.

Section 15130 of the CEQA Guidelines requires that an EIR evaluate potential environmental impacts that are individually limited but cumulatively significant. These impacts can result from the proposed project alone or together with other projects. Each of the topical sections discussed below will include an analysis of cumulative effects. The analysis of cumulative effects will address the potential impacts of the proposed project in conjunction with other past, present, or probable future projects. Reasonable, feasible options for mitigating or avoiding the project's contribution to any significant cumulative effects will be identified. It is assumed that the cumulative analysis will rely on both a list-based and projections level approach, using information provided by the City, as needed. The preferred method for conducting the cumulative impact analysis will be developed and agreed upon prior to conducting the impact analysis.

*Deliverable: Proposed outline of the Draft EIR organization, including evaluation of the project variant, and draft significance thresholds*

## 2.1 Land Use and Planning

The project site is currently occupied by the SRI campus, which includes 38 buildings totaling approximately 1.38 million square feet in size. Existing land uses at the site and the nearby vicinity include office and R&D, as well as residential, institutional, commercial, and recreational uses. Implementation of the General Plan Amendment would allow for residential, public and quasi-public, and recreational uses on the project site in addition to the office/R&D uses and establish a maximum residential density at 40 dwelling units per acre and a commercial floor area ratio of 0.6. The Zoning Amendment would create two new zoning districts, one specific to the residential district and one specific to the commercial district. Each district would establish discrete development standards in accordance with the uses and features included in the proposed project. The proposed redevelopment of the site would alter the existing land use characteristics of the site and immediate vicinity. LSA will describe the land uses on and surrounding the project site. Existing on-site and surrounding land uses will be described based on the base map task identified in Task 1.3, information gathered on the site visit, and information provided by the City and project sponsor.

Development of the proposed project would require a number of planning approvals. This section will include a comprehensive discussion of applicable local and regional planning documents and land use policies relevant to the project area and proposed development. The proposed project will be compared to the policies and guidelines adopted by the City of Menlo Park, including the General Plan and Zoning Ordinance. Land use plan compliance and conflicts will be described, and procedural mitigation will be outlined, as appropriate. Any policy inconsistencies and potential planning conflicts will be identified in a table format, and the potential policy conflicts will be described in greater textual detail. Under CEQA,



policy conflicts in and of themselves (in the absence of direct physical effects) are not considered to have a significant effect on the environment and will therefore be differentiated from impacts described in the other topical sections of the EIR. Any physical impacts associated with policy conflicts will be addressed in the appropriate technical sections.

## 2.2 Population and Housing

The proposed project would result in the redevelopment of the project site with office/R&D, residential, and public uses and is expected to result in a direct increase in population. The proposed project would not be expected to result in indirect population growth as a result of employment increases as there would be no net increase in nonresidential space. Employment data will be requested to confirm this assumption. The extension of roadways and other infrastructure is not anticipated to increase opportunities for growth in the area as the project site is surrounded by development on all sides.

BAE Urban Economics will prepare a Housing Needs Assessment (HNA), which will form the basis of the analysis in this section of the EIR. BAE's scope of work for the HNA is included in [Attachment B](#). The existing demographics of the area will be identified and described based on the most current data available, including the General Plan, Plan Bay Area 2040 (which includes projections) and Plan Bay Area 2050, Department of Finance population and housing estimates, and Census data. Population growth associated with the proposed project will be determined through the preparation of the project description in consultation with the City. LSA will assess the population and housing impacts that will be created by the proposed project, only to the extent that they will directly or indirectly result in physical changes to the environment.

## 2.3 Visual Resources

The existing setting would be altered by the construction of new residential and commercial buildings and the removal of existing buildings, including the removal of buildings considered to be historic resources for the purposes of CEQA. The new development would be visible from public vantage points primarily available from surrounding roadways and open spaces, including Burgess Park. LSA will describe the area's existing visual character using photographs, mapping, and narrative, and will include views from and to the site, noting the site's visibility as seen from key public vantage points located within the vicinity. The visual attributes and patterns of the project site and its surroundings will be assessed according to the following descriptive categories: site location and spatial organization, land form, water courses, vegetation, land uses, cultural features, and specific objects having aesthetic significance.

Effects of the proposed development on the existing visual character of the site and its surroundings will be described and analyzed. LSA will address the project's potential visibility and visual contrast and compatibility as seen from key public view corridors and sensitive viewing locations. In addition, the proposed lighting standards will be described and potential changes to nighttime views of the site will be assessed. Mitigation measures will be identified, if required.

### Optional Task 1: Visual Simulations

Using advanced computer modeling and rendering techniques, Environmental Vision will produce accurate, photo-based conceptual simulations to illustrate future building massing associated with the proposed development as seen from representative public viewpoints. Site photography and up to 8





review photographs are assumed. Up to three visual simulations could be produced, all though additional simulations could be prepared for an additional fee.

### **Optional Task 2: Shadow Diagrams**

Environmental Vision will produce a shadow analysis of the proposed project based on computer modeling of shadow effects associated with the proposed building massing. Project design assumptions developed for the visual simulations would be used. Times of day and sensitive locations for the analysis will be confirmed with the project team.

Shadows for three times of day (9 am, 12 noon and 3 pm) will be shown at three times of year: winter and summer solstices (December 21 and June 21), when the sun is at its lowest and highest, and spring or fall equinoxes (March 21 or September 21), when day and night are of equal length. A total of nine (9) black and white diagrams showing existing and net new project shadow patterns will be produced. The diagrams will be based on computer modeling of shadow effects associated with the proposed building massing. A brief written summary of technical methodology and assumptions will also be prepared if requested.

## **2.4 Biological Resources**

The project site is primarily developed with existing surface parking lots, existing buildings, and landscaped vegetation, although there are a total of 1,375 trees located on the project site, approximately 565 of which are heritage trees. Due to the urbanized setting of the project site and surroundings, the site is unlikely to support sensitive habitats or special-status wildlife or plant species. Large trees and any unoccupied buildings on the site could however provide roosting sites for bats. LSA biologists will review available literature and data bases to determine the special-status plants and animals known from the region and that occur in habitats similar to those present on the site. An LSA biologist will conduct a reconnaissance field visit to the site to verify conditions are as described in the Biological Resources Assessment and Arborist Report to be prepared by the project sponsor. Any discrepancies identified in the Biological Resources Assessment will be identified in a memorandum. Using information collected from the field review and review of the reports provided by the project sponsor, LSA will determine potential impacts to biological resources resulting from project implementation. Mitigation measures to avoid, minimize, and/or compensate for significant impacts will be recommended if necessary.

## **2.5 Cultural and Tribal Resources**

According to a Historic Resource Evaluation (HRE) prepared in April 2022 by Page & Turnbull, three buildings on the project site (Building A, Building E, and Building 100) appear individually eligible for listing in the California Register of Historical Resources (California Register). These three buildings are considered to be historical resources for the purposes of CEQA. In addition, the approximately 63-acre site contains the potential SRI International Campus Historic District, which appears eligible for listing in the California Register and is also considered a historical resource for the purposes of CEQA. The eligible historic district has 26 contributing buildings and 2 contributing landscape features, as well as 13 noncontributing buildings.

An LSA architectural historian will peer review Page & Turnbull's HRE and prepare a memorandum documenting peer review comments and findings and will utilize this analysis to prepare the built environment historic resources analysis for the EIR. Field reviews and supplemental archival and background research are not assumed to be required once adequate peer reviewed historic resource



evaluation is provided by the project sponsor, although these additional tasks could be completed with use of the contingency, if necessary.

To support the EIR analysis for the evaluation of archaeological resources, an LSA archaeologist will request a cultural resources records search from the Northwest Information Center for the project site and a 0.5-mile search radius. LSA will also conduct background research to assist in determining the archaeological sensitivity of the project site, including requesting a Sacred Lands File search from the Native American Heritage Commission. Following receipt of the records search results, an LSA archaeologist will conduct a field survey of nonbuilding and unpaved areas of the project site. LSA will then prepare a technical letter report summarizing the records search results and additional background research. The letter report will also include recommendations regarding archaeological resources as appropriate. This scope assumes that no archaeological cultural resources will be identified in the project site as a result of the records search or field survey.

As of July 2015, the provisions of AB 52 provide for consultation with Native American tribal organizations during the CEQA process. Prior to release of an EIR for a project, a lead agency must provide the opportunity to consult to tribes that are traditionally and culturally affiliated with the geographic area in which a project is located, and must conduct such consultation, if requested by the tribes in writing within 30 days of notification of the proposed project. Should any Native American tribes have concerns about Tribal Cultural Resources (TCRs) within the project site, consultation outreach should document potential impacts to such resources, as well as feasible means to avoid, or significantly reduce, impacts to those resources during project implementation.

On behalf of the City, LSA will contact the Native American Heritage Commission (NAHC) in Sacramento to request a review of its Sacred Lands File for the project site, as well as a list of tribes that have requested notification pursuant to the requirements of AB 52 for projects within the City's jurisdiction. LSA will prepare an AB 52 draft outreach letter template for use by the City in sending this correspondence on City letterhead, which will notify tribes of the opportunity to consult on the potential for encountering TCRs during the project. This scope assumes that the City will print and distribute consultation letters to tribes.

This section of the EIR will be prepared based on the results of the finalized HRE, the archaeological resources study, the results of the NAHC Sacred Lands File search, and the outcome of any consultation between the City and local tribal governments.

## 2.6 Geology and Soils

The project site is not located in an Alquist-Priolo (AP) Fault Zone; however, the project site is located in a seismically active area. A significant earthquake on one of the regional faults near the project site will likely produce very strong ground shaking during the life of the project. Based on the Geotechnical Evaluation to be provided by the project sponsor and other available reports and maps, Baseline will prepare a summary of the geologic setting and regulatory framework related to geology and soils for the EIR. Baseline will evaluate potential impacts related to geology and soils and will develop mitigation measures, as needed, to reduce the potential impacts related to geology and soils to a less-than-significant level.

LSA will complete a fossil locality search through the University of California Museum of Paleontology (UCMP) at the University of California, Berkeley to establish the status and extent of previously recorded paleontological resources within the project area, as well as within the same or similar deposits as those

found in the project area. This locality search will help determine the types of paleontological resources that may be encountered during project development. LSA will examine current geologic maps of the project area and review relevant geological and paleontological literature, as well as project plans and the Geotechnical Evaluation prepared for the project. This literature review will determine which geologic units are present within the project area and provide additional information regarding the types of paleontological resources that may occur in those deposits, their scientific significance, and potential methods to mitigate impacts to those resources. Although a field survey is generally also conducted to identify any paleontological resources and note the sediments at the surface, because the proposed project area is developed with buildings, parking areas, and landscaping, a field survey is not warranted. LSA will document the results of this research, discuss the potential for the project to impact paleontological resources, and, if needed, include mitigation measures to minimize these impacts in the paleontological resources section of the EIR.

## 2.7 Hydrology and Water Quality

Baseline will evaluate the project's potential impacts related to hydrology and water quality. Federal Emergency Management Agency mapping indicates that the project site is not located within a flood hazard zone. Baseline will evaluate potential impacts of the project related to stormwater runoff quality, drainage systems, erosion and sedimentation, groundwater resources, and flooding. Baseline assumes that any hydrology-related technical reports, (e.g., stormwater control plan or drainage study) if provided by the project sponsor, would be adequate for CEQA review purposes and Baseline would not perform a peer review of the calculations or methodology presented in hydrology-related technical reports.

Existing laws and regulations for hydrology and water quality that would be applicable to the project will be discussed, including the National Pollutant Discharge Elimination System (NPDES) construction and post-construction requirements. Baseline will evaluate the project's proposed approach to regulatory compliance. Baseline will develop mitigation measures, if necessary, to minimize any identified impacts to a less-than-significant level.

## 2.8 Hazards and Hazardous Materials

Baseline will evaluate potential impacts associated with hazards and hazardous materials in accordance with CEQA requirements for the project. Demolition of existing structures could require the disturbance of hazardous building materials (e.g., lead and asbestos). The routine transportation and use of hazardous materials (e.g., fuel, oils, and paints) would occur during project construction. The routine transportation, storage, and use of hazardous materials would also occur during operation of the proposed research and development facilities at the project site. Baseline will discuss the potential for use, transport, and releases of hazardous materials to occur during project construction and operation. Existing laws and regulations for hazards and hazardous materials that would be applicable to the project will be discussed.

A preliminary review of the State Water Resources Control Board's GeoTracker database indicates that the project site has two leaking underground storage tank (UST) cases that were closed in the 1990s: one for a gasoline UST and one for a diesel UST. Baseline understands that a Phase I Environmental Site Assessment and a Site Assessment Report have been prepared for the project site. Baseline will perform a peer review of these documents and prepare a brief memo indicating whether additional environmental investigation and/or remediation activities may be required for the project site. Baseline will also discuss potential impacts associated with implementation of emergency response plans and proximity to Palo

Alto Airport. Baseline will develop mitigation measures, as necessary, to minimize any identified impacts to a less-than-significant level.

## 2.9 Transportation

This section of the EIR will be entirely based on the Traffic Impact Analysis (TIA) to be prepared by Hexagon Transportation Consultants. The detailed scope of work for this effort is included in [Appendix A](#). The TIA and technical analyses must be deemed adequate by City staff prior to preparation of the EIR section, to avoid duplicative efforts. The TIA will include a description of the transportation and circulation setting within the study area and evaluate: the project's trip generation against local and regional thresholds for significance; all applicable City programs, plans, ordinances, and policies addressing circulation systems (including transit, roadway, bicycle, and pedestrian facilities); the project's Vehicle Miles Traveled (VMT) per CEQA Guidelines section 15064.3, subdivision (b); the project's geometric design features and adequacy of site access; and feasible mitigation measures, if necessary. The discussion of Level of Service (LOS) will be incorporated into the EIR section as an informational item and to evaluate conformance with General Plan policies, and potential improvements to the circulation system would be identified as potential conditions of project approval (and not mitigation measures). LSA and Hexagon will discuss this approach with the City before proceeding with the preparation of the EIR section. Hexagon will prepare the EIR section, with assistance from LSA. Hexagon will also peer review the project sponsor's Transportation Demand Management proposal.

## 2.10 Air Quality

Development activity associated with implementation of the project could increase pollutant concentrations in Menlo Park through increased vehicle trips and construction. This increase could contribute to existing air pollution in the San Francisco Bay Area Air Basin and has the potential to exceed regional air emission thresholds established by the Bay Area Air Quality Management District (BAAQMD). Construction activities associated with project development, including demolition, grading, and ground disturbance, could increase concentrations of particulate matter. Increased air pollution could affect compliance with existing air quality plans.

LSA understands that the project sponsor may provide a technical air quality analysis. However, this scope assumes that LSA will prepare an air quality analysis to be included in the EIR section and that this analysis will be based, in part, on the technical information provided in the TIA prepared by Hexagon (i.e., trip generation and VMT analysis). Supporting technical analysis, such as modeling output, will be included as an appendix to the EIR. In the event that the project sponsor supplies a technical air quality analysis within the appropriate timeframe, the scope and cost of LSA's tasks related to air quality could be reduced. This topic may be discussed at the project kick off meeting (Task 1.1).

The EIR section will include a description of the regulatory framework for air quality, including existing air quality laws and regulations and the roles of the local agencies, including the California Air Resources Board (CARB), BAAQMD, and City of Menlo Park. Project setting meteorological and air quality data developed through the CARB and climatological and air quality profile data gathered by the BAAQMD will be utilized for the description of existing ambient air quality. The most recently published air quality data from air quality monitoring stations in the vicinity of the project site for the past 3 years will be included to characterize existing air quality. In addition, regulatory documents, professional publications, and past LSA experience in the project area will supplement background information.

LSA will review adopted plans related to clean air in the State of California and the BAAQMD and determine the project's consistency with these plans. Construction equipment exhaust would also be a source of air pollution. LSA will calculate the regional construction emissions using the latest version of the California Emissions Estimator Model (CalEEMod) and will determine if emissions would result in a cumulatively considerable net increase of any criteria pollutant. Regional emissions of criteria air pollutants associated with long-term operations from vehicle trips will be calculated with CalEEMod. In addition, emissions associated with stationary sources, such as on-site energy consumption, use of back-up generators, or landscaping equipment will be estimated. Operational-period emissions will be analyzed to determine if emissions would result in a cumulatively considerable net increase of any criteria pollutant. Based on the anticipated construction activity and proximity of the nearest sensitive receptors, LSA will prepare a construction Health Risk Assessment (HRA) to identify any potentially significant health risk impacts resulting from construction of the proposed project. The HRA will address all applicable City, BAAQMD, and State requirements. The HRA will determine the increased cancer risk and noncancer health risks to nearby sensitive receptors (i.e., people living nearby) from exposure to toxic air contaminants (TAC) from construction-related sources. LSA will compare the results of the HRA with the BAAQMD's health risk thresholds. The proposed project will also be assessed to determine if it would result in objectionable odors affecting a substantial number of people. Practical mitigation measures will be identified to address any significant project or cumulative impacts. Both an evaluation of the potential mitigation measures and a discussion of their effectiveness will be provided.

## 2.11 Greenhouse Gas Emissions

Construction and operation of the proposed project would result in the consumption of fuel and energy resulting in the emission of greenhouse gases. Typically, an individual project does not generate sufficient greenhouse gas emissions to influence global climate change significantly on its own; therefore, the issue of global climate change is cumulative in nature. Implementation of the project, through construction and operational activities, would generate greenhouse gas emissions that would cumulatively contribute to global climate change.

LSA will prepare the greenhouse gas section of the EIR and will summarize up-to-date information related to global climate change, along with the climate/meteorology conditions in the project area, and the State and regional setting. The existing regulatory framework for global climate change will also be described, including applicable federal, State, and City of Menlo Park policies, regulations, and programs.

LSA will provide a qualitative assessment of greenhouse gas emissions associated with all relevant sources related to the project based on the BAAQMD's CEQA Thresholds for Evaluating the Significance of Climate Impacts. LSA will also provide a qualitative assessment of the project's consistency with relevant plans and regulations adopted for the purpose of reducing greenhouse gas emissions. Where necessary, practical mitigation measures will be identified to address any significant project or cumulative impacts. Mitigation may include additional sustainable development practices and design measures such as transportation demand management measures, site disturbance reduction measures, energy conservation measures and renewable energy sources, solid waste reduction measures, sustainable solid waste management practices, and water conservation and efficiency measures, over and above any already identified by the project sponsor.

## 2.12 Noise

The project site is bounded by major roadways and a commute corridor. The site also lies in close proximity to a number of residential, institutional, and commercial office uses that may contain sensitive receptors. The proposed project would generate new vehicle trips in the project vicinity as well as mechanical equipment and commercial operations, which could expose surrounding uses to an unacceptable increase in noise levels. In addition, construction activities could result in short-term increases in noise and vibration levels, particularly if pile driving is implemented. LSA will prepare the noise section of the EIR based on project plans and details. This section will include a comprehensive noise impact assessment, including an assessment of the potential effects of the proposed project on the existing and future environment in the project vicinity and a determination as to whether the project would result in exposure of individuals to unacceptable noise or vibration levels.

Applicable State of California and City of Menlo Park noise, vibration, and land use compatibility criteria for the project area will be identified. Noise standards including General Plan Noise Element Policies and the City Noise Ordinance will be discussed. Existing sources of noise in the project vicinity, such as existing commercial operations nearby, traffic on adjacent roadways, freeway, and railroad corridors, and aircraft activities, will be identified. Existing noise-sensitive land uses in the project site vicinity will also be identified using aerial images and field reconnaissance. Existing noise conditions will be documented based on the results of up to two long-term, 24-hour, and two short-term, 20-minute, noise measurements in the project vicinity.

The construction noise impact will be evaluated in terms of maximum levels ( $L_{max}$ ) and/or hourly equivalent continuous noise levels ( $L_{eq}$ ) and their frequency of occurrence. The vibration impacts will be evaluated and compared to the applicable City standards. If City standards are not available, Federal Transit Administration Transit Noise and Vibration Impact Assessment Manual criteria will be utilized. The impact analysis will be based on the sensitivity of the area and the requirements of the Municipal Code. Avoidance, minimization, and mitigation measures will be identified to address potential adverse construction-related short-term noise and vibration impacts on sensitive receptors.

The EIR will analyze both the project as proposed and the project variant and will complete the following tasks for each. LSA will evaluate noise impacts from project-related and cumulative vehicular trips. Projections of the future noise levels along selected roadway segments will be provided in a table format to show the relationship between vehicle-related noise and distance from the roadway. In addition, LSA will quantitatively analyze operational impacts from stationary noise sources, such as new mechanical equipment such as heating, ventilation, and air conditioning (HVAC) systems, and any other project-related noise associated with the proposed project. Both stationary and mobile operational noise impacts for both on-site and off-site sensitive land uses will be assessed.

As warranted, LSA will identify practical measures to address significant project or cumulative noise impacts. Any measures required to reduce the project's short-term construction and/or long-term noise impacts to acceptable levels will also be identified. Both an evaluation of the potential measures and a discussion of their effectiveness will be provided. Lastly, LSA will incorporate measures designed to reduce interior and exterior noise levels to meet applicable standards for the proposed on-site buildings.

## 2.13 Public Services and Recreation

The proposed project would result in the addition of new residential uses to the project site and the reconfiguration of commercial uses on the site (but no increase in commercial square footage), and therefore would increase demand for fire, police, and public works (utilities and maintenance) services within the city, result in an increase in school-aged children within the city, and increase the use of recreational facilities within the city and region. The EIR will include a concise summary of each agency that would provide service to the site, their individual responsibilities, and existing service constraints. LSA will review the General Plan EIR, as well as other background reports, and then work with the City to contact each service provider to determine if they have any concerns about providing services to the proposed project or physical constraints to doing so. The assessment in the EIR will examine the demand for services generated by the new uses on the site, and the physical impacts of this demand on existing public services. The need for coordination among facility and service providers and the project sponsor for on- or off-site improvements will be addressed to ensure that any potentially significant impacts are mitigated to less-than-significant levels.

This section of the EIR will also include an evaluation of potential impacts to parks and recreation. The EIR will identify existing neighborhood and regional parks and recreational facilities in the vicinity and describe the operation and maintenance of these facilities. Impacts to these facilities and the services provided will be evaluated. Mitigation measures will be identified to reduce impacts to public services and recreation, as necessary.

## 2.14 Utilities and Service Systems

The project site is currently served by water, wastewater, solid waste disposal, and other utility services. The proposed project would increase the demand for water, wastewater, solid waste, telecommunications, electricity, and natural gas service and could require installation of new infrastructure both on and off the site. Storm drainage issues would be evaluated in the hydrology and water quality section of the EIR (refer to Task 2.7).

The EIR will include a concise summary of each agency that would provide service to the site, their individual responsibilities, and existing service constraints. LSA will review the General Plan EIR, technical studies provided by the project sponsor, and other background reports and then contact each service provider to determine if they have any concerns about providing services to the proposed project or physical constraints to doing so. The assessment in the EIR will examine the demand for services generated by the change in use on the site, and the physical impacts of this demand on existing utility services and infrastructure.

Senate Bill 610 requires an assessment of whether available water supplies are sufficient to serve the demand generated by new projects of a certain size. The proposed project would include more than 250,000 square feet of commercial office building space and may include more than 500 residential units with implementation of the project variant, and therefore a Water Supply Assessment (WSA) would be required. This scope of work assumes that the WSA will be prepared by Menlo Park Municipal Water through a separate consultant. The results of the WSA will be incorporated into the EIR analysis, and mitigation measures will be recommended, as necessary.

## 2.15 Energy

The proposed project would increase the demand for energy consumption during both construction and operation of the proposed project, including diesel fuel use for construction off-road equipment, diesel and gasoline fuel use for construction on-road vehicles, diesel and gasoline fuel use from vehicle trips generated by the project, operational natural gas usage, and operational electricity consumption. Therefore, LSA will prepare an energy analysis, which will be included as a section of the EIR. Supporting technical analysis, such as modeling output, will be included as an appendix to the EIR.

LSA will estimate construction-period energy usage associated with diesel fuel use for construction off-road equipment and diesel and gasoline fuel use for construction on-road vehicles, using the results of CalEEMod and fuel consumption provided in CARB's EMFAC2021 model. Once operational, energy use consumed by the proposed project would be associated with natural gas use, electricity consumption, and fuel used for vehicle trips associated with the project. LSA will estimate natural gas and energy consumption using default energy intensities by building type in CalEEMod. Fuel use associated with vehicle trips generated by the proposed project will be calculated based on the trip generation rates identified in the project's trip generation estimates and vehicle fuel consumption provided in EMFAC2021. This analysis will also address the project's compliance with applicable energy efficiency standards. For purposes of this analysis, impacts to energy resources will be considered to be significant if the project would result in the wasteful, inefficient, or unnecessary consumption of fuel or energy.

## Task 3. Alternatives

The LSA team will identify and fully evaluate up to three feasible alternatives to the proposed project that would avoid or reduce significant impacts, one of which will be the CEQA-required No Project alternative. The alternatives will be developed in consultation with City staff and will be informed by input received during the scoping session and in response to the NOP, and the significant impacts of the project that are identified in the impact analysis for each topical section of the EIR. Alternatives considered but rejected from further analysis will be identified.

According to the CEQA Guidelines, alternatives can be evaluated in less detail than the project, and the discussion for each issue topic will be of sufficient detail to evaluate the benefits and drawbacks of each alternative, and to provide some qualitative conclusions regarding the alternatives. In addition, it is assumed that quantitative evaluation of issues related to transportation, air quality, and greenhouse gas emissions may also be required. A summary table will be included in this section that identifies the level of significance of each environmental topic for each alternative as compared to implementation of the proposed project. Based on this analysis, the Environmentally Superior Alternative will be identified (as required by CEQA).

## Task 4. CEQA-Required Assessment Conclusions

LSA will prepare the appropriate conclusions to fulfill CEQA requirements by providing an assessment of several mandatory impact categories, including:

- Growth-inducing impacts;
- Significant irreversible environmental changes;
- Unavoidable significant environmental impacts; and





- Effects found not to be significant.

It is currently assumed that the topics of agriculture and forestry resources, mineral resources, and wildfire will be scoped out of the EIR analysis, and therefore will only be briefly addressed in the Effects Found Not to be Significant discussion.

## Task 5. Draft Environmental Impact Report

LSA will prepare four versions of the Draft EIR, including an Administrative Draft, a Screencheck Draft, a Printcheck Draft, and a Public Review Draft.

### 5.1 Administrative Draft EIR

The information developed in Tasks 1 through 4 will be organized into an Administrative Draft EIR. In addition to each of the topical sections, the EIR will include the following components:

- Introduction
- Executive Summary
- Project Description (including Background)
- Environmental and Regulatory Setting, Impacts (Project, Project Variant, and Cumulative), and Mitigation Measures
- Alternatives to the Proposed Project
- CEQA-Required Assessment Conclusions
- List of EIR Preparers
- List of Persons and Organizations Contacted
- References
- Technical Appendices

One digital version (in both Word and PDF formats) of the Administrative Draft EIR will be provided to City staff for distribution, review, and comment. LSA will discuss comments on the Administrative Draft EIR with the City over the phone or via videoconference.

**Deliverable:** *One electronic version of Administrative Draft EIR*

### 5.2 Screencheck Draft EIR

LSA will amend the Administrative Draft EIR based on a single set of noncontradictory comments provided by City staff. One digital version (in both Word and PDF formats) of the Screencheck Draft EIR will be provided to City staff for distribution, review, and comment. LSA will also provide an electronic version of the Screencheck Draft that retains all comments and edits on the Administrative Draft in tracked changes, for City staff to easily verify that all requested changes have been made and all comments addressed.

**Deliverable:** *One electronic version of the Screencheck Draft EIR (clean and tracked changes versions)*

### 5.3 Printcheck Draft EIR

LSA will amend the Screencheck Draft EIR based on a single set of consolidated noncontradictory comments provided by the City. Electronic versions of the Printcheck Draft will be provided for review by City staff to verify that all requested changes have been made. LSA will also provide a compare version of the Printcheck Draft. This version will show text changes made to the Screencheck Draft EIR in underline and strikeout for the City to more easily confirm that all comments and edits are fully incorporated into the Printcheck Draft.

*Deliverable: One electronic version of the Printcheck Draft EIR (clean and tracked changes versions)*

### 5.4 Public Review Draft EIR

Upon successful completion and approval of the Printcheck Draft EIR, LSA will provide up to 15 paper copies of the Public Review Draft EIR for public distribution and submittal to the City. A high-resolution compiled electronic PDF version will be provided, as will a hyperlinked PDF version suitable for posting on the City's website (i.e., individual, searchable low-resolution chapters). Word versions will also be provided for the City's files.

LSA will prepare the Notice of Availability (NOA) and Notice of Completion (NOC) and can be responsible for distribution of the Public Review Draft EIR to the State Clearinghouse. It is assumed that the City will be responsible for local noticing and distribution.

*Deliverable: Up to 15 paper copies of the Public Review Draft EIR, as well as electronic versions of the Draft EIR, NOA, and NOC*

## Task 6. Final Environmental Impact Report

Following the 45-day public review period of the Draft EIR, LSA will prepare the Response to Comments (RTC) Document. The RTC Document, together with the Draft EIR, will comprise the Final EIR. LSA will prepare four versions of the RTC Document, including the Administrative Draft, the Screencheck Draft, the Printcheck Draft, and a Final Draft. As part of the Final EIR, LSA will also prepare and produce a Mitigation Monitoring and Reporting Program, Findings of Fact and Statement of Overriding Considerations, and the Administrative Record.

### 6.1 Administrative Draft RTC

The LSA team will formulate responses to comments received on the Draft EIR, including written comments received from the public and agencies, and prepare an Administrative Draft RTC Document. Included in this document will be: 1) a list of persons, organizations, and public agencies commenting on the Draft EIR; 2) copies of all written comments, and the responses to these comments; 3) written comments and any verbal comments received at a public hearing and responses to these comments; and 4) any necessary revisions to the Draft EIR. The cost estimate in [Section 3](#) shows the level of professional effort assumed for this task. In the event that an unexpectedly large volume of comments is received, comments are submitted in the form of an organized letter-writing campaign, or a substantial package of comments is submitted by a law firm representing community organizations, a scope and budget adjustment may be required.



Upon receipt of all the comments received during the 45-day review period, LSA will discuss the best approach to the responses document with the City. At this time, LSA will also identify if any adjustments to the budget (or use of contingency funds) will be needed to cover work beyond the assumed level. This scope of work assumes that no new technical analyses will be required to respond to comments.

The Administrative Draft RTC Document will be submitted to the City in electronic format (Word and PDF files) for staff distribution, review, and comment. LSA will discuss comments on the Administrative Draft RTC Document with the City over the phone or via videoconference.

*Deliverable: One electronic version of Administrative Draft RTC*

## 6.2 Screencheck Draft RTC

LSA will amend the Administrative Draft RTC Document based on a single set of noncontradictory comments provided by City staff. One digital version (in both Word and PDF formats) of the Screencheck Draft RTC Document will be provided to City staff for distribution, review, and comment. LSA will also provide an electronic version of the Screencheck Draft that retains all comments and edits on the Administrative Draft in tracked changes, for City staff to easily verify that all requested changes have been made and all comments addressed.

*Deliverable: One electronic version of the Screencheck Draft RTC (clean and tracked changes versions)*

## 6.3 Printcheck Draft RTC

LSA will amend the Screencheck Draft RTC Document based on a single set of noncontradictory comments provided by City staff. One digital version (in both Word and PDF formats) of the Printcheck Draft RTC Document will be provided to City staff for distribution, review, and comment. LSA will also provide an electronic version of the Printcheck Draft that retains all comments and edits on the Screencheck Draft in tracked changes, for City staff to easily verify that all requested changes have been made and all comments addressed.

*Deliverable: One electronic version of the Printcheck Draft RTC (clean and tracked changes versions)*

## 6.4 Final RTC

Upon successful completion and approval of the Printcheck RTC Document, LSA will provide up to 15 paper copies of the RTC Document for public distribution and submittal to the City. A high-resolution compiled electronic PDF version will be provided, as will a PDF version suitable for posting on the City's website (i.e., individual, searchable low-resolution chapters). Word versions will also be provided for the City's files. LSA will provide a draft Notice of Determination (NOD) for the City to file with the City Clerk upon certification of the EIR.

*Deliverable: Up to 15 paper copies of the Final RTC Document (to be confirmed) and electronic copy of the NOD*

## 6.5 Mitigation Monitoring and Reporting Program

LSA will prepare a Mitigation Monitoring and Reporting Program (MMRP) for the project and will identify responsibility for implementing and monitoring each mitigation measure, along with monitoring triggers and reporting frequency, subject to approval by City staff. LSA will also work closely with City staff to ensure the program is prepared in a format that will be easy for staff to implement and be tailored to the City's procedures. The Administrative Draft MMRP will be provided with the Administrative Draft RTC Document (under Task 6.1), and the Final MMRP will be provided with the Final EIR.

*Deliverable: Up to 15 paper copies and one electronic copy of the Final MMRP*

## 6.6 Findings of Fact and Statement of Overriding Considerations

LSA will prepare a draft of the Findings of Fact and a Statement of Overriding Considerations (if necessary) for use by the City. The Findings will include the following: a record of proceedings for the City's decision on the project; a summary description of the project; identification of potentially significant effects of the project which were determined to be mitigated to a less-than-significant level; identification of the project's potential environmental effects that were determined not to be significant, and do not require mitigation; cumulative effects; feasibility of project alternatives; and the City's Statement of Overriding Considerations (if significant unavoidable impacts are identified).

*Deliverable: Electronic copy of the Findings and Statement of Overriding Considerations*

## 6.7 Administrative Record

This task will include compilation of the Administrative Record in electronic format, organized by subject. The Administrative Record will be maintained throughout the environmental review process and will be finalized as part of the Final EIR.

*Deliverable: Electronic copy of the Draft EIR and Final EIR Administrative Record*

### Optional Task 3: SB 7 Environmental Leadership Record and Analysis

The project sponsor may request review for qualification as an Environmental Leadership Development Project (ELDP), pursuant to SB 7. An ELDP must meet certain use requirements, as well as achieve "net zero" greenhouse gas emissions. In order to qualify for the streamlining provisions under SB 7, a project must be certified as an ELDP project before January 1, 2024 and the Lead Agency must approve the project prior to January 1, 2025. The NOP should be issued prior to January 1, 2023.

As an optional task, LSA will assist with preparing the analysis for qualification as an ELDP and will provide the environmental review record for posting on the City website on a weekly basis or at a frequency agreed to by LSA and the City.

## Task 7. Project Management

LSA's Principal/Project Manager and Assistant Project Manager will undertake a variety of general project management tasks throughout the process of preparing the EIR and presenting it to decision-makers.



The Principal/Project Manager will be in charge of day-to-day activities associated with the project and will ultimately be responsible for quality assurance for all work undertaken. Project management tasks include regular client contact; oversight of subconsultants and team members; schedule coordination; contract negotiation and management; and development of products. The Project Manager will attend all meetings, maintain a project schedule, monitor the project budget in light of progress in the project schedule, and communicate any potential deviations with the City in a timely manner. The Project Manager will also provide direction to all team members that will ensure an internally consistent, coherent document. The Project Manager will review all subconsultant submittals and in-house prepared text, tables, and graphics before these materials are presented to the City as administrative review documents.

## Task 8. Meetings

The Project Manager and Assistant Project Manager will be available throughout the environmental review period to meet with the project team to gather information, review progress, review preliminary findings, discuss staff comments, offer input into discussions on project modifications, and consult on CEQA procedural matters. To ensure the timely and accurate conveyance of information, LSA recommends that bi-weekly standing teleconference or videoconference calls be established (up to 24 calls of approximately 1 hour are assumed). Attendees would be the Project Manager/Assistant Project Manager and select EIR team technical staff on an as-needed basis, as well as City staff. In the event that we all agree that any given call is unnecessary, it could be canceled the day before. Setting a day, time, and frequency would avoid the effort required to set up unscheduled calls. LSA will develop the agenda for these calls, and meeting notes and action items will be distributed. The meeting notes and action items will also serve as a monthly progress report.

To ensure the timely and accurate conveyance of information, LSA recommends that bi-weekly standing calls be established

LSA will also conduct outreach with the appropriate federal, State, regional, and local agencies to gather input on the project. This outreach will be conducted under the scoping phase (Task 1.4) and is accounted for under each appropriate technical topic identified in Task 2.

In addition to the project start-up meeting identified under Task 1.1 and the NOP scoping session identified under Task 1.4, the project management team and select technical staff as needed will be available to attend up to three 8-hour public hearings, including one Draft EIR and two Final EIR hearings. It is assumed that LSA would attend and present findings related to the environmental review at these public hearings, as necessary. At this time, it is assumed that these meetings will be conducted in person.

For additional meeting attendance not identified in this scope of work, attendance would be billed on a time and materials basis and contingency funds could be utilized. The cost for the Project Manager's attendance at additional meetings would be billed at the hourly rate (\$270/hour).

### 3. Cost Estimate

For completion of the proposed scope of services within the timeline set forth in this proposal, we have provided a preliminary cost estimate in the form of a spreadsheet that details tasks by assigned personnel on the following pages.

The estimated cost of the LSA team's labor and direct expenses to complete the environmental review documentation for the Parkline Project is \$500,821. We have also identified a contingency amount of 5 percent of the total project cost (\$25,000), which would not be used without written authorization from the City. The contingency amount is intended to allow LSA to quickly address any changes in the scope of work without the need to amend the contract agreement. **With the contingency amount, the total contract would be \$525,821.**

We have also identified three optional tasks: 1) visual simulations (\$10,500); 2) shadow diagrams (\$6,300); and 3) SB 7 Environmental Leadership record and analysis (\$12,000). **With the addition of these optional tasks, the total contract amount would be \$554,621.**

We have also assumed that the air quality, GHG, and energy technical analyses will be prepared by LSA, for inclusion in the EIR analysis. In the event that the project sponsor's technical studies provide some or all of the required technical information for the EIR, the scope of these tasks (Tasks 2.10, 2.11, and 2.15) could be reduced by up to 20 percent.

As you review the proposal and compare the work scope with the line-item budget, if you find that there are ways of economizing or believe that expansions are needed, we are more than willing to discuss potential modifications to both scope and budget.

This proposed budget is effective for 90 days from the date of this proposal.

LSA's Standard Billing Rates, including in-house direct costs are attached after the Cost Proposal in **Tables B and C.**

# Parkline Project EIR Cost Estimate

LABOR COSTS																								
	LSA																	Baseline			Team Total			
	Principal-in-Charge, Project Manager (Wallace)	Assistant Project Manager Senior Environmental Planner (W/Iswell)	Environmental Planner (Manheim)	Principal, AQ/GHG/Energy (Fischer)	Senior Planner, Air Quality/GHG Specialist (Carlucci)	Air Quality Modeling Specialist (Villavazo)	Principal/ Noise and Vibration Specialist (Stephens)	Mechanical Noise Engineer (Abushanab)	Principal, Cultural Resources (Sample)	Associate, Architectural Historian (Hibma)	Associate, Paleontologist (Rieboldt)	Associate, Cultural Resources Manager (Collison)	Field Archaeologist/Paleontologist (Staff)	Senior Biologist (Kunna)	GIS (Staff)	Document Management/Technical Editor (Staff)	Graphics and Production (Staff)	LSA Total	Principal Engineer (Abelli-Amen)	Environmental Engineer III (Atabek)		BASELINE Total		
Averaged Hourly Rate:	\$275	\$138	\$117	\$245	\$158	\$143	\$194	\$122	\$250	\$138	\$194	\$148	\$92	\$149	\$158	\$122	\$133		\$225	\$180				
<b>TASK 1. PROJECT INITIATION</b>																								
1.1 Start-Up Meeting and Site Visit	6	8	8																		\$3,692	\$0	\$3,692	
1.2 Data Gathering and Evaluation	6	6	8																		\$3,417	\$0	\$3,417	
1.3 Project Description	12	16	28												6	12	16				\$13,331	\$0	\$13,331	
1.4 Notice of Preparation and Scoping Session	6	8	12													1	1				\$4,417	\$0	\$4,417	
1.5 Work Program Refinement	4	6																			\$1,928	\$0	\$1,928	
<b>Subtotal for Task 1</b>	<b>34</b>	<b>44</b>	<b>56</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>13</b>	<b>17</b>				<b>\$26,785</b>	<b>0</b>	<b>\$0</b>	<b>\$26,785</b>
<b>TASK 2. SETTING, IMPACTS, AND MITIGATION MEASURES</b>																								
2.1 Land Use and Planning	6	12	32													6	2				\$8,058	\$0	\$8,058	
2.2 Population and Housing	4	8	20													4					\$5,039	\$0	\$5,039	
2.3 Visual Resources	6	12	32													6	2				\$8,058	\$0	\$8,058	
2.4 Biological Resources	2	4	6											18	2	4	2				\$5,558	\$0	\$5,558	
2.5 Cultural and Tribal Resources	8	12	16					4	26		16	8			2	6	4				\$14,994	\$0	\$14,994	
2.6 Geology and Soils	2	4								6		12			1	6			2	24	\$4,770	\$9,029	\$9,029	
2.7 Hydrology and Water Quality	2	6														6			3	30	\$6,075	\$8,186	\$8,186	
2.8 Hazards and Hazardous Materials	2	6														6			4	40	\$8,100	\$10,211	\$10,211	
2.9 Transportation	12	16														16	6				\$8,262	\$0	\$8,262	
2.10 Air Quality	4	6		8	40	20										6					\$13,801	\$0	\$13,801	
2.11 Greenhouse Gas Emissions	4	6		8	40											6					\$10,945	\$0	\$10,945	
2.12 Noise	4	6					10	40							2	6					\$9,812	\$0	\$9,812	
2.13 Public Services and Recreation	4	8	36													4					\$6,916	\$0	\$6,916	
2.14 Utilities and Service Systems	4	8	32													4					\$6,446	\$0	\$6,446	
2.15 Energy	1	2		6	40											2					\$8,588	\$0	\$8,588	
<b>Subtotal for Task 2</b>	<b>65</b>	<b>116</b>	<b>174</b>	<b>22</b>	<b>120</b>	<b>20</b>	<b>10</b>	<b>40</b>	<b>4</b>	<b>26</b>	<b>6</b>	<b>16</b>	<b>20</b>	<b>18</b>	<b>7</b>	<b>88</b>	<b>16</b>				<b>\$114,959</b>	<b>9</b>	<b>\$18,945</b>	<b>\$133,904</b>
<b>TASK 3. ALTERNATIVES</b>																								
<b>Subtotal for Task 3</b>	<b>12</b>	<b>18</b>	<b>40</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>2</b>				<b>\$14,974</b>	<b>0</b>	<b>\$720</b>	<b>\$15,694</b>
<b>TASK 4. CEQA-REQUIRED ASSESSMENT CONCLUSIONS</b>																								
<b>Subtotal for Task 4</b>	<b>1</b>	<b>4</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>				<b>\$2,009</b>	<b>0</b>	<b>\$0</b>	<b>\$2,009</b>
<b>TASK 5. DRAFT ENVIRONMENTAL IMPACT REPORT</b>																								
5.1 Administrative Draft EIR	16	20	16													12	4				\$11,036	\$0	\$11,036	
5.2 Screencheck Draft EIR	12	18	20	2	6		2			6		1		2		24	12		1	8	\$1,665	\$17,421	\$17,421	
5.3 Printcheck Draft EIR	12	16	16	2	2		2									16	4			2	\$360	\$11,427	\$11,427	
5.4 Public Review Draft EIR	6	8	12													12	8				\$6,691	\$0	\$6,691	
<b>Subtotal for Task 5</b>	<b>46</b>	<b>62</b>	<b>64</b>	<b>4</b>	<b>8</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>64</b>	<b>28</b>				<b>\$44,551</b>	<b>1</b>	<b>\$2,025</b>	<b>\$46,576</b>

# Parkline Project EIR Cost Estimate

LABOR COSTS																						
	LSA																	Baseline		Team Total		
	Principal-in-Charge, Project Manager (Wallace)	Assistant Project Manager Senior Environmental Planner (Wiswell)	Environmental Planner (Manheim)	Principal, AQ/GHG/Energy (Fischer)	Senior Planner, Air Quality/GHG Specialist (Carlucci)	Air Quality Modeling Specialist (Villavazo)	Principal/ Noise and Vibration Specialist (Stephens)	Mechanical Noise Engineer (Abushanab)	Principal, Cultural Resources (Sample)	Associate, Architectural Historian (Hibma)	Associate, Paleontologist (Rieboldt)	Associate, Cultural Resources Manager (Collison)	Field Archaeologist/Paleontologist (Staff)	Senior Biologist (Kunna)	GIS (Staff)	Document Management/Technical Editor (Staff)	Graphics and Production (Staff)	LSA Total	Principal Engineer (Abelli-Amen)		Environmental Engineer III (Atabek)	BASELINE Total
Averaged Hourly Rate:	\$275	\$138	\$117	\$245	\$158	\$143	\$194	\$122	\$250	\$138	\$194	\$148	\$92	\$149	\$158	\$122	\$133		\$225	\$180		
<b>TASK 6. FINAL ENVIRONMENTAL IMPACT REPORT</b>																						
6.1 Administrative Draft RTC	16	20	32	2	4	4	2			4		1		2		16	12	\$17,541	2	10	\$2,250	\$19,791
6.2 Screencheck Draft RTC	8	8	12	1	1		1									8	4	\$6,819	1	4	\$945	\$7,764
6.3 Printcheck Draft EIR	6	6	8													6	2	\$4,417	1	2	\$585	\$5,002
6.4 Final RTC	2	6	4													2	6	\$2,887			\$0	\$2,887
6.5 Mitigation Monitoring and Reporting Program	1	4	6													6		\$2,264			\$0	\$2,264
6.6 Findings of Fact and Statement of Overriding Considerations	2	4	16													4		\$3,468			\$0	\$3,468
6.7 Administrative Record		8	24															\$3,917			\$0	\$3,917
<b>Subtotal for Task 6</b>	<b>35</b>	<b>56</b>	<b>102</b>	<b>3</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>42</b>	<b>24</b>	<b>\$41,312</b>	<b>4</b>	<b>16</b>	<b>\$3,780</b>	<b>\$45,092</b>
<b>TASK 7. PROJECT MANAGEMENT</b>																						
<b>Subtotal for Task 7</b>	<b>36</b>	<b>26</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$15,606</b>	<b>0</b>	<b>0</b>	<b>\$0</b>	<b>\$15,606</b>
<b>TASK 8. MEETINGS</b>																						
<b>Subtotal for Task 8</b>	<b>60</b>	<b>60</b>	<b>18</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$30,886</b>	<b>0</b>	<b>4</b>	<b>\$720</b>	<b>\$31,606</b>
<b>TOTAL LABOR</b>	<b>289</b>	<b>386</b>	<b>480</b>	<b>43</b>	<b>139</b>	<b>24</b>	<b>25</b>	<b>40</b>	<b>4</b>	<b>42</b>	<b>6</b>	<b>18</b>	<b>20</b>	<b>22</b>	<b>13</b>	<b>221</b>	<b>87</b>	<b>\$291,081</b>	<b>14</b>	<b>128</b>	<b>\$26,190</b>	<b>\$317,271</b>
<b>DIRECT COSTS</b>																						
1. Travel, Deliveries, Communication																					\$850	
2. Maps; Plans; Reports; Database Searches																					\$750	
3. Printing and Graphic Reproduction																					\$3,200	
4. Hexagon Transportation Consultants - Transportation Impact Analysis																					\$137,500	
5. BAE Urban Economics - Housing Needs Assessment																					\$41,250	
<b>TOTAL DIRECT COSTS</b>																					<b>\$183,550</b>	
<b>TOTAL LSA TEAM BUDGET</b>																						
<b>TOTAL LSA TEAM BUDGET (WITHOUT CONTINGENCY)</b>																					<b>\$500,821</b>	
<b>CONTINGENCY FUNDS</b>																						
<b>CONTINGENCY AT 5 PERCENT</b>																					<b>\$25,000</b>	
<b>TOTAL LSA TEAM BUDGET WITH CONTINGENCY</b>																						
<b>TOTAL LSA TEAM BUDGET (WITH CONTINGENCY)</b>																					<b>\$525,821</b>	
<b>OPTIONAL TASKS</b>																						
1. Visual Simulations (Three Simulations)																					\$10,500	
2. Shadow Diagrams																					\$6,300	
3. SB 7 Environmental Leadership Record and Analysis																					\$12,000	
<b>TOTAL OPTIONAL TASKS</b>																					<b>\$28,800</b>	



**Table B: LSA Hourly Billing Rates Effective June 2022**

Job Classification							Hourly Rate Range <sup>1,2</sup>
Planning	Environmental	Transportation	Air/Noise	Cultural/ Paleontological Resources	Biology	GIS	
Principal	Principal	Principal	Principal	Principal	Principal	Principal	\$180–400
Associate	Associate	Associate	Associate	Associate	Associate	Associate	\$130-250
Senior Planner	Senior Environmental Planner	Senior Transportation Planner/Engineer	Senior Air Quality/Noise Specialist	Senior Cultural Resources Manager/Paleontologist	Senior Biologist/Botanist/Wildlife Biologist/Ecologist/Soil Scientist/Herpetologist/Arborist	Senior GIS Specialist	\$115–200
Planner	Environmental Planner	Transportation Planner/Engineer	Air Quality/Noise Specialist/Climate Change Specialist	Cultural Resources Manager Archaeologist/Architectural Historian/Paleontologist	Biologist/Botanist/Wildlife Biologist/Ecologist/Soil Scientist/Herpetologist/Arborist	GIS Specialist	\$85–165
Assistant Planner	Assistant Environmental Planner	Assistant Transportation Planner/Engineer	Air Quality/Noise Analyst	Cultural Resources Analyst	Assistant Biologist/Botanist/Wildlife Biologist/Ecologist/Soil Scientist/Herpetologist/Arborist	Assistant GIS Specialist	\$85–125
<b>Field Services</b>							
Senior Field Crew/Field Crew							\$85–105
<b>Office Services</b>							
Graphics							\$125–150
Marketing							\$115–195
Office Assistant							\$85–135
Project Assistant							\$105–135
Research Assistant/Intern							\$75
Word Processing/Technical Editing							\$105–130

- The hourly rate for work involving actual expenses in court (e.g., giving depositions or similar expert testimony) will be billed at \$400 per hour regardless of job classifications.
- Hourly rates are subject to review at least annually, on or about June 1 of each year, and may be adjusted to reflect changing labor costs at LSA’s discretion at that time.

**Table C: LSA In-House Direct Costs Effective June 2022<sup>1</sup>**

Description	Unit Cost	Description	Unit Cost
Reproduction (8.5 x 11) B/W	\$0.07 per page	Total Station Surveying Instrument	\$50.00 per day
Reproduction (8.5 x 11) Color	\$0.40 per page	Level (Laser or Optical)	\$25.00 per day
Reproduction (11 x 17) B/W	\$0.10 per page	Laser Rangefinder	\$25.00 per day
Reproduction (11 x 17) Color	\$0.75 per page	Sound Meter	\$75.00 per day
CD Production	\$5.00 per CD	Sound Meter with Velocity Transducer	\$85.00 per day
USB Flash Drive	\$5.00 per drive	Aerial Photo	Cost
Plotting	\$3.75 per sq. ft.	Boat Rental	\$125.00 per day
Aerial Drone	\$200.00 per day	Water Quality Meter	\$25.00 per day
Mileage On-Road	Current federal rate	Night Vision Goggles	\$50.00 per unit per night
Mileage Off-Road	Current federal rate	Wildlife Camera	\$25.00 per day
GPS Unit	\$75.00 per day		

<sup>1</sup> Direct costs shall be reimbursed at cost plus 10 percent.

## Work Progress Estimation and Billing Methodology

LSA has in-depth experience in conducting successful monthly project accountability over a long-term planning effort. LSA uses Deltek accounting software for both its project management and accounting functions. Deltek is a totally integrated project management and accounting software developed for the architecture, planning, and engineering industry that is auditable and secure, and it provides our project managers with real-time access to project data and the ability to track hours and costs according to client specifications.

Invoices are prepared monthly and include a summary cover sheet and a detailed report of tasks completed with labor hours and costs by individual and direct expenses. The report is generated from weekly timesheets and bi-weekly or monthly expense reports entered into the Deltek system. Invoices can be prepared to client specifications but generally show the beginning and end dates of the billing period, total budget, previously billed, current fee, and remaining budget amounts by phase of work. For this contract, LSA would also add serial identification of progress bills.

## Contract and Insurance

Although the City's standard contract agreement was not circulated with the RFP, we have signed previous agreements with the City "as-is." We have no concerns with the City's standard agreement.

We have included a copy of our Evidence of Coverage that provides coverage limits, which are in keeping with industry standards for our profession.



**CERTIFICATE OF LIABILITY INSURANCE**

9/30/2022

DATE (MM/DD/YYYY)  
9/24/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

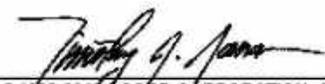
<b>PRODUCER</b> Lockton Insurance Brokers, LLC 777 S. Figueroa Street, 52nd Fl. CA License #0F15767 Los Angeles CA 90017 (213) 689-0065	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS:													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : National Fire Insurance Co of Hartford</td> <td>20478</td> </tr> <tr> <td>INSURER B : Valley Forge Insurance Company</td> <td>20508</td> </tr> <tr> <td>INSURER C : The Continental Insurance Company</td> <td>35289</td> </tr> <tr> <td>INSURER D : Tokio Marine Specialty Insurance Company</td> <td>23850</td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : National Fire Insurance Co of Hartford	20478	INSURER B : Valley Forge Insurance Company	20508	INSURER C : The Continental Insurance Company	35289	INSURER D : Tokio Marine Specialty Insurance Company	23850	INSURER E :		INSURER F :
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INSURER D : Tokio Marine Specialty Insurance Company	23850													
INSURER E :														
INSURER F :														
<b>INSURED</b> LSA Associates, Inc. 1492002 20 Executive Park, Suite 200 Irvine CA 92614														

COVERAGES LSAAS01 CERTIFICATE NUMBER: 17804287 REVISION NUMBER: XXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD. INSR	INSUR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Cont. Liab. Incl. GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO. JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	Y	Y	7015505648	9/30/2021	9/30/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	7015505617	9/30/2021	9/30/2022	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX Comp./Coll. Ded \$ 1,000
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: <input checked="" type="checkbox"/> RETENTION \$ 10,000	Y	Y	7015505620	9/30/2021	9/30/2022	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ XXXXXXXX
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	7015505603 (CA) 7015505469 (USI&H)	9/30/2021 9/30/2021	9/30/2022 9/30/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Contractors Pollution & Professional Liab.	N	N	PPK2330053	9/30/2021	9/30/2022	\$2,000,000 occ./\$4,000,000 agg. Ded. \$50,000 retroactive date: 6/4/1976

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  17804287 Evidence of Coverage	<b>CANCELLATION</b> See Attachments  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  
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ACORD 25 (2016/03)

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## 4. Project Schedule

LSA would begin work upon Notice to Proceed. The preliminary work schedule for preparation and completion of the EIR according to the proposed work program described in Section 2 is shown in **Table D**. Currently, this schedule anticipates that the Final EIR would be ready for certification in the late summer of 2023.

We expect that this schedule will be adjusted to meet the environmental review objectives of the City and the project sponsor. As described above, the project schedule will be reviewed at the start-up meeting. Please note that LSA is ready and available to work with the City to adapt the schedule to fit ongoing priorities, holidays, and scheduling.

**Table D: Preliminary Schedule**

Milestone	Responsible Party	Weeks to Complete	Cumulative Week	Date
Notice to Proceed	City	--	--	September 6, 2022
Draft Project Description and Project Initiation Tasks	LSA	4	4	October 4, 2022
Review Draft Project Description/Provide Inputs	City/Sponsor	3	7	October 25, 2022
Prepare and Publish NOP	LSA/City	2	6	October 25, 2022
<i>30-Day Scoping Period</i>	--	4	10	<i>November 23, 2022</i>
Complete Technical Study Peer Review**	LSA	6	12	November 29, 2022
Provide Final Technical Studies	Sponsor	4	16	December 27, 2022
Prepare Administrative Draft EIR	LSA	18	18	February 21, 2023
Review Administrative Draft EIR	City	3	21	March 14, 2023
Prepare Screencheck Draft EIR	LSA	3	24	April 4, 2023
Review Screencheck Draft EIR	City	2	26	March 28, 2023
Prepare Printcheck Draft EIR	LSA	1	27	April 18, 2023
Review Printcheck Draft EIR	City	1	28	May 2, 2023
Prepare and Publish Public Review EIR	LSA/City	1	29	April 25, 2023
<i>45-Day Public Review Period</i>	--	6	35	June 9, 2023
Prepare Administrative Draft RTC and MMRP	LSA	4	39	July 7, 2023
Review Administrative Draft RTC and MMRP	City	2	41	July 21, 2023
Prepare Screencheck Draft RTC	LSA	1	42	July 28, 2023
Review Screencheck Draft RTC	City	1	43	August 4, 2023
Prepare Printcheck Draft RTC	LSA	1	44	August 11, 2023
Review Printcheck Draft RTC	City	1	43	August 18, 2023
Prepare and Distribute Public Review Final EIR	LSA	1	44	August 25, 2023
EIR Certification	City	1.5	46	September 5, 2023

\* Some milestone dates may need to be adjusted for holidays

\*\* Review timeline begins when technical studies are provided, assumed to be within 4 weeks of NTP

## 5. Project Team

### LSA Team Information

With over 145 employees firm wide, LSA has the depth and breadth of experience to cover almost every aspect of environmental documentation services for CEQA compliance. *Our team of planners, in-house technical experts, and subconsultants will be led by Theresa Wallace, AICP, Principal.* She will be available throughout the duration of the project to provide consistent leadership.



We are joined by *Hexagon Transportation Consultants* for transportation and circulation; *Baseline Environmental Consulting* for geology and soils, hazardous and hazardous materials, and hydrology and water quality; *BAE Urban Economics* for the housing needs assessment; and *Environmental Vision* for the optional tasks of shadow diagrams and visual simulations. Below is a brief summary of our project team. Full resumes, including technical staff and subconsultants, are provided in [Appendix C](#).



### Project Management Team

Effective project management is critical to the success of environmental analysis, especially for complex projects. Theresa Wallace, AICP, Principal/Project Manager, will be supported by Matthew Wiswell, AICP, Senior Planner. Theresa will undertake a variety of general project management tasks throughout the environmental documentation period. With assistance from Matthew as the Assistant Project Manager, Theresa will be in charge of day-to-day activities associated with the project. Project management tasks include regular client contact; contract negotiation and management; oversight of team members; schedule coordination; and development of products. Theresa will provide direction to all team members that will ensure an internally consistent, coherent document. She will also review all text, tables, and graphics before these materials are presented to the City as administrative review documents. Theresa will also provide input on scope, budget, and scheduling of the project, and quality assurance for all work undertaken. She will strategize and work with Matthew to craft the project description on which the environmental analysis will be based and will advise on CEQA procedural matters as well as application of the CEQA Guidelines to this project. Qualifications for Theresa and Matthew are provided on the following page.

**LSA**

**LSA's Point of Contact:**  
**Theresa Wallace, AICP**  
*Principal/Environmental Planner*

157 Park Place  
Point Richmond, CA 94801  
[Theresa.Wallace@lsa.net](mailto:Theresa.Wallace@lsa.net)  
(510) 236-6810

CEQA and environmental planning services for the Parkline Project EIR will be managed from LSA's San Francisco Bay Area office, located in Point Richmond. We will be joined by staff from LSA's Clovis and San Luis Obispo offices for technical support as needed.

*An organization chart at the end of this section shows the complete project team and individual responsibilities.*



**Theresa Wallace, AICP, Principal**  
**Project Role: Project Manager/Principal in Charge and QA/QC**

Theresa Wallace is a seasoned planner and project manager with 19 years of experience in preparing a variety of environmental documents including CEQA Initial Studies/Mitigated Negative Declarations and Environmental Impact Reports; and National Environmental Policy Act (NEPA) technical studies, Environmental Assessments, and Environmental Impact Statements. Theresa’s experience encompasses a wide array of public- and private-sector projects, including a number of residential, commercial, office, institutional, and mixed-use projects; as well as public park master plans and facilities and bicycle/pedestrian paths. She is adept at managing multidisciplinary teams and helping agencies navigate complex environmental review processes. She has managed the environmental review for a number of large-scale, high-profile projects throughout the Bay Area and is currently serving as Principal in Charge for LSA’s on-call CEQA contracts, including for the cities of Redwood City, San Carlos, Dublin, San Ramon, Concord, Berkeley, Milpitas, El Cerrito, and Hayward. She also serves as the primary point of contact for the pre-qualified consultant lists in the cities of San Francisco, Oakland, and San Jose. Some of her recent and ongoing relevant projects, which involve mixed-use residential/office and life science/R&D/office projects and redevelopment of large underutilized sites are:

- Northgate Mall Redevelopment Project EIR, City of San Rafael
- Sierra Point Biotech Towers Project EIR, City of Brisbane
- 111 Independence Drive Project EIR, City of Menlo Park
- Menlo Uptown Project EIR, City of Menlo Park
- Menlo Portal Project EIR, City of Menlo Park
- 600 Addison Street R&D Campus Project Initial Study/Mitigated Negative Declaration (IS/MND), City of Berkeley
- theLAB Life Sciences Project EIR, City of Berkeley
- 388 Vintage Park Drive Life Sciences Building EIR, City of Foster City
- 2 Davis Drive Life Sciences/Office Building Project EIR, City of Belmont
- Fifth and Mission (5M) Project EIR, Forest City/City and County of San Francisco



**Matthew Wiswell, AICP, Senior Environmental Planner**  
**Project Role: Assistant Project Manager and Senior Planner**

Matthew Wiswell AICP, Planner, serves as both Project Manager and Assistant Project Manager and drafts the nontechnical sections of environmental documents. He is a CEQA specialist with a solid understanding of planning principles that he applies to environmental analysis. Matthew both manages and contributes to a variety of planning and environmental documents for development projects, infrastructure improvements, school facility improvements, and City-sponsored plans and programs. He recently served as the Assistant Project Manager for the 600 Addison Street Project for the City of

Berkeley and represented the team at the Final IS/MND adoption hearing. He is also currently serving as the Project Manager for the Menlo Flats Project EIR for the City of Menlo Park and is the Assistant Project Manager for the 388 Vintage Park Drive EIR for the City of Foster City and theLAB Project Focused EIR for the City of Berkeley, both of which involve the redevelopment of underutilized commercial and industrial sites with life sciences uses. He also serves as the primary contact and Project Manager for LSA’s on-call contracts with the cities of El Cerrito and Milpitas.

## Other Key Personnel

Our in-house technical expertise encompasses air quality, noise, greenhouse gas emissions, cultural, archaeological, and paleontological resources, and biological resources. We have provided detailed resumes for our in-house technical team in [Appendix C](#). Preparation of technical inputs will be overseen by a Principal of the firm with expertise in the relevant discipline.



### Amy Fischer, Principal Air Quality and GHG Emissions Specialist

Amy Fischer serves as LSA’s senior air quality and global climate change lead for CEQA/NEPA and planning documents. She brings 20 years of experience in directing and conducting the air quality analysis and preparing the air quality and greenhouse gas (GHG) emissions sections for environmental documents. Amy has a comprehensive knowledge of air quality modeling and development of air quality emission reduction measures, including those of the BAAQMD. She has prepared the air quality/health risk assessment and greenhouse gas analyses for all of LSA’s Bay Area projects. The majority of Amy’s projects conducted for LSA have been in accordance with the methodologies and assumptions recommended in the air quality impact assessment guidelines of the BAAQMD. She is thoroughly familiar with the

updated BAAQMD CEQA Guidelines and adopted thresholds of significance. [She will be supported by Cara Carlucci, Senior Planner.](#)

### John T. (J.T.) Stephens, Principal and Senior Noise Specialist

J.T. is a Senior Acoustical Specialist with more than 16 years of experience in noise and vibration studies to support CEQA documentation and a variety of other projects. J.T. is proficient in the use of the Federal Highway Administration (FHWA) Highway Traffic Noise Prediction Model (FHWA RD-77-108), the Traffic Noise Model (TNM) 2.5, the Roadway Construction Noise Model (RCNM), the Aviation Environmental Design Tool (AEDT), SoundPLAN Noise Prediction Software, and INSUL, a noise prediction software for building façades and partitions. He is also responsible for performing noise monitoring surveys using a variety of Larson-Davis sound level meters. [He will be supported by Moe Abushanab, Noise Engineer.](#)





**Michael Hibma, AICP, Associate/Architectural Historian**

Michael Hibma has over 15 years of experience conducting historical research, field studies, and preparing historical sections of cultural resource reports, Initial Studies, and EIRs. He documents and evaluates historical built environmental cultural resources in accordance with the California Register of Historical Resources, the National Register of Historic Places, and applicable local programs. He also conducts studies to address Section 106 of the National Preservation Act, and State and local regulations. Michael meets the Secretary of the Interior’s Professional Qualifications Standards for Architectural History and History (36 CFR Part 61). Michael regularly prepares Project Impacts Analyses (PIA) for development projects where built environment elements

within or adjacent to a project site are listed in, or determined eligible for inclusion in, a national, State, or local list or inventory of cultural resources, and, therefore, would qualify as a “historical resource” for the purposes of CEQA, as well as per applicable city or county regulations. He also conducts peer reviews of built environment resource eligibility technical studies in support of CEQA environmental documentation.



**Kerrie Collison, RPA, Associate/Senior Archaeologist**

Kerrie is a Registered Professional Archaeologist (#28731436) with 12 years of archaeological and cultural resources management experience. She is skilled in preparing cultural resources reports for CEQA- and NEPA-level projects, conducting Native American outreach, assisting agencies with formal Native American consultation, and directing and participating in archaeological surveys and subsurface studies. She is proficient in lithic analysis and identifying the various stages of Native American stone tool production. Her field experience includes work in the California Central Coast; Counties of Alameda, Contra Costa, Solano, Orange, Riverside, Ventura, Mono, and Inyo; the Tahoe region of the Sierra Nevada; and the

Great Basin. Kerrie also has experience collaborating on eligibility reports for the National Register and preparing archaeological reports for Section 404 permit applications. [Lloyd Sample, Principal, will assist and oversee preparation of the cultural resources section of the EIR.](#)

**John Kunna, Associate/Senior Biologist**

John is a Senior Biologist with over 20 years of wildlife biology experience. He manages environmental permitting projects from start to finish. He prepares due diligence and constraint analysis, develops permitting strategies, and manages technical studies including cultural resource assessments, reconnaissance-level and protocol-level botanical and wildlife surveys, and wetland delineations. He prepares statutory and categorical exclusion memoranda for CEQA documents, and he develops avoidance, minimization, and mitigation measures for biological resources for CEQA documents and permit applications. He develops and implements plans for special-status species monitoring and relocation, dewatering, restoration, and revegetation. John has prepared applications for Habitat Conservation Plans as well.





John is an Independent holder of U.S. Fish and Wildlife Service (USFWS) Section 10(a)(1)(A) recovery permit TE 40218B-0, which authorizes him to independently conduct permitted activities for the California red-legged frog, California tiger salamander, Alameda striped racer, and San Francisco garter snake. He has also been approved by the California Department of Fish and Wildlife and/or USFWS as an authorized or designated biologist for construction site monitoring and surveys for other special-status species, including the foothill yellow-legged frog, giant garter snake, western pond turtle, salt marsh harvest mouse, American badger, burrowing owl, Ridgway’s rail, and nesting migratory birds. [Malcolm Sproul, Principal Biologist with over 40 years of experience, will assist John and oversee preparation of the biological resources section of the EIR.](#)

## Subconsultants

### Baseline Environmental Consulting

Baseline Environmental Consulting (Baseline) is a certified small business established in 1985. Baseline provides private- and public-sector clients with a range of services, including CEQA environmental impact assessment/compliance and hazardous materials management. Baseline brings over 30 years of experience conducting geology, hydrology, and hazards CEQA analyses. Its staff of geologists, hydrogeologists, engineers, and environmental scientists has extensive expertise and experience preparing technical sections for IS/MNDs and EIRs.

Baseline’s hazardous materials management practice includes the preparation of Phase I/II Environmental Site Assessments (ESAs). Baseline has experience conducting soil and groundwater contamination investigations and, as required, associated cleanup. Typically, Baseline uses a risk-based approach to achieve site closures from applicable regulatory agencies. It works extensively with public agencies in developing general guidelines for development of contaminated urban sites.

### Hexagon Transportation Consultants, Inc.

Hexagon Transportation Consultants, Inc. (Hexagon) was founded in 1998 in San Jose, with the goal of providing top-quality, professional transportation consulting services to private and public entities. Hexagon provides services in all major aspects of transportation planning and traffic engineering. Hexagon’s staff members have prepared thousands of studies, both large and small, over their professional careers. Hexagon’s public clients include city, county and state agencies and regional planning organizations. Hexagon has a wide range of private clients, including technology companies, developers, architects, civil engineers, and environmental firms.

Hexagon’s notable work experience in the City of Menlo Park includes the following projects:



Baseline professionals have worked with LSA for more than 20 years to provide geology, hydrology, and hazards services for CEQA documentation. They have partnered with LSA on numerous projects throughout the Bay Area.

The Baseline team will be led by Bruce Abelli-Amen, Principal.

Baseline’s offices are located in Oakland.



Hexagon professionals have worked with LSA for more than 10 years to provide comprehensive traffic and transportation studies, including Vehicle Miles Traveled (VMT) per CEQA Guidelines section 15064.3 for several projects throughout the Bay Area.

The Hexagon team will be led by Gary K. Black, AICP, and supported by Ollie Zhou, T.E., Principal Associate.

Hexagon’s offices are located in Pleasanton, San Jose, and Gilroy.

- Willow Village EIR,
- Housing Element Update EIR,
- Update of the citywide travel demand model, and
- Various traffic studies for offices and hotels in the city.

### BAE Urban Economics

BAE Urban Economics, Inc. (BAE) is an award-winning national urban economics and real estate consulting practice. Since 1986, it has completed more than 2,400 engagements for public agencies, nonprofit organizations, financial institutions, and real estate developers. BAE is led by seasoned professionals, who are responsible for project direction and quality control.

BAE offers a broad range of services oriented towards the nexus of market economics and feasibility and community-based planning. Some of BAE’s key practice areas include:

- Affordable and workforce housing needs
- Public finance and infrastructure financing
- Fiscal impacts and economic benefits analyses
- Economic development and revitalization
- Public policy analysis and strategy development
- Public-private partnership (P3) structuring and negotiation support
- Market and financial feasibility analyses
- Sustainability and transit-oriented development (TOD)

The BAE team members are considered national experts in housing policy and have prepared hundreds of housing studies, including housing needs assessments, Housing Elements, affordable housing inclusionary and linkage fee studies, affordable housing and anti-displacement strategies for specific plans, residential development feasibility studies, and residential market studies.

BAE has prepared housing needs assessments for three recent projects in East Palo Alto and is currently in the process of completing a housing needs assessment for a proposed residential development in Menlo Park. In addition, its housing nexus studies for the cities of Los Angeles, Ventura, Berkeley, and Moab have included detailed housing needs assessments to evaluate the effect that new development has on local housing needs across income categories. BAE’s passion for the “triple bottom-line” of sustainable economics, community equity and social justice, and environment sustainability makes BAE unique among urban economists.



BAE’s team of 14 professionals are considered national experts in housing policy and have prepared hundreds of housing studies.

The BAE team will be led by Stephanie Hagar, Associate Principal.

BAE’s local office is located in Berkeley.

## Environmental Vision

Founded in 1993, Environmental Vision provides specialized planning and design consulting services that address the aesthetics and public perception of environmentally sensitive projects. The firm's staff has extensive experience in preparing visual studies for a variety of projects located within sensitive and scenic viewsheds, including hillside, coastal, and watershed landscapes as well as historic and downtown districts. Environmental Vision's in-depth CEQA and NEPA expertise is complemented by advanced computer modeling and simulation capability. Project experience includes large-scale land development and specific plans, campus and hospital improvements, mixed-use and hillside residential projects, and urban infill development as well as large-scale and complex infrastructure improvement projects located throughout the Bay Area and California. Environmental Vision's technical capabilities are enhanced by advanced computer applications including:

- High-resolution visual simulation,
- Three-dimensional and viewshed modeling,
- High-resolution digital photo-documentation,
- Shadow modeling and analysis,
- Geographic Information Systems (GIS) and,
- Technical third-party review studies.

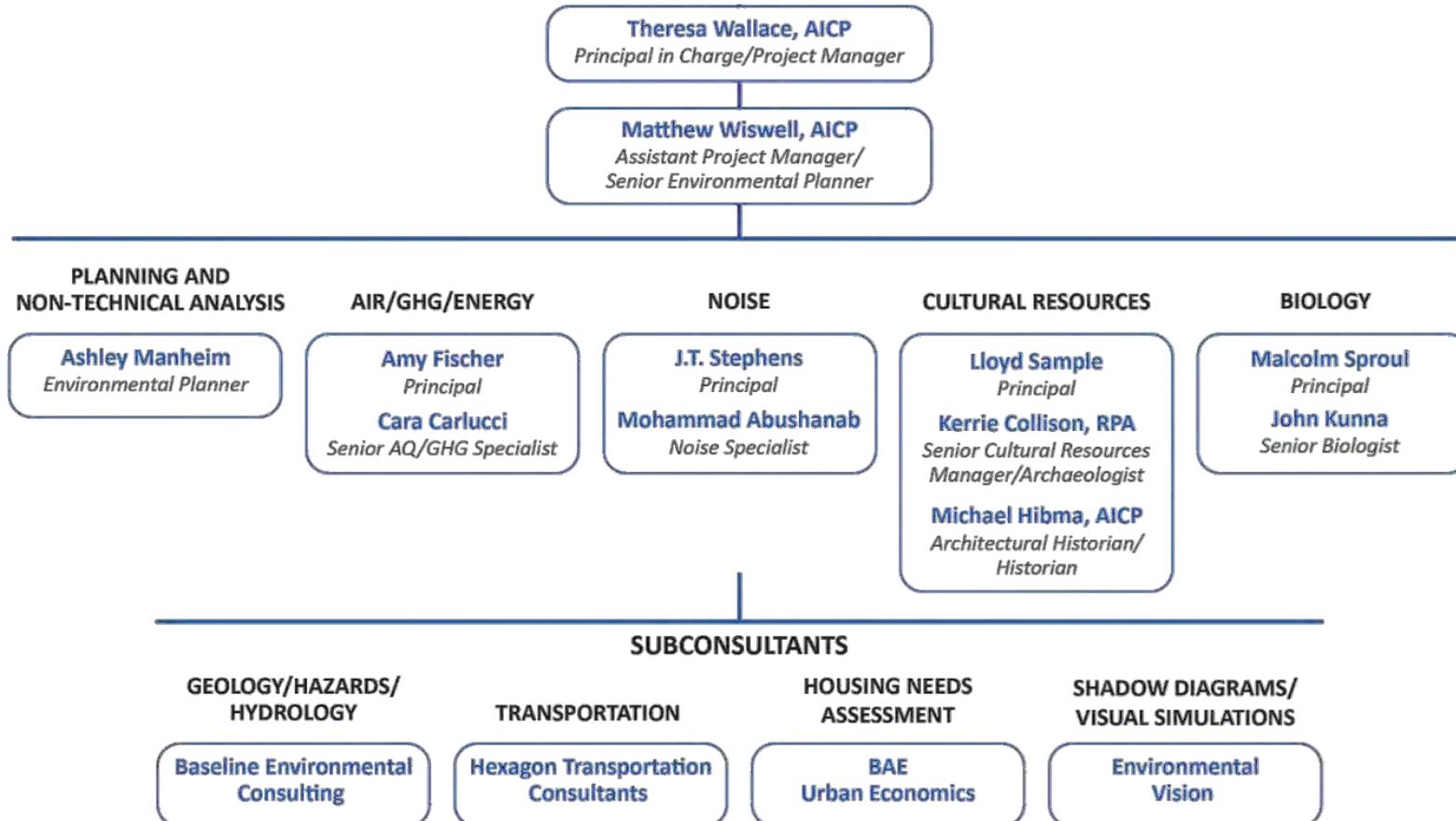


Environmental Vision is a certified Small Business Enterprise and Green Business. Environmental Vision has partnered with LSA on numerous environmental documents over the past 20 years to provide visual and shadow simulations for proposed development projects

The Environmental Vision team will be led by Chuck Cornwall, Principal.

Environmental Vision's office is located in Berkeley.

## Team Organization Chart



## 6. Relevant Qualifications and References



LSA serves as a “one-stop” choice for documentation in compliance with CEQA. We are thoroughly familiar with the processes, procedures, and technical requirements of all aspects of the environmental review process. LSA has also prepared numerous documents to satisfy the requirements of specific regulatory agencies. This expertise includes coordination with local, State, federal, and other governmental agencies in preparing and processing environmental documents and technical studies, managing public participation programs, issuing necessary legal notices, and incorporating each document into the relevant planning process. LSA’s project managers employ innovative environmental review approaches steeped in an intimate understanding of CEQA, the State CEQA Guidelines, and CEQA case law to avoid redundant environmental review.

LSA has prepared thousands of EIRs, Supplemental EIRs, ISs, Environmental Assessments, Addendums, Negative Declarations (NDs), MNDs, and Environmental Impact Statements (EISs). LSA, and the project management team for this assignment in particular, has successfully completed numerous environmental review documents under contract to lead agencies for a wide range of commercial, office, and residential redevelopment projects on underutilized sites in urban and suburban areas and on greenfield sites throughout the Bay Area and beyond.

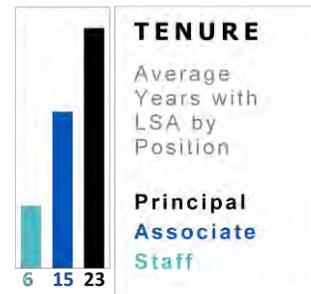
Many of our planners are **certified by the American Institute of Certified Planners** and are active members of the American Planning Association and Association of Environmental Professionals.

With respect to ongoing education, LSA staff maintains and supplements our knowledge, understanding, and technical expertise in the application of CEQA by regularly attending workshops on recent court outcomes and legislative amendments. Additionally, we regularly work with land use and CEQA attorneys who provide us with specific suggestions as to how the most recent case law should be interpreted and incorporated into our EIRs and other CEQA documents.

### LSA’s Expertise with Environmental Documents Includes the Following:

- Environmental Impact Reports (EIRs)
- Initial Study/Mitigated Negative Declarations (IS/MNDs)
- Initial Studies (ISs)
- Categorical Exemptions (CEs)
- Mitigation Monitoring and Reporting Programs (MMRPs)
- Various environmental technical reports including air quality, noise, water quality, biology, and cultural resources

*LSA has a successful track record of preparing environmental documents that are technically sound and legally robust as well as innovative and solution-oriented.*



### LSA’s Key Strengths:

- Senior Staff Involvement
- Communication and Responsiveness
- Objective and Impartial Analysis
- Experienced Public Outreach
- Commitment to Schedule and Cost Control
- Established Quality Assurance and Quality Control Procedures
- Client Satisfaction

## Project Experience

The LSA team possesses the breadth and depth of experience required to complete this assignment. As the City is aware, LSA recently prepared four focused EIRs for mixed-use residential and office projects located within the Bayfront Area of the City, as described below. LSA will use this experience and relevant documentation to inform the analysis of the currently proposed project, to the extent practical.

LSA is currently undertaking or has successfully completed numerous environmental documents, including comprehensive and focused project- and program-level EIRs, supplemental and subsequent CEQA documents, IS/MNDs, technical reports, and planning documents for projects with characteristics comparable to the services that are required for this assignment. The following projects highlight our experience with redevelopment activities occurring within existing commercial and industrial settings that in some cases consist of large multi-block sites or campus environments. The topics of visual resources, hazards, transportation, air quality, greenhouse gas emissions, and noise were common areas of focus for most of the projects described below. Theresa Wallace and/or Matthew Wiswell oversaw or managed all of these projects and represented the LSA team at all internal meetings and public hearings.

### Focused EIRs for Residential and Office Mixed-Use Projects, City of Menlo Park (2019–2022)

The City of Menlo Park certified the ConnectMenlo Final EIR in 2016. The ConnectMenlo Final EIR provided a program-level analysis of the development potential envisioned for the entire city, including within the Bayfront Area, where the Facebook campus is located. As individual development projects are proposed, each project is subject to additional environmental review and the analysis tiers from the ConnectMenlo Final EIR, as appropriate.



LSA recently prepared Focused EIRs for three residential and mixed-use projects within the Bayfront Area, which are described below. For each project, LSA prepared an Initial Study to identify the potential project-specific impacts that warrant additional analysis in the EIR. For each project, the Focused EIRs evaluated the following topics:

- Population and Housing
- Transportation and Circulation
- Air Quality
- Greenhouse Gas Emissions
- Noise

### ***111 Independence Drive EIR***

The proposed project includes development of an approximately 145,679-square-foot, eight-story multifamily apartment building with 105 dwelling units and associated improvements. The existing 15,000-square-foot single-story office building would be demolished as part of the proposed project.

The EIR evaluated project-specific impacts related to the topics described above and, on the basis of the technical evaluations, determined that all impacts of the project could be reduced to a less-than-significant level with implementation of project-specific mitigation measures and mitigation measures identified in the ConnectMenlo Final EIR. This is the first environmental document in Menlo Park that evaluated transportation impacts according to the Vehicle Miles Traveled (VMT) metric and applied the City's newly adopted Transportation Impact Analysis (TIA) Guidelines to the analysis. LSA worked closely with the City and the applicant team to identify a range of feasible project alternatives, which included the base level and maximum buildout potential of the project site. The Final EIR was certified in April 2021.

### ***Menlo Uptown EIR***

The proposed project would result in redevelopment of the project site with a maximum of 441 multifamily rental units and 42 for-sale townhomes, totaling approximately 471,986 square feet of residential use and approximately 2,940 square feet of office space, as well as associated open space, circulation and parking, and infrastructure improvements. The project site is currently developed with two single-story commercial office buildings and a single-story industrial building totaling approximately 110,356 square feet. The Final EIR was certified in June 2021.



### ***Menlo Portal EIR***

This project proposes the redevelopment of the project site with an approximately 326,581-gross-square-foot, seven-story multifamily apartment building with approximately 335 dwelling units and an approximately 34,868-gross-square-foot commercial office building, which would include approximately 1,600 gross square feet of childcare space, as well as associated open space, circulation and parking, and infrastructure improvements. The site is currently developed with two single-story office buildings and one warehouse/industrial building with a small office component totaling approximately 64,832 square feet in size. The Final EIR was certified in July 2021.



### Menlo Flats IS and EIR

The proposed project would include the redevelopment of an approximately 1.38-acre site located at 165 Jefferson Drive in Menlo Park. The site is located within the City’s Residential Mixed Use-Bonus (R-MU-B) zoning district. The project includes demolition of the existing office building on the site and construction of one eight-story, 158-unit mixed-use building with 14,442 square feet of ground floor commercial space, as well as associated improvements. A total of 21 residential units (15 percent) would be dedicated below market rate units. A total of 138 vehicular parking spaces would be provided in a three-level podium parking garage. The Final EIR was certified in March 2022.



### 600 Addison Project IS/MND, City of Berkeley (2020–2021)

The 600 Addison Street Project involves redevelopment of an 8.4-acre site into an R&D campus. The project site is bordered by Addison Street to the north, Bancroft Way to the south, the UPRR mainline to the east, and Aquatic Park to the west. The site is within a half mile of several major transit stops, including the Berkeley Amtrak stop. The proposed project would consist of two separate R&D/Office buildings, totaling approximately 461,822 gross square feet, each with their own separate, four-story parking structure. The proposed project would also include off-site streetscape enhancements adjacent to Aquatic Park. The existing buildings and structures on this industrial site will be demolished.



Although the City originally anticipated that a Focused EIR would be required, LSA prepared an Initial Study as a preliminary review document and, on the basis of that analysis and in consultation with City staff, determined that the proposed project could qualify for a Mitigated Negative Declaration. To support the conclusions in the environmental document, the LSA team peer reviewed the project applicant’s Geotechnical Study, Oak Tree Removal and Relocation Plan, Arborist Report, and Transportation Impact Analysis, and prepared a Draft Jurisdictional Wetland Delineation for submittal to the U.S. Army Corps of Engineers. LSA also assisted the City with successful consultation with tribal representatives pursuant to AB 52. In addition to the environmental analysis, LSA also provided planning support services to assist with processing of the proposed project application materials and requested permits. The IS/MND was adopted in May 2021.



### theLAB Project IS/MND, City of Berkeley (2021–2022)

The proposed theLAB Project involves redevelopment of an approximately 3.02-acre project site that is made up of portions of two contiguous blocks bordered by Allston Way, Fifth Street, Bancroft Way, and the UPRR mainline in West Berkeley. The proposed project would result in the creation of a life science campus through a combination of new construction, increased open space, and enhancements to the public realm. All of the existing buildings on the project site would be demolished to allow for the construction of an approximately 159,150-square-foot light manufacturing and R&D building and an approximately 283,810-square-foot parking garage.



Although the City originally anticipated that a Focused EIR would be required, LSA prepared an Initial Study and Historic Resource Evaluation, and on the basis of those analyses and in consultation with City staff, determined that the proposed project could qualify for a Mitigated Negative Declaration. To support the conclusions in the environmental document, the LSA team peer reviewed the project applicant's Archaeological Study and Transportation Impact Analysis. LSA also assisted the City with successful consultation with tribal representatives pursuant to AB 52. The Final IS/MND was adopted in May 2022.

### 388 Vintage Park Drive Project EIR, City of Foster City (2021–2022)

The 388 Vintage Park Drive Project consists of the redevelopment of a site with a life science office building and associated site improvements. The project sponsor is proposing to demolish an existing restaurant building and construct a new four-story, 68-foot-tall building containing approximately 95,931 square feet of office and R&D space. On the basis of a preliminary Initial Study prepared by LSA, it was determined that a Focused EIR would be required to further evaluate the potentially significant impacts of the project associated with land use, aesthetics, transportation, air quality, greenhouse gas emissions, noise, hazards and hazardous materials, public services, and utilities and service systems. To support the analysis, LSA incorporated the findings of a Water Supply Assessment, Shadow Study, and Transportation Impact Analysis and directed and managed the subconsultants for these tasks. LSA began work in spring 2021, and the City's Planning Commission recommended certification of the Final EIR to the City Council in June 2022.



## California State University Maritime Academy Master Plan EIR, CSU (2016–2018)

The California State University Maritime Academy (CSUMA) campus is located in Vallejo and encompasses approximately 88 acres along the Morro Cove waterfront at the mouth of the Carquinez Strait. The campus is characterized by varied hillside and shoreline topography with a diversity of built environment and natural resources. LSA has provided environmental consulting services to the Maritime Academy for over 20 years and was selected to prepare the EIR for the updated Master Plan in 2016.

The Master Plan covers all aspects of campus development over the next 15 years, including student enrollment growth, overall campus land use and design, building capacity and placement, circulation and infrastructure, and sustainability. Implementation of the Master Plan will also double existing enrollment on the campus, increasing the number of full time equivalent (FTE) students to 2,200. To accompany this growth in enrollment, over the planning horizon the Master Plan anticipates an increase of:

- 225,000 square feet in net new building area;
- 300 faculty/staff;
- 900 new student housing beds; and
- 784 new parking spaces.

LSA prepared a comprehensive EIR to address all aspects of Master Plan implementation. The EIR also provides project-level analysis for the near-term Phase 1 projects, as well as program-level analysis to cover the remainder of the campus improvements up to the year 2032.

LSA's engagement early on in the process of Master Plan development and coordination with the comprehensive consultant team was essential to ensure that community and environmental concerns were identified as early as possible and were adequately addressed in both the Master Plan and the EIR.



## 1548 Maple Street Townhome Community Project EIR, City of Redwood City (2016–2020)

The project applicant, Strada Development, proposed a townhome community on the waterfront that would create housing in an area rich in jobs but lacking in housing, and provide public recreation amenities via the Bay Trail, which would connect the downtown to the waterfront. The proposed project was comprised of 131 three-story units for sale, market-rate townhomes at a density of 17 units per acre, as well as associated open space, circulation and parking, infrastructure, and grading improvements. A variety of private and public open space opportunities would be included, along with 262 parking spaces.



The project site was located within the Inner Harbor area of the city, which is an approximately 99-acre area primarily developed with light industrial, office, marina-oriented, and institutional uses. LSA prepared an Initial Study and EIR for the proposed project; issues examined in the EIR included land use and planning; biological resources; cultural resources; transportation and circulation; air quality; noise; hazards and hazardous materials; hydrology and water quality; and utilities and service systems.

The EIR examined a project variant for circulation and access improvements. The Final EIR was certified in May 2018. In 2020, LSA prepared an Addendum to the EIR to further evaluate refinements to the proposed site access and surrounding roadway configurations, which included a land swap agreement between Redwood City and San Mateo County and demolition of adjacent County-owned buildings.

## 5M Project EIR, City and County of San Francisco (2014–2016)

As San Francisco seeks new ways to capture the spirit of innovation and entrepreneurship that has transformed much of the region, private developers are proposing ways to translate this energy into the physical landscape. The 5M Project proposes to create a new mixed-use development in the city that integrates the arts, technology, transit-oriented housing and commercial space, historic structures, and active open space on a 4-acre site at the nexus of downtown San Francisco and the SOMA neighborhood.



The project, sponsored by Forest City, is one of the largest private development projects in San Francisco. After buildout, the project site would contain approximately 1.8 million square feet of new and existing building space, approximately 35,000 square feet of open space, and a reconfigured street system. In addition, the project would result in the rehabilitation and reuse of the iconic Chronicle Building (1924)

and Dempster Printing Building (1907) and the establishment of a Special Use District to promote sound design and an active pedestrian environment.

The sheer scale, size, and complexity of the project warranted a strategic approach to the environmental review effort. LSA’s work scope utilized a three-pronged approach to ensure a legally robust and on-schedule EIR: 1) close coordination with the transportation review team (Planning Department staff, Municipal Transportation Agency staff, and LSA’s subconsultants) to ensure that that EIR technical analyses could proceed at the earliest possible date; 2) careful consideration of the unique uses and activity patterns proposed as part of the project; and 3) emphasis on a multidisciplinary review effort that allowed for an understanding of the interrelationships between disparate environmental topics. LSA allocated additional resources to certain EIR components and analyses expected to be subject to close scrutiny, including: definition of the project (in terms of a maximum building envelope and uses); effects of the proposed street closures/conversions on the pedestrian, bike, and motor vehicle circulation system; planning policy consistency (particularly in the context of the in-development Central Corridor Plan); changes to historic buildings and indirect impacts to nearby districts; and impacts to viewsheds and the urban design character of the area associated with a more intense development pattern. LSA worked closely with the City to create an environmental review document that helps readers understand the potential impacts of the project on many different scales – street, neighborhood, city, and region. The EIR was certified by the City and County of San Francisco Board of Supervisors in 2016.

In the first published decision in which the courts have applied the principles articulated by the California Supreme Court in the recent *Sierra Club v. County of Fresno* decision (commonly referred to as the *Friant Ranch* case) regarding the standard of review for the adequacy of an EIR, certification of the 5M Final EIR was recently upheld by the trial and appeals courts, *South of Market Community Action Network v. City and County of San Francisco (Forest City California Residential Development, Inc., et al. Real Parties in Interest)* (2019) 33 Cal.App.5th 321. Construction of the first phase of the project began in June 2019.

## 2 Davis Drive Project EIR, City of Belmont (2019–Ongoing)

The 2 Davis Drive Project involves the redevelopment of a 3.4-acre project site with an approximately 77,525-square-foot office/R&D building, with three levels of office space above one level of enclosed at-grade parking. The existing warehouse building on the site was determined to be eligible for listing in the City’s Historical Resource Inventory. The proposed project also includes dedication of a portion of the site for the construction of a new fire station and construction of a new right-turn lane at an adjacent intersection. LSA provided peer reviews of the applicant-prepared technical studies, including a Transportation Impact Analysis, Cultural Resources Study, Historical Resource Evaluation, and Biological Resources Assessment. LSA prepared an Initial Study that determined a Focused EIR would be required to evaluate the topics of land use, biological resources, cultural resources, transportation, air quality, greenhouse gas emissions, and noise. LSA began peer reviewing the technical studies in 2019, which led to a redesign of the project and additional technical evaluations. The Draft EIR is anticipated to be published in September 2022.



## Northgate Redevelopment Project EIR, City of San Rafael (2021–Ongoing)

The Northgate Redevelopment Project would result in the redevelopment of the existing mall with a mix of uses through the demolition of most of the mall structures and ultimately two of the anchor buildings. The project consists of redevelopment of commercial spaces, the construction of new commercial pads, new structured and surface level parking facilities, development of approximately 800 multifamily dwelling units, and community open space amenities. The redevelopment of the project site is proposed to be completed in two phases pursuant to the proposed 2025 Master Plan and 2040 Vision Plan.



LSA is preparing a comprehensive EIR to satisfy the requirements of CEQA. Tasks include peer review of applicant-prepared technical studies and preparation of all supplemental technical materials and reports. The EIR will include a project-level analysis of the 2025 Master Plan and a program-level analysis of the 2040 Vision Plan (project buildout), to allow for future flexibility throughout the course of project implementation. The analysis conducted will separately identify the impacts and mitigation measures of each of the two phases of development.

The EIR is evaluating potential impacts associated with the proposed redevelopment, focusing on the following environmental topics: land use and planning, population and housing, cultural resources, tribal cultural resources, geology and soils, hydrology and water quality, hazards and hazardous materials, transportation, air quality, greenhouse gas emissions, noise, public services and recreation, utilities and service systems, and energy.

## Sierra Point Towers Redevelopment Project EIR, City of Brisbane (2021–Ongoing)

The project sponsor, HCP Life Science REIT Inc., (Healthpeak Properties Inc.), proposes to add approximately 853,220 square feet of new life science building space, consisting of offices, labs, and R&D spaces, within two new office towers at the northeastern portion of the project site, which is located on the Sierra Point Peninsula in the City of Brisbane. The two new towers would be 9 and 14 stories in height and connected by a bridge. The proposed project would also include a third standalone building with amenities such as food service, a gym, or a gathering space. The existing buildings on the project site would be preserved and incorporated into the new site plan.



Nearly all of the existing surface parking lots and the existing parking structure would be demolished. Parking for the proposed project would be provided in a new 11-story, 3,771-space parking garage with multiple access points along both Marina Boulevard and Sierra Point Parkway. A total of 87 surface parking spaces would be provided within two surface parking lots that would serve a food-truck plaza and the amenity building. Redevelopment also includes a central open space and an event space. In addition to environmental review, the proposed project would require a zoning amendment to modify the height limit in the Sierra Point Design Guidelines, use permit modification of parking regulations, tentative parcel map, design review permit, and planning commission review of a grading permit.

LSA is preparing a comprehensive EIR for the proposed improvements. Areas of focus include transportation, greenhouse gas emissions, visual resources, and water supply.

### Relevant Work Samples

As requested in the RFP, LSA submits the CEQA documents below as work samples in the following weblink: [LSA Sample EIRs](#)

- 1584 Maple Street Project EIR
- California Maritime Academy Physical Master Plan EIR
- 388 Vintage Park Drive Project EIR

## References

We encourage you to contact our references regarding the quality of our work, management of budget and schedule, and attentiveness to project needs.

Reference Contact:	Services Provided
<p><b>Isidro Farias, Director of Capital Projects</b> <b>(former CSUMA Facilities Director)</b> College of Marin 835 College Avenue Kentfield, CA 94949 T: 415-485-9518 E: <a href="mailto:ifarias@marin.edu">ifarias@marin.edu</a></p>	<p>California State University, Maritime Academy Campus Master Plan EIR (2016-2018)</p>
<p><b>Kelly Beggs, Consulting Planner</b> Good City Company/City of Brisbane 1351 Laurel Street San Carlos, CA 94070 T: 628-222-5985 E: <a href="mailto:kbeggs@goodcityco.com">kbeggs@goodcityco.com</a></p>	<p>San Bruno Recreation and Aquatic Center Focused EIR, City of San Bruno (2019–2020)</p> <p>Sierra Point Towers EIR, City of Brisbane (ongoing)</p>
<p><b>Leslie Mendez, Planning Manager</b> <b>(former Senior Planner, City of Berkeley)</b> City of San Rafael 1400 Fifth Avenue San Rafael, CA 94901 T: 415-485-3095 E: <a href="mailto:leslie.mendez@cityofsanrafael.org">leslie.mendez@cityofsanrafael.org</a></p>	<p>600 Addison Street IS/MND, for the City of Berkeley (2020-2021)</p> <p>Northgate Mall Redevelopment Project EIR, for the City of San Rafael (ongoing)</p>

## 7. Conflict of Interest and Disclosures

We undertake our research, analysis, writing, and presentations with the aim of providing technically competent and scientifically objective work products. Our contribution to promoting the project sponsor's objectives is focused on preparing CEQA documents that are technically thorough and conducting a transparent and accessible public process. We believe that the best advocacy is a document that is impartial, above reproach, and legally/technically robust.

LSA strives to avoid any conflict of interest that would affect our existing contracts or interfere with the pursuit of a potential contract. LSA and our subconsultants do not have any current or past business relationships with SRI International or Lane Partners, LLC, and we shall refrain from entering into a business relationship with the project sponsor during the term of the EIR contract.

LSA does not have any pending disclosure of judgments or other findings against the firm or its personnel that may reflect negatively on the firm.



## 8. Diversity, Inclusion, and Equity

LSA's team for this contract includes Baseline Environmental Consulting, a certified small business (SBE), and Environmental Vision, a certified Small Business (Micro). Our equitable hiring and inclusion efforts and policies are identified below.

### LSA's Diversity, Equity, and Inclusion Policy and Committee

LSA is committed to attracting and retaining a diverse staff that reflects the work we do and creating an environment where every employee feels comfortable and valued. LSA has a Diversity, Equity, and Inclusion (DEI) Committee comprised of staff at all levels of the organization that works to promote greater diversity within LSA by recommending strategies to recruit, support, and retain staff from diverse backgrounds including ethnic minorities, persons with disabilities, those that have nonbinary gender identity, and more. We believe in and support the following goals:

1. Diversity: Unlocking innovation, challenging bias, and removing barriers
2. Equity: Providing a culture where everyone is given the resources, access, and opportunities to reach their full potential
3. Inclusion: Welcoming authenticity and cultivating a sense of belonging

In addition, LSA's DEI Committee strives to facilitate a culture where diversity, equity, and inclusion are respected and intentionally valued by implementing thoughtful, practical, iterative, and innovative strategies. The following targeted changes and practices reflect the promotion of such culture:

- Internal review of our Company handbook and style guide for consistency with DEI goals.
- Continuing internal staff training on diversity, equity, and inclusion. To this end, all LSA staff recently completed a real-time virtual training program called Connecting with Respect. Additional trainings are planned in the near future.
- Continued internal education and use of digital stationery in recognition of Black History Month, Women's History Month, and Pride Month.

Targeted changes and efforts that are in process include:

- Inclusion of pronouns in onboarding exercises
- Removal of names from resumes/applications during the hiring process
- Development of a DEI-oriented scholarship program

### LSA's Supplier Diversity Program

LSA has been providing clients with comprehensive professional services since the founding of the company. Our success is due in part to our relationships with suppliers that are as diverse as the communities in which we work. LSA has current successful partnerships with qualified disadvantaged, small, minority-owned, woman-owned, and disabled veteran-owned business enterprises (DBE/SBE/MBE/WBE/DVBES) and whenever possible encourages their growth and expansion within each teaming opportunity. LSA's program focuses on:



- **Goal Measurements:** Understanding and meeting its clients' goals in a way that supports LSA's overall diversity strategy.
- **Tracking and Reporting:** Monitoring and reporting its results in achieving its supplier diversity goals, with a strong emphasis on continuous improvement.
- **Training and Education:** Helping to ensure that employees in decision-making positions throughout the LSA organization understand its supplier diversity principles and commitment.

We continue to seek diverse suppliers through active involvement with small, women-owned, and minority-owned business development organizations and participation in various networking events.



## **Appendix A: Transportation Impact Analysis Scope of Work**



July 22, 2022

Ms. Theresa Wallace  
LSA  
157 Park Place  
Point Richmond, CA 94801

**Re: *Proposal to Prepare a Transportation Impact Analysis for the Proposed Parkline Project in Menlo Park, CA.***

Dear Ms. Wallace:

Hexagon Transportation Consultants, Inc. is pleased to submit this proposal to prepare a Transportation Impact Analysis (TIA) for the proposed Parkline project in Menlo Park, CA. The project site located at 333 Ravenswood Avenue is currently occupied by the existing SRI International campus. The project proposes to redevelop the approximately 63-acre site to include 400 new housing units (including affordable housing), 1.1 million s.f. of replacement office and R&D uses, and new community-oriented retail space. A variant project description increasing the residential component to include up to 600 units will also be evaluated.

Residential site access would be provided via driveways on Laurel Street and on Ravenswood Avenue. Access to the office and R&D land uses would be provided via driveways on Ravenswood Avenue and on Middlefield Road.

## Scope of Services

The purpose of the transportation study is to satisfy the requirements of the City of Menlo Park, California Environmental Quality Act (CEQA), and the City/County Associations of Governments (C/CAG) Congestion Management Program (CMP). The transportation study will include a VMT analysis and an operational analysis of weekday AM and PM peak-hour traffic conditions. The operational analysis will determine the potential traffic adverse effects caused by the proposed project on up to 25 key intersections, 2 freeway segments, and 4 freeway ramps in the vicinity of the site.

## CEQA Analysis

1. **VMT Analysis.** The project is located mostly within ½ mile of the Menlo Park Caltrain station but is not located in a low VMT zone. Therefore, aside from the retail land use, which can be exempted for its local-oriented nature, the office and residential land uses will require a VMT analysis. Hexagon will coordinate with City staff on the most appropriate approach to evaluate the project's VMT for its office and residential land uses.
2. **VMT Mitigation.** If the VMT analysis identifies a significant VMT impact, Hexagon will work with City staff to identify the most appropriate mitigation strategies. It is envisioned that the City may need to work with the applicant team to develop the appropriate mitigation measures. Hexagon will provide technical support in reviewing documents and conducting any necessary analysis. This task assumes up to 20 hours of staff time. Work requiring considerably more effort will require additional budget authorization.



- 3. Provision of Data to Air Quality and Noise Consultants.** It is anticipated that the Air Quality and Noise consultants will need traffic and VMT data for their analysis. This task includes Hexagon staff time to coordinate with the consultants on the data needs, formats, and providing the requested data.

### Non-CEQA Operations Analysis

- 4. Selection of Study Intersections, Freeway Segments and Freeway Ramps.** Hexagon will coordinate with the project team and City staff to determine the list of study intersections, freeway segments, and freeway ramps. Decisions such as whether traffic currently generated by existing uses on site, or traffic that can be generated by existing uses on site at full occupancy can be credited towards project trip generation could affect the study scope. This proposal assumes a budget for up to 25 key intersections, 2 freeway segments, and 4 freeway ramps. Additional budget and schedule would be needed if the scope needs to include additional locations.
- 5. Site Reconnaissance.** The physical characteristics of the site and the surrounding roadway network will be reviewed to identify existing roadway cross-sections, intersection lane configurations, traffic control devices, and surrounding land uses.
- 6. Observation of Existing Traffic Conditions in the Study Area.** Field observations of existing traffic conditions will be limited to field-verifying signal timing at signalized intersections during peak hours. Due to COVID conditions, field observations of intersection-level operational issues are not included in this proposal.
- 7. Data Collection.** It is assumed that intersection counts at most study intersections will be provided by City staff. Counts at unsignalized intersections may not be available from the City. Intersection counts collected during COVID conditions will be compared against nearby locations with COVID and pre-COVID counts. This proposal includes collecting peak hour (7-9 AM, and 4-6 PM) turning movements counts at up to 10 locations. Pedestrian and bicycle counts will be included.
- 8. Evaluation of Existing Conditions.** Existing traffic conditions will be evaluated based on existing traffic volumes at the study intersections. The existing traffic conditions at the key study intersections will be evaluated using the software Vistro, which employs the *Highway Capacity Manual (HCM) 6<sup>th</sup> Edition* methodology for intersection analyses and is the designated level of service methodology for the City of Menlo Park.
- 9. Project Trip Generation, Distribution, and Assignment.** Estimates of trips to be added to the surrounding roadway network by the proposed project will be based on the trip generation rates recommended by the Institute of Traffic Engineers' *Trip Generation Manual, 11<sup>th</sup> Edition*. Potential trip reductions for the project location and mixed-use design will be estimated using the latest MXD model. Trips generated by existing uses on site will be credited based on City input (see Task 3).

Hexagon will run the citywide travel demand forecasting model to determine the trip distribution pattern for the project. Site-generated traffic will be assigned to the roadway network based on the trip generation and distribution pattern. The trip generation,



distribution, and assignment estimates will be reviewed and approved by City staff prior to initiation of the subsequent tasks.

- 10. Evaluation of Background Conditions.** Background traffic volumes represent a near-term horizon when the project is anticipated to be completed. Hexagon will work with the team and City staff to define the horizon year. A list of approved, and not-yet constructed or occupied projects will be obtained from City staff. Hexagon will use the travel demand forecasting model to forecast intersection-level traffic volumes and freeway volumes. The model's land use for the project zone will be reviewed to determine whether additional modifications are needed to generate the background conditions traffic volumes. Intersection LOS analysis will be completed using the Vistro software.
- 11. Evaluation of Background Plus Project Conditions.** Project-generated traffic will be added to the background condition traffic volumes. Intersection levels of service under project conditions will be evaluated using the Vistro software. Intersection level of service calculations will be conducted to estimate project traffic conditions during the AM and PM peak hours after the completion of the proposed project. Intersection adverse effects associated with the project will be evaluated relative to background conditions.
- 12. Evaluation of Cumulative Conditions.** Cumulative traffic volumes represent a 2040 horizon assuming the buildout of the City's General Plan, as well as any approved or pending General Plan Amendments. Hexagon assumes that either the cumulative + project model run completed for the Willow Village project, or the cumulative + project model run complete for the Housing Element Update project will be used to represent cumulative conditions. This task does not assume a new model run. The model's land use for the project zone will be reviewed to determine whether additional modifications are needed to generate the cumulative conditions traffic volumes. Intersection LOS analysis will be completed using the Vistro software.
- 13. Evaluation of Cumulative Plus Project Conditions.** Project-generated traffic will be added to the cumulative condition traffic volumes. Intersection levels of service under project conditions will be evaluated using the Vistro software. Intersection level of service calculations will be conducted to estimate project traffic conditions during the AM and PM peak hours. Intersection adverse effects associated with the project will be evaluated relative to cumulative conditions.
- 14. Freeway Segment and Ramp Analysis.** The magnitude of project trips on freeway segments and ramps near the site will be determined based on the trip assignment task described above. The number of trips on nearby freeway segments and ramps will be compared to the CMP's threshold. The results of this task will be documented in the traffic study.
- 15. Site Access, On-Site Circulation and Parking.** A review of the project site plan will be performed to determine the overall adequacy of the site access and on-site circulation in accordance with generally accepted traffic engineering standards and to identify any access or circulation issues that should be improved. Parking will be evaluated relative to the City's parking code.



- 16. Signal Warrant Analysis.** This proposal assumes that the intersection analysis will include unsignalized intersections. The need for future signalization of these unsignalized study intersections will be evaluated on the basis of the Peak Hour Warrant (Warrant 3 – Part B) in the *California Manual on Uniform Traffic Control Devices*. The warrant will be evaluated using peak-hour volumes for all study scenarios.
- 17. Evaluation of Vehicle Queuing.** For selected locations where the project would add a significant number of left-turning vehicles, the adequacy of existing/planned storage at turn pockets will be assessed by means of comparison with expected maximum vehicle queues. Vehicle queues will be estimated using a Poisson probability distribution.
- 18. Bicycle, Pedestrian, and Transit Facilities.** A qualitative analysis of the project's effect on transit service in the area and on bicycle and pedestrian circulation in the study area will be included in the traffic report. This includes sidewalks, bicycle lanes, and amenities to promote the safe use of alternate modes of transportation, and connections to the existing bicycle and pedestrian network.
- 19. Peer Review of TDM Plan.** Hexagon will conduct a comprehensive peer review of the applicant-provided Transportation Demand Management (TDM) Plan. Hexagon will summarize our comments in a draft memorandum and will respond to one round of comments from City of Menlo Park and prepare a final memorandum. This task also includes a peer review of the Final TDM Plan.
- 20. Variant Analysis.** For the project-proposed variant of including up to 600 housing units, Hexagon will qualitatively discuss the project's VMT impacts, and conduct a quantitative evaluation of the non-CEQA operational issues (intersection LOS analysis, freeway and freeway ramp analysis, queuing analysis, and parking analysis). This proposal assumes that the variant analysis will not materially change the site plan, so a site plan review is not included as part of this task.
- 21. Description of Recommendations.** Based on the results of the level of service calculations, operational issues of the site-generated traffic will be identified and described. Recommendations will be formulated that identify the locations and types of improvements or modifications necessary to alleviate the operational issues. Improvements could include street widenings, lane additions, changes in lane usage, or modifications to existing traffic signals.

## Reports and Meetings

- 22. Meetings.** The fee estimate includes Hexagon staff attendance at the project kickoff meeting, three public hearings, and ten team meetings with the Consultant team/City staff. Additional meetings will require additional budget authorization.
- 23. EIR Transportation Chapter.** Hexagon will author the EIR Transportation Chapter and include all CEQA-related and any necessary non-CEQA contents. This task includes three rounds of report revisions.



**24. TIA Report.** Hexagon will prepare a separate TIA report documenting our study methodology and findings for all tasks performed. This task includes three rounds of report revisions.

**25. Response to Public Comments.** Hexagon will prepare response to public comments as requested (i.e. NOP comments, draft EIR comments). This task assumes up to 40 hours of staff time in preparing responses to comments.

## Time of Performance

Since the EIR Transportation Chapter may or may not include non-CEQA analysis, the schedule below assumes that the administrative draft of the EIR Transportation Chapter and the TIA report will be submitted together, at the conclusion of the initial analysis. Barring any unforeseen delays, the administrative drafts will be submitted approximately 12 weeks (major milestones are described below) after: (1) authorization to proceed, and (2) receipt of all required data (such as new count data, the City's approved trips inventory, and project related information). Upon receiving the first and second rounds of review comments, Hexagon will revise the report within 2 weeks. Upon receiving the third round of review comments, assumed to be minor editorial comments, Hexagon will revise the report within 1 week.

### Major Milestones

Week	Milestone
Week 3	Provide draft trip generation, distribution and assignment for City review and approval (assume 2-week City review time)
Week 5	Provide preliminary VMT results for City review (assume 2-week City review time)
Week 8	Provide preliminary results for non-CEQA analyses (assume 2-week City review time)
Week 12	Provide administrative draft EIR Transportation Chapter, TIA report, and data needs for AQ/Noise





## Cost of Services

The fee for the scope of services will be based on time and expenses up to a maximum budget of \$125,000 (see Table 2 for budget breakdown). Also attached is Hexagon's billing rate by position. Work not specifically specified in this scope are considered out-of-scope (such as analyzing additional variants, alternatives, revised project description after project initiation), and will require additional budget authorization.

We appreciate your consideration of Hexagon Transportation Consultants for this assignment. If you have any questions, please do not hesitate to call.

Sincerely,

**HEXAGON TRANSPORTATION CONSULTANTS, INC.**

A handwritten signature in black ink, appearing to read "Gary K. Black".

Gary K. Black  
President

A handwritten signature in black ink, appearing to read "Ollie Zhou".

Ollie Zhou, T.E.  
Principal Associate



**Table 1  
 Budget by Task**

#	Task	President	Principal Associate	Associate	Engineer	Admin/ Graphics	Direct Expenses	Budget
1	VMT Analysis	4	16					\$ 5,360
2	VMT Mitigation	4	16					\$ 5,360
3	Provision of Data to AQ/Noise		8	8				\$ 3,680
4	Selection of Intersections, Freeway Segments, Ramps		4			2		\$ 1,260
5	Site Reconnaissance			4				\$ 800
6	Traffic Condition Observations				8		\$ 100	\$ 1,340
7	Data Collection				8		\$ 2,600	\$ 3,840
8	Evaluation of Existing Conditions		4	16				\$ 4,240
9	Trip Generation, Distribution, Assignment	2	4	8	8	2		\$ 4,700
10	Background Conditions		4	16				\$ 4,240
11	Background + Project Conditions			4				\$ 800
12	Cumulative Conditions		4	16				\$ 4,240
13	Cumulative + Project Conditions			4				\$ 800
14	Freeway Segment and Ramp Analysis		16					\$ 4,160
15	Site Access, On-Site Circulation, Parking		4	8				\$ 2,640
16	Signal Warrant Analysis				4			\$ 620
17	Vehicle Queuing			4	4			\$ 1,420
18	Bike, Pedestrian and Transit Facilities		2	8				\$ 2,120
19	Peer Review of TDM Plan	2	8	24				\$ 7,480
20	Variant Analysis		8	20				\$ 6,080
21	Description of Recommendations	4	8	8				\$ 4,880
22	Meetings	10	24					\$ 9,240
23	EIR Transportation Chapter	10	20	60		4		\$ 20,640
24	TIA Report	4	20		50			\$ 14,150
25	Response to Public Comments	10	30					\$ 10,800
	<b>Total</b>	<b>50</b>	<b>200</b>	<b>208</b>	<b>82</b>	<b>8</b>	<b>\$ 2,700</b>	<b>\$ 125,000</b>

**Hexagon 2022 Billing Rates**

<u>Professional Classification</u>	<u>Rate per Hour</u>
President	\$300
Principal	\$260
Senior Associate II	\$240
Senior Associate I	\$220
Associate II	\$200
Associate I	\$175
Planner/Engineer II	\$155
Planner/Engineer I	\$130
Admin/Graphics	\$110
Senior CAD Tech	\$95
Technician	\$75

Direct expenses are billed at actual costs, with the exception of mileage, which is reimbursed at the current rate per mile set by the IRS.  
 Billing rates shown are effective January 1, 2022 and subject to change January 1, 2023.



## Appendix B: Housing Needs Assessment Scope of Work

## SCOPE OF WORK

### Housing Needs Assessment for Parkline

BAE Urban Economics, Inc. (BAE) will prepare a housing needs assessment for the proposed Parkline project at the SRI campus in Menlo Park. Currently, the proposal for the approximately 63-acre site includes:

- 400 new housing units (apartment units and town homes), including a mix of affordable and market-rate housing
- Over 25 acres of landscaped, publicly-accessible open space
- Replacement of nearly 1.1 million square feet of outdated research buildings with five sustainable office/R&D/life science buildings, and a new amenity building for workers
- A network of new bike and pedestrian pathways that enhance accessibility and connectivity through Menlo Park
- Retaining three existing buildings for SRI's continued operation in Menlo Park
- Providing new community-oriented retail, such as a juice bar and bike repair station, in addition to new recreational opportunities

The applicant is also requesting evaluation of a project variant that would include up to 600 residential units, which would entail intensifying the residential component within the 10-acre residential district by increasing building heights, as well as including additional residential units on a separate one-acre portion of the Project Site in the vicinity of the proposed community athletic field.

The analysis is scoped to satisfy the terms of the 2017 settlement agreement between the City of Menlo Park and the City of East Palo Alto, which states:

*"The scope of the HNA will, to the extent possible, include an analysis of the multiplier effect for indirect and induced employment by that Development Project and its relationship to the regional housing market and displacement."*

To accomplish this, the analysis will include background analysis of the local and regional housing market context, identification of the proposed project's net impact on housing supply and demand across income levels, estimation of the impacts felt within Menlo Park, and an evaluation of the broader impacts on the balance of supply and demand within the regional housing market. The latter will include a qualitative assessment of the potential for displacement of lower-income residents within the local area. Following is a detailed description of the tasks and methodology to complete the scope of work.

#### Task 1: Project Start-Up and Background Data Collection

##### San Francisco

2560 9<sup>th</sup> St., Suite 211  
Berkeley, CA 94710  
510.547.9380

##### Sacramento

803 2<sup>nd</sup> St., Suite A  
Davis, CA 95616  
530.750.2195

##### Los Angeles

448 South Hill St., Suite 701  
Los Angeles, CA 90013  
213.471.2666

##### Washington DC

1140 3<sup>rd</sup> St. NE, 2<sup>nd</sup> Floor  
Washington, DC 20002  
202.588.8945

##### New York City

234 5<sup>th</sup> Ave.  
New York, NY 10001  
212.683.4486

To set the stage for the impact analysis, BAE will collect and analyze background data on demographic and housing market characteristics in Menlo Park and the wider region. Data collected will include information on household income levels, housing cost burden, overcrowding, renter and owner occupancy rates, residential rents and sale prices, typical residential turnover rates, recent residential construction activity, recent employment growth, projected household growth, and projected employment growth. This analysis will provide data on Menlo Park and the San Mateo County/Santa Clara County region of the Bay Area. If available from the City, BAE will also analyze data on the number and type of units in the residential development pipeline in Menlo Park. This analysis will include a qualitative assessment of the extent to which the background data indicate displacement risk for existing residents in the local area (e.g., Menlo Park and East Palo Alto).

Deliverable: Background Conditions chapter of Housing Needs Assessment Report

### **Task 2: Net Impact on Housing Supply and Demand by Income Level**

To serve as the basis for the impact assessment, BAE will estimate the net impacts of the proposed project and the project variant on housing supply and demand, by income level.

#### *a. Change in Housing Supply by Income Level*

First, BAE will identify the increase in housing supply created by the proposed project in terms of new housing units by likely income level of the household occupants, based on the anticipated market pricing of the proposed housing, as well as consideration of any included below market rate (BMR) units as applicable.

#### *b. Net Direct Change in Worker Housing Demand*

Next, BAE will summarize the direct net impacts of the proposed project on jobs, including the reduction of jobs potential due to removal of existing buildings, and the new job potential associated with new buildings. BAE will associate these job changes with the relevant industry sectors.

#### *c. Indirect and Induced Job Impacts and Related Regional Worker Housing Demand*

Next, BAE will use the IMPLAN economic model to estimate the indirect and induced job impacts on housing demand associated with the changes in land use at the project site, based on the estimated changes in the number of jobs at the project (i.e., direct employment from sub-task b.) by relevant industry sector as inputs for the IMPLAN model to estimate the indirect and induced jobs that the proposed project will support within the San Mateo/Santa Clara County region. BAE will then estimate the direct, indirect, and induced housing unit need associated with the project's total (direct, indirect, induced) net employment change by dividing the number of direct, indirect, and induced jobs by the average number of workers per worker household in the two-county housing market. BAE will then estimate the household income distribution for the new worker households generated by the direct, indirect, and induced employment from the

proposed project based on the household income distribution among existing workers in each relevant industry sector using Public Use Microdata Sample (PUMS) data.

BAE will also estimate the indirect and induced housing demand by income level generated by the household spending associated with the proposed project's new housing component as inputs for the IMPLAN model. The model will estimate the number of jobs that would be supported by the increased spending of new households associated with proposed housing units on goods and services within the two-county area and BAE will again convert workers to households and use PUMS data to estimate the household income levels associated projected workers within the relevant industry sectors.

*d. Net Housing Demand/Supply Effect*

BAE will aggregate the direct, indirect, and induced impact calculations from the preceding sub-tasks to produce a summary table that identifies the total estimated change in housing demand (units) by income level associated with the proposed project.

**Task 3. Menlo Park Share of Housing Impacts**

BAE will then estimate the share of new direct, indirect, and induced housing demand that will be located in Menlo Park and East Palo Alto based primarily on existing commute patterns, though this task will also include a sensitivity analysis to estimate the housing demand in Menlo Park and East Palo Alto if housing demand among new workers differs somewhat from housing demand as indicated by existing commute patterns.

Deliverable: Housing Demand Analysis chapter of Housing Needs Assessment Report combining analysis and findings from Tasks 2 and 3.

**Task 4: Analysis of Impacts on Local and Subregional Housing Market**

Based on the findings from Tasks 1 through 3, BAE will provide an assessment of the potential relationship between the proposed project, the regional housing market, jobs-housing balance, and displacement. This will include a qualitative analysis of the potential impacts of the proposed project on residential rents and sale prices and the potential that the proposed project will lead to the displacement of existing local area residents.

Deliverable: Project Impact chapter of Housing Needs Assessment Report

**Task 5: Draft and Final Reports**

BAE will prepare a draft report that summarizes the approach to the Housing Needs Assessment and presents the research, analysis, and findings from the completed scope of work. Following submittal of the draft report, BAE staff will be available to discuss the Draft Report with City staff by teleconference and answer any questions. Upon receipt or a single, consolidated set of City staff comments on the Draft Report, BAE will revise the report as appropriate and prepare a Final

Report for the City’s use. BAE will submit all report drafts in electronic format (Microsoft Word and/or Adobe PDF).

Deliverable: Draft and Final Housing Needs Assessment Report

**Task 6: Responses to Public Comments**

BAE anticipates assisting the City and the prime consultant in preparing responses to housing impact-related comments received during the public review period for the project’s Draft EIR. The budget for this task includes a time and materials budget for BAE to assist with preparation of responses to comments.

Deliverable: Responses to housing impact-related comments on DEIR.

**Budget**

BAE will complete the scope of services for a total fixed fee of \$33,400. A preliminary budget allocation is included below. BAE reserves the right to re-allocate the budget to best serve project needs; however, in no event shall the total cost exceed the fixed-fee amount unless the City authorizes additional tasks beyond the agreed-upon scope of work.

Task 1: Project Start-Up and Data Collection	\$6,000
Task 2: Net Impact on Housing Supply and Demand by Income	\$14,600
Task 3: Menlo Park Share of Housing Impacts	\$1,600
Task 4: Analysis of Impacts on Local and Subregional Housing Market	\$3,300
Task 5: Draft and Final Reports	\$8,500
Task 6: Responses to Public Comments (T&M allowance)	\$2,000
Expenses (IMPLAN, Esri, CoStar, ListSource data)	\$1,500
<b>Total</b>	<b>\$37,500</b>



## **Appendix C: Resumes**



## TERESA WALLACE, AICP

PRINCIPAL IN CHARGE / PROJECT MANAGER



### EXPERTISE

- CEQA/NEPA Project Management
- Environmental Planning and Impact Analysis
- Land Use Planning

### EDUCATION

B.A., Environmental Studies,  
University of California,  
Santa Cruz, 2002

### PROFESSIONAL EXPERIENCE

Principal, LSA,  
Point Richmond, California,  
June 2005–Present

### PROFESSIONAL AFFILIATIONS

American Institute of  
Certified Planners (AICP)

American Planning  
Association (APA)

Association of  
Environmental Professionals  
(AEP)

San Francisco Planning and  
Urban Research Association  
(SPUR)

### PROFESSIONAL RESPONSIBILITIES

Ms. Wallace has 19 years of experience in managing and preparing a variety of environmental documents including CEQA Initial Studies/Mitigated Negative Declarations and Environmental Impact Reports and NEPA technical studies, Environmental Assessments, and Environmental Impact Statements.

Ms. Wallace serves as both Principal in Charge and Project Manager for the environmental documentation of diverse public and private development and redevelopment projects on both urban infill and greenfield sites. Current and recent projects include a number of residential, commercial, office, research and development/life sciences, institutional, and mixed-use projects as well as public park master plans and facilities; roadway expansions and bridge construction; and bicycle and pedestrian paths and trails.

As Principal in Charge, Ms. Wallace oversees on-call environmental services contracts involving multiple assignments, as well as individual CEQA contracts. She establishes working relationships with local agency representatives; interfaces with clients and project teams; and makes presentations at community meetings and public hearings. She is ultimately responsible for ensuring that LSA's products are completed to the highest quality standard and meet the requirements of the client. Her direction to environmental team members aims to ensure an internally consistent, coherent document that fulfills all CEQA requirements.

As the Environmental Planning Discipline Lead at LSA, Ms. Wallace directs marketing efforts in the areas of environment and land use and supervises the environmental planning group on a companywide basis, including overseeing performance, workload distribution, and staffing.

### PROJECT EXPERIENCE

Ms. Wallace is currently the Principal/Project Manager for the Sierra Point Towers Project EIR in the City of Brisbane, the 2 Davis Drive Office/R&D Project EIR for the City of Belmont, and the Northgate Mall Redevelopment Project EIR in the City of San Rafael. She also recently served as the Project Manager for the 388 Vintage Park Drive Project EIR for City of Foster City and the 1200 Van Ness Avenue Project IS/MND for the City and County of San Francisco. She managed or oversaw preparation of four recent Focused EIRs in the Bayfront Area of Menlo Park. All of these projects include the redevelopment of underutilized blocks of industrial and commercial sites with a mix of residential, office, research and development, and/or commercial uses.

At present, Ms. Wallace is also serving as Principal in Charge of on-call environmental services contracts for the cities of Redwood City, Concord, San Ramon, Dublin, Berkeley, Milpitas, El Cerrito, and Hayward, to name a few. The CEQA projects she is overseeing for these jurisdictions involve mixed-use, residential, office, and industrial uses.

Ms. Wallace has also managed or participated in the environmental review for public and private K–12 school projects, as well as those for colleges and campus master plans for institutional uses. Ms. Wallace was continually involved with the California

State University Maritime Academy from 2010 through 2018, processing CEQA projects under the 2002 Master Plan, and as the Project Manager for the 2016 Master Plan EIR.

The following is a selected list of recently completed urban infill projects:

- *111 Independence Drive Project EIR* for the City of Menlo Park
- *Menlo Uptown Project EIR* for the City of Menlo Park
- *Menlo Portal Project EIR* for the City of Menlo Park
- *Menlo Flats Project EIR* for the City of Menlo Park
- *theLAB IS/MND* for the City of Berkeley
- *600 Addison Street Project IS/MND* for the City of Berkeley
- *1900 Fourth Street Project EIR* for the City of Berkeley
- *388 Vintage Park Drive Project EIR* for the City of Foster City
- *1200 Van Ness Project IS/MND* for Reuben, Junius, and Rose/City and County of San Francisco
- *3000-3500 Marina Boulevard Life Sciences Project for the City of Brisbane*
- *San Bruno Recreation and Aquatic Center Project EIR* for Group 4 Architecture/City of San Bruno
- *Children's Hospital and Research Center Oakland EIR* for the City of Oakland
- *California Maritime Academy Master Plan EIR* for the California State University
- *California Maritime Academy Police Building IS/MND* for the California State University
- *California Maritime Academy Physical Education and Pool Facility IS/MND* for the California State University
- *California Maritime Academy Master Plan EIR Addendum* for the Dining Center Replacement Project for the California State University
- *Deer Valley Estates Project Focused EIR* for the City of Antioch
- *1548 Maple Street Project EIR* for the City of Redwood City
- *1724 Sunnyhills Residential Project IS/MND* for the City of Milpitas
- *Clayton Road Townhomes Project Environmental Documentation* for the City of Concord
- *Pulte Homes Residential Project* for the City of Union City
- *Rocketship Redwood City Charter School IS/MND* for the City of Redwood City
- *2201 Dwight Way Project EIR* for the City of Berkeley
- *598 Brannan Street Initial Study and Focused EIR* for Tishman Speyer/City and County of San Francisco
- *500 Turk Focused EIR* for the Tenderloin Neighborhood Development Corporation/City and County of San Francisco
- *1601 Mariposa Street Mixed Use Project EIR* for Related California/City and County of San Francisco
- *Fifth and Mission (5M) Project EIR* for Forest City/City and County of San Francisco
- *Lakehouse Commons CEQA* for UrbanCore-Integral LLC/City of Oakland
- *Downtown Family Development Project CEQA/NEPA Documentation* for the City of Mountain View
- *Napa County Health and Human Services Agency Campus Focused EIR and Initial Study* for the County of Napa

## MATTHEW WISWELL, AICP

### SENIOR ENVIRONMENTAL PLANNER



#### EXPERTISE

- Environmental Planning and Impact Analysis
- Land Use Planning and Development

#### EDUCATION

B.S., City & Regional Planning,  
Minor in Real Property  
Development, California  
Polytechnic State University,  
San Luis Obispo, 2016

#### PROFESSIONAL EXPERIENCE

Environmental Planner, LSA,  
Point Richmond, California,  
2016–Present

Environmental Intern, County  
of San Luis Obispo, Planning &  
Building Department, San Luis  
Obispo, California, December  
2015–June 2016

#### PROFESSIONAL AFFILIATIONS

Association of Environmental  
Professionals (AEP)

American Planning  
Association (APA)

American Institute of Certified  
Planners (AICP)

#### PROFESSIONAL RESPONSIBILITIES

Mr. Wiswell is a CEQA specialist with more than 6 years of experience providing environmental planning and technical assistance for a variety of planning and environmental documents. Mr. Wiswell serves as an Environmental Planner and provides project management assistance for public and private development and redevelopment projects that include a wide array of residential, institutional, office, and industrial uses; school facility, parks, and trails improvements; and City-sponsored area plans and programs.

#### PROJECT EXPERIENCE

##### City of Menlo Park, Focused EIRs for Residential Mixed-Use Projects, 111 Independence Drive, Menlo Uptown, Menlo Portal, Menlo Flats, Menlo Park

LSA was contracted to prepare Focused EIRs for four residential and mixed-use projects within the Bayfront Area. For each project, the Focused EIRs have evaluated the topics of population and housing; transportation and circulation; air quality; greenhouse gas emissions; and noise. Mr. Wiswell served as the Assistant Project Manager; he prepared the non-technical analyses for the Initial Study and Focused EIRs. He prepared the alternatives chapters and conducted presentations and answered questions at public hearings.

##### City of Berkeley, 600 Addison Street Project IS/MND, Berkeley

The 600 Addison Street Project involves redevelopment of an 8.4-acre site into a research and development (R&D) campus with two buildings totaling approximately 461,822 gross square feet and each with their own separate four-story parking garage. The LSA team peer reviewed the project applicant's Geotechnical Study, Oak Tree Removal and Relocation Plan, Arborist Report, and Transportation Impact Analysis, and prepared a Draft Jurisdictional Wetland Delineation for submittal to the U.S. Army Corps of Engineers. LSA also assisted the City with successful consultation with tribal representatives pursuant to Assembly Bill (AB) 52. Mr. Wiswell served as the Assistant Project Manager and Environmental Planner for this project, assisting with the preparation of an Initial Study that analyzed potential impacts associated with the redevelopment of underutilized blocks of an industrial site with a mix of residential, office, and R&D and/or commercial uses.

##### City of Berkeley, TheLAB IS/MND, Berkeley

This project proposes to construct a life science campus including R&D buildings and an approximately 283,810-square-foot parking garage. LSA prepared an Initial Study and Historic Resource Evaluation, and on the basis of those analyses and in consultation with City staff, determined that the proposed project qualified for a Mitigated Negative Declaration. Mr. Wiswell served as the Assistant Project Manager and was the primary author of the IS/MND.

##### City of Foster City, 388 Vintage Park Drive Life Sciences Project EIR, Foster City

Mr. Wiswell is serving as the Assistant Project Manager for the preparation of an Initial Study and Focused EIR for the proposed 388 Vintage Park Drive Project. The project would consist of the redevelopment of the project site with an approximately 125,000-square-foot life sciences/R&D building. Mr. Wiswell prepared the non-technical sections of the Initial Study and the land use, aesthetics, public services, and utilities sections of the EIR.

#### **City of Belmont, 2 Davis Drive Office/R&D Project EIR, Belmont**

Mr. Wiswell is serving as the Assistant Project Manager for the 2 Davis Drive Office/R&D Project, which includes an Initial Study and Focused EIR. The proposed project consists of the redevelopment of an existing warehouse building with an approximately 78,000-square-foot office/R&D building, as well as the dedication of land for a new fire station and new right-turn lane. Mr. Wiswell prepared the non-technical sections of the Initial Study and the land use and cultural resources sections of the EIR.

#### **City of Brisbane, Sierra Point Towers Redevelopment Project EIR, Brisbane**

The proposed project adds new life science building space, consisting of offices, labs, and R&D spaces, within two new office towers at the project site. The project proposes to demolish the existing parking structure and construct new parking provided in a new 11-story parking garage. Redevelopment also includes a central open space and an event space. LSA is preparing a comprehensive EIR for the proposed improvements. In addition to environmental review, the proposed project would require a zoning amendment to modify the height limit in the Sierra Point Design Guidelines, a use permit modification of the parking regulations, tentative parcel map, design review permit, and planning commission review of a grading permit. Mr. Wiswell is serving as Assistant Project Manager.

#### **City of Brisbane, 3000-3500 Marina Boulevard Project, Brisbane**

Mr. Wiswell served as the Project Manager for the 3000-3500 Marina Boulevard Project, which included changes to the previously approved Opus Office project. Mr. Wiswell managed the preparation of an Addendum, which incorporated updated analyses for biological resources and transportation, as well as an updated water supply assessment.

#### **City of San Bruno Recreation Center Project EIR, San Bruno**

Mr. Wiswell served as Assistant Project Manager for this project that included the demolition of the Veterans Memorial Recreation Center and the San Bruno Swimming Pool and the rerouting of a creek to allow for the construction of the new San Bruno Recreation and Aquatics Center (SBRAC) in the same general area. The SBRAC would be approximately 60,000 square feet in size. LSA prepared a Historic Resource Evaluation that determined the Veterans Memorial Recreation Center was a historic resource under CEQA and prepared a Focused EIR that addressed the topics of biological and cultural resources, transportation, air quality, noise, geology and soils, hazards and hazardous materials, and hydrology and water quality.

#### **City of Redwood City, 1548 Maple Street Project EIR, Redwood City**

Mr. Wiswell served as Environmental Planner and assisted with the preparation of the EIR that analyzed potential impacts associated with the redevelopment of an industrial site to include 131 three-story townhomes, open space, circulation and parking, infrastructure, soil remediation, and grading improvements. Project analysis also examined the possible impacts of related off-site improvements involving an extension of the San Francisco Bay Trail on approximately 8 acres along Redwood Creek. Specifically, Mr. Wiswell prepared the land use and planning, as well as the utilities and service systems, analysis for the CEQA documentation.

#### **City of Antioch, Deer Valley Estates Project EIR, Antioch**

Mr. Wiswell served as the Project Manager and Environmental Planner for the proposed project that involves the construction of 121 new single-family homes and associated improvements on a currently vacant site in the southern portion of the city. LSA identified the need for a Focused EIR, and Mr. Wiswell managed its preparation. The Focused EIR evaluated the potentially significant impacts of the project associated with transportation, specifically Vehicle Miles Traveled (VMT). All other environmental issue topics were addressed in the Initial Study prepared for a previous version of the project in 2007. The analysis for the current version of the project tiered off of the previous IS/MND, to the extent feasible.

#### **City of Pittsburg, Pittsburg Making Waves Academy Charter School Project Initial Study and EIR, Pittsburg**

Mr. Wiswell served as Assistant Project Manager and Environmental Planner for this project. The proposed project is to be constructed in two phases. Phase 1 includes the construction of an elementary school, a middle school, and a high school. Phase 2 includes the construction of sports facilities, including a soccer, track, baseball, and softball fields, basketball courts, and an aquatics center. LSA prepared the Initial Study and EIR which analyzed potential impacts associated with the development of a school campus and sports complex.

## ASHLEY MANHEIM

### ENVIRONMENTAL PLANNER



#### EXPERTISE

- Environmental Planning and Impact Analysis
- Environmental Compliance Permit and Document Preparation
- Watershed Management and Restoration
- ArcGIS Desktop, ArcGIS Pro

#### EDUCATION

B.S., Environmental Management and Protection, California Polytechnic State University, San Luis Obispo, 2015

#### PROFESSIONAL EXPERIENCE

Environmental Planner, LSA, Point Richmond, California, January 2022–Present

Environmental Analyst, Jacobszoon and Associates, Inc., Ukiah, California, October 2018–December 2021

Environmental Health Specialist, County of Lake, Lakeport, California, December 2017–October 2018

#### SPECIALIZED TRAINING

CPR and First Aid Certified

#### PROFESSIONAL RESPONSIBILITIES

Ms. Manheim is an Environmental Planner with 3 years of experience in the preparation of a variety of documents and maps required for environmental permitting. She has prepared these documents for various public agencies, including many counties throughout northern California, the California Department of Fish and Wildlife, the California State Water Resources Control Board, the Division of Water Rights, and the California Department of Food and Agriculture. Her experience includes preparation of 1600 permits, 401 Water Quality Certification Applications, a variety of water rights, Site Management Plans, and CEQA Environmental Impact Reports, Initial Studies, Mitigated Negative Declarations, and Notices of Exemption. Her primary responsibilities at LSA include preparation of a variety of reports and documents required for environmental permitting and CEQA compliance.

#### RELEVANT PROJECT EXPERIENCE

**City of Millbrae, 210 Adrian Road Project, Millbrae.** Ms. Manheim served as Environmental Planner for the preparation of a memorandum and checklist pursuant to State CEQA Guidelines Section 15168(c) for the proposed project that includes demolition of the existing self-storage building and the development of a life sciences building that would contain laboratory, office, and amenities space, as well as associated open space, circulation and parking, and infrastructure improvements.

**City of San Rafael, Northgate Mall Redevelopment Project, San Rafael.** Ms. Manheim is currently assisting with the preparation of an EIR for this project, which involves the redevelopment of an existing mall with a mix of commercial and residential land uses. Ms. Manheim has been responsible for assisting in the development of the Population and Housing, Public Services and Recreation, and Utilities and Service Systems sections of the EIR.

**City of Foster City, 388 Vintage Park Drive Life Sciences Project EIR, Foster City.** Ms. Manheim is currently assisting with the preparation of the EIR for the proposed project that includes demolition of the existing restaurant building and construction of a four-story office building including a ground-level parking podium and surface parking totaling 210 vehicle spaces, as well as associated open space, circulation and loading, and infrastructure improvements.

**City of Milpitas, 1752–1810 Houret Court Project CE, Milpitas.** Ms. Manheim served as Environmental Planner and prepared a Categorical Exemption for the proposed infill project that would demolish the existing buildings and construct eight four-story buildings of 56 townhome-style condominiums and 24 accessible dwelling units (ADUs), for a total of 80 residential units on the project site.

**City of Novato, Novato Boulevard Improvement Project EIR, Novato.** This project proposes to construct improvements to Novato Boulevard between Grant Avenue and Diablo Avenue to provide two through-travel lanes. Additional improvements include reconstructed sidewalks, new bike lanes, reconstructed driveways, landscaping and water quality enhancement areas, curb and gutter improvements, and on-street parking. The project also includes upgrades to existing City utilities such as storm drainage, signals and lighting, sanitary sewer pipes, and water lines. Ms. Manheim is assisting with the preparation of the EIR to evaluate potential impacts associated with the proposed roadway improvements, focusing on the environmental topics of air quality, biological resources, cultural resources, hydrology and water quality, land use, noise, population and housing, transportation, and tribal cultural resources.

## AMY E. FISCHER

AIR QUALITY, CLIMATE CHANGE AND ENERGY



### EXPERTISE

- CEQA/NEPA
- Air Quality Analysis
- GHG Emissions Analysis
- Climate Change Analysis
- Noise Analysis
- Transportation Planning
- Health Risk Assessment

### EDUCATION

B.S., Environmental Policy Analysis, Minor in Geography, University of Nevada, Reno, 1998

### PROFESSIONAL EXPERIENCE

Principal, LSA,  
Fresno, California,  
July 2005–Present

### PROFESSIONAL CERTIFICATIONS

San Joaquin Valley Air Pollution Control District Regulation VIII – Certified Dust Control Plan Preparer, May 19, 2015

### PROFESSIONAL AFFILIATIONS

Association of Environmental Professionals (AEP) – Director, Central Valley Chapter, 2016– Present

AEP – VP of Programs, Central Valley Chapter, 2011–2015

American Planning Association (APA)

### PROFESSIONAL RESPONSIBILITIES

With 20 years of experience in environmental studies, Ms. Fischer has performed principal-level review or conducted over more than 200 CEQA/NEPA-related and/or stand-alone air quality and greenhouse gas (GHG) impact studies for community plans, development projects, and infrastructure improvements. She is experienced with the models and methods used to assess both air quality and GHG impacts. As the Director of LSA's Air Quality Services, she monitors State and federal standards, case law, and scientific research to make sure that LSA's analyses reflect the rapid changes in this evolving field. In keeping with LSA's commitment to senior-level management, as the Principal in Charge, Ms. Fischer maintains substantive involvement with projects as a means of ensuring high-quality products and balanced professional consultation. She works closely with Project Managers and clients, and provides input on and monitors the scope, budget, and scheduling of specific projects. Ms. Fischer is ultimately responsible for the quality of all project work, and reviews all in-house prepared text, tables, and graphics before these materials are presented to the client.

### PROJECT EXPERIENCE

#### CEQA/NEPA

Ms. Fischer serves as principal air quality, climate change, and noise analyst for CEQA/NEPA and planning documents. She has a comprehensive knowledge of the CEQA requirements for air quality districts throughout California. Her experience includes assessing both plan- and project-level air quality impacts ranging from criteria pollutant analysis to dispersion modeling and health risk assessments using the latest air quality modeling tools. She is skilled in air quality assessment models including the California Emissions Estimator Model (CalEEMod), Emission Factor models (EMFAC/OFFROAD), the Road Construction Estimator Model (RoadMod), and Line Dispersion Models (CALINE). She designs emission reduction strategies to reduce project-specific air quality impacts. Ms. Fischer has conducted the air quality, noise, and greenhouse gas analysis for research and development facility, senior care home, hospital, assisted living, residential, hotel, park, mixed-use, school, and college campus projects, some of which are listed below.

- *EIRs for Mixed-Use Projects: 111 Independence Drive, Menlo Uptown, Menlo Portal, Menlo Flats, City of Menlo Park*
- *Sierra Point Towers Redevelopment Project EIR, City of Brisbane*
- *theLAB IS/MND, City of Berkeley*
- *600 Addison Street Project IS/MND, City of Berkeley*
- *388 Vintage Park Drive Project EIR, City of Foster City*
- *3000-3500 Marina Boulevard Life Sciences Project, City of Brisbane*
- *San Bruno Recreation and Aquatic Center Project EIR, City of San Bruno*
- *California Maritime Academy Master Plan EIR, California State University*
- *1548 Maple Street Townhome Community Project EIR, City of Redwood City*
- *Deer Valley Estates Project EIR, City of Antioch*
- *Pulte Homes Project IS/MND, City of Union City*
- *Concord Townhomes Environmental Checklist, City of Concord*
- *1724 Sunnyhills Court Project IS/MND, City of Milpitas*
- *Walters Jr. High School Improvements Project EIR, Fremont Unified School District*
- *College Park High School Athletic Field Noise Monitoring Assessment, Mt. Diablo Unified School District*

- *Clover School Modernization Project Categorical Exemption*, Tracy Unified School District
- *Dorris Eaton School Health Risk Assessment*, Dorris Eaton School in San Ramon
- *Jensen Lane Elementary School Project EIR*, Windsor Unified School District
- *Rocketship Charter School IS/MND*, City of Redwood City

Ms. Fischer recently provided principal-level review for the air quality analyses for the following projects:

- *Air Quality Impact Analysis Land Use and Urban Design Elements*, City of Long Beach
- *Kaiser Permanente Baldwin Park Medical Center Parking Structure Expansion and Medical Office Building MND*, Kaiser Permanente
- *Air Quality and Greenhouse Gas Analysis for the Operations Center and Site Consolidation Project*, Moulton Niguel Water District
- *West Alton Parcel Development DEIR Air Quality and GHG Emissions Technical Appendices Peer Review*

Ms. Fischer also contributed to the *Greenhouse Gas Emissions Reduction Strategy* for the City of Hope Campus Plan. In addition, she served as the primary author of the Air Quality, Greenhouse Gas, and Noise sections of the *San Francisco General Hospital Rebuild Project EIR*, as well as the *Children's Hospital and Research Center Oakland Campus Master Plan EIR*.

### GREENHOUSE GAS

Ms. Fischer prepares quantitative GHG analyses that evaluate the impacts of project-related GHG emissions and project impacts related to global climate change. The reports describe the existing setting and regulatory context, quantify impacts, and recommend mitigation measures, as appropriate.

Using CalEEMod (or other local model), Ms. Fischer performs a quantitative assessment of GHG emissions associated with all relevant sources related to the project, including construction activities, new vehicle trips, electricity consumption, water usage, and solid waste generation and disposal. Ms. Fischer recently conducted the GHG analysis for the *4660 Sierra College Boulevard Commercial Project, Rocklin*; the *Thompson and Dakota Residential Project, Clovis*; and the *Balfour Road Shoulder Widening Project, Contra Costa County*. Most recently, she provided the air quality and GHG analysis for a General Plan Amendment, including rezoning and annexation, for the City of Fresno.

### HEALTH RISK ASSESSMENT

The Air Toxics Hot Spots Information and Assessment Act of 1987 seeks to provide information to State and local agencies and to the general public on the extent of airborne emissions from stationary sources and the potential public health impacts of those emissions. Ms. Fischer prepares Health Risk Assessments (HRA) using the Guidance Manual (February 2015) developed by the California Office of Environmental Health Hazard Assessment (OEHHA). She is trained in the use of the Hot Spots Analysis and Reporting Program (HARP) model, developed by CARB, as a tool to implement the risk assessments as outlined in the Guidance Manual. Ms. Fischer has prepared HRAs for the following projects:

- *Riviera Avenue Residential Project Health Risk Assessment, Walnut Creek*, Resources for Community Development
- *211 Airport Boulevard/Pinefino Apartments Project Health Risk Assessment, South San Francisco*, Concord Design Group
- *Miramonte Sanitation Transfer Station Project Health Risk Assessment, Reedley*, Miramonte Sanitation
- *Redwood Hills Residential Project Health Risk Analysis, Oakland*, Affordable Housing Associates
- *1601 Mariposa Mixed-Use Project Air Quality Criteria Pollutant Analysis, San Francisco*, Related California
- *Fremont Gateways Health Risk Assessment, Fremont*, Tim Lewis Communities

## CARA CARLUCCI

SENIOR PLANNER / AIR QUALITY, CLIMATE CHANGE, AND ENERGY



### EXPERTISE

- CEQA Document Preparation Environmental Analysis
- Air Quality Analysis
- Greenhouse Gas Emission Analysis
- Noise Analysis
- Land Use Planning

### EDUCATION

B.S., City & Regional Planning, Minor in Real Property Development, California Polytechnic State University, San Luis Obispo, June 2015

### PROFESSIONAL EXPERIENCE

Senior Environmental Planner, LSA, Fresno, California, June 2014–Present

### SPECIALIZED TRAINING

CEQA Case Law Update, 2016  
Advanced CEQA Workshop, 2016  
CEQA Essentials Workshop, 2015

### PROFESSIONAL AFFILIATIONS

Association of Environmental Professionals (AEP) – Secretary, Central Valley Chapter, 2016–Present  
American Planning Association (APA)

### PROFESSIONAL RESPONSIBILITIES

Ms. Carlucci is a Senior Environmental Planner with more than 8 years of experience in air quality analysis and greenhouse gas emissions analysis for CEQA documentation. At LSA, she provides project management and technical assistance on a variety of planning and environmental documents including Environmental Assessments, Initial Studies, and Environmental Impact Reports. Ms. Carlucci has been involved in residential and commercial development projects, road improvement projects, and program-level plans. She has a strong foundation in land use planning and is well versed in addressing impacts to air quality, greenhouse gas emissions, and noise.

Ms. Carlucci is proficient with the use of the Federal Highway Administration Traffic Noise Prediction Model (FHWA RD-77-108) and is proficient in air quality models, including the California Emissions Estimator Model (CalEEMod) and the Roadway Emissions Estimator Model (RoadMod). Ms. Carlucci is also responsible for conducting field noise measurements with the Larson Davis SoundTrack LxT sound level meter in compliance with applicable standards.

### PROJECT EXPERIENCE

#### City of Menlo Park, Focused EIRs for Residential Mixed-Use Projects, 111 Independence Drive, Menlo Uptown, Menlo Portal, Menlo Flats, Menlo Park

Ms. Carlucci prepared the Air Quality, Greenhouse Gas, and Noise sections of the Focused EIRs for four residential and mixed-use projects within the Bayfront Area. In addition, Ms. Carlucci assisted with the development of project-specific thresholds for greenhouse gas emissions.

#### City of Berkeley, TheLAB IS/MND, Berkeley

Ms. Carlucci prepared the Air Quality, Energy, and Greenhouse Gas sections of the IS/MND. This project proposes to construct a life sciences campus including research and development (R&D) buildings and an approximately 283,810-square-foot parking garage. LSA prepared an Initial Study and Historic Resource Evaluation, and on the basis of those analyses and in consultation with City staff, determined that the proposed project could qualify for an MND.

#### City of Foster City, 388 Vintage Park Drive Life Sciences Project EIR, Foster City

Ms. Carlucci prepared the Air Quality, Energy, and Greenhouse Gas sections for the Focused EIR of the proposed 388 Vintage Park Drive Project. The project would consist of the redevelopment of the project site with an approximately 125,000-square-foot life sciences/R&D building.

#### City of Belmont, 2 Davis Drive Office/R&D Project EIR, Belmont

Ms. Carlucci prepared the Air Quality, Energy, and Greenhouse Gas sections for the 2 Davis Drive Office/R&D Project Focused EIR. The proposed project consists of the redevelopment of an existing warehouse building with an approximately 78,000-square-foot office/R&D building, as well as the dedication of land for a new fire station and new right-turn lane.

#### City of Brisbane, 3000-3500 Marina Boulevard Project, Brisbane

Ms. Carlucci prepared the Air Quality, Energy, and Greenhouse Gas sections for the 3000-3500 Marina Boulevard Project, which included changes to the previously approved Opus Office project. LSA prepared the second Addendum to the 2008 Opus Office Center Initial





Study/Mitigated Negative Declaration (2008 IS/MND), which was prepared by LSA and adopted by the City in May 2009. The first Addendum was prepared in December 2016 (2016 Addendum) and was filed by the City in March 2017.

#### **City of Brisbane, Sierra Point Towers Redevelopment Project EIR, Brisbane**

Ms. Carlucci prepared the Air Quality, Energy and Greenhouse Gas sections of the EIR. The proposed project adds new life sciences building space, consisting of offices, labs, and R&D spaces, within two new office towers at the project site. The project proposes to demolish the existing parking structure and construct new parking provided in a new 11-story parking garage. Redevelopment also includes a central open space and an event space. LSA is preparing a comprehensive EIR for the proposed improvements. In addition to environmental review, the proposed project would require a zoning amendment to modify the height limit in the Sierra Point Design Guidelines, a use permit modification of the parking regulations, tentative parcel map, design review permit, and planning commission review of a grading permit.

#### **City of Berkeley, 600 Addison IS/MND, Berkeley**

Ms. Carlucci prepared the Air Quality, Energy, Greenhouse Gas, and Noise sections of the IS/MND for the proposed project. The proposed project would develop an R&D and Office Campus that would accommodate research, innovation, lab, and/or office uses.

#### **California Maritime Academy, California Maritime Academy Master Plan EIR for California State University, Vallejo**

The Master Plan will cover all aspects of campus development over the next 15 years, including student enrollment growth, overall campus land use and design, building capacity and placement, circulation and infrastructure, and sustainability. Ms. Carlucci assisted with the preparation of the Air Quality, Greenhouse Gas, and Noise sections of the EIR.

#### **City of San Bruno Recreation and Aquatic Center Project EIR, San Bruno**

On the basis of a preliminary Initial Study prepared by LSA, it was determined that a Focused EIR would be required to further evaluate the potentially significant impacts of the project. Ms. Carlucci assisted with the preparation of the Air Quality, Greenhouse Gas, and Noise sections of the EIR.

#### **City of Redwood City, 1548 Maple Street Project, Redwood City**

Ms. Carlucci prepared the Air Quality, Energy, and Greenhouse Gas sections of the EIR for the redevelopment of an industrial site to include 131 three-story townhomes, open space, circulation and parking, infrastructure, soil remediation, and grading improvements. She also analyzed the possible impacts of related off-site improvements involving an extension of the San Francisco Bay Trail on approximately 8 acres along Redwood Creek.

#### **City of Milpitas, 1724 Sunnyhills Court Project IS/MND, Milpitas**

Ms. Carlucci prepared the Air Quality, Energy, Greenhouse Gas, and Noise sections of the IS/MND for the proposed project, which includes the demolition of an existing leasing/community building and the construction of 44 two- to three-story multifamily residential units, a new leasing building, and site improvements.

#### **City of Antioch, Deer Valley Estates Project IS/MND, Antioch**

Ms. Carlucci prepared the Air Quality, Energy, and Greenhouse Gas sections of the IS/MND for the proposed project. The proposed project would result in the construction of 121 new single-family homes and associated open space, roadway, and utility improvements.

#### **City of Hanford, Hanford Place Project IS/MND, Hanford**

Ms. Carlucci, serving as the Project Manager, prepared both technical and non-technical sections of the IS/MND for the proposed project, which would develop a medical and mixed-use development and would construct 15 buildings consisting of medical outpatient clinic services, hotel and conference center, specialized education, retail, medical office, skilled nursing and assisted living, and multifamily residential uses, as well as a bio infiltration basin, associated open space, circulation and parking, and infrastructure improvements.

## JOHN T. STEPHENS

### PRINCIPAL / NOISE RESOURCES



#### EXPERTISE

- Noise and Vibration

#### EDUCATION

B.S., Acoustical Engineering,  
with Minor in  
Communications, Purdue  
University, West Lafayette,  
Indiana, 2004

#### SPECIALIZED TRAINING

SoundPLAN  
FHWA TNM 2.5  
FHWA RCNM  
Insul  
AEDT  
Microsoft Office

#### PROFESSIONAL AFFILIATIONS

Member, Institute of Noise  
Control Engineering (INCE)

E.I.T. License No.  
ET30504764 (2005)

#### AWARDS/HONORS

Outstanding Senior of the  
Year Award,  
Interdisciplinary  
Engineering, 2004

### PROFESSIONAL RESPONSIBILITIES

Mr. Stephens is a Senior Acoustical Specialist and part of LSA's environmental technical staff. He is primarily responsible for the preparation of noise studies for a variety of projects. Mr. Stephens is proficient in the use of the Federal Highway Administration (FHWA) Highway Traffic Noise Prediction Model (FHWA RD-77-108), the Traffic Noise Model (TNM) 2.5, the Roadway Construction Noise Model (RCNM), the Aviation Environmental Design Tool (AEDT), SoundPLAN Noise Prediction Software, and INSUL, a noise prediction software for building façades and partitions. Mr. Stephens is also responsible for performing noise monitoring surveys using a variety of Larson-Davis sound level meters.

### PROJECT EXPERIENCE

#### City of Menlo Park, 3723 Haven Avenue/Hotel Moxy Project, Menlo Park

Mr. Stephens is preparing the Noise Analysis Memorandum for the proposed 3723 Haven Avenue Project pursuant to CEQA. The proposed project includes the demolition of an existing office building and the construction of a new 163-room hotel, with 126 parking spaces in the first three floors as podium parking.

#### City of Berkeley, TheLAB IS/MND, Berkeley

Mr. Stephens served as Noise Resources Specialist. This project proposes to construct a life sciences campus including research and development (R&D) buildings and an approximately 283,810-square-foot parking garage. LSA prepared an Initial Study and Historic Resource Evaluation, and on the basis of those analyses and in consultation with City staff, determined that the proposed project could qualify for a Mitigated Negative Declaration.

#### City of Foster City, 388 Vintage Park Drive Life Sciences Project EIR, Foster City

Mr. Stephens served as Noise Resources Specialist for the Focused EIR of the proposed 388 Vintage Park Drive Project. The project would consist of the redevelopment of the project site with an approximately 125,000-square-foot life sciences/R&D building.

#### City of Brisbane, Sierra Point Towers Redevelopment Project EIR, Brisbane

Mr. Stephens served as Noise Resources Specialist for the project EIR. The proposed project adds new life sciences building space, consisting of offices, labs, and R&D spaces, within two new office towers at the project site. The project proposes to demolish the existing parking structure and construct new parking provided in a new 11-story parking garage. Redevelopment also includes a central open space and an event space. LSA is preparing a comprehensive EIR for the proposed improvements. In addition to environmental review, the proposed project would require a zoning amendment to modify the height limit in the Sierra Point Design Guidelines, a use permit modification of the parking regulations, tentative parcel map, design review permit, and planning commission review of a grading permit.

#### Diablo Motocross Ranch Facility Noise Assistance, Contra Costa County

As part of the On-Call Environmental Services Contract with Contra Costa County, Mr. Stephens assisted County staff in reviewing previous analyses completed for the Diablo Motocross Ranch Facility as well as participating in conference calls and meetings to determine the next steps to address current noise impact issues to surrounding residences.

### **City of Hayward, 29212 Mission Boulevard Infill Residential Development Project**

LSA prepared the Categorical Exemption and Infill Environmental Checklist (CE/IEC) for the 29212 Mission Boulevard Project in Hayward, California. In support of the CE/IEC, LSA noise staff prepared a technical noise and vibration analysis for the proposed project and identified potential impacts as compared to the previously completed City of Hayward General Plan EIR and the South Hayward BART/Mission Blvd Form-Based Code Draft Supplemental Program EIRs which are documents providing programmatic policies and standards. Specific tasks completed include: gathering ambient noise measurements in the project vicinity, as assessment of both temporary and permanent noise and vibration impacts and identified appropriate standard conditions of approval.

### **200 Airport Boulevard Project Environmental Consistency Analysis, South San Francisco, San Mateo County**

Mr. Stephens assisted with the preparation of the Noise and Vibration Study for the proposed project. The proposed project involved the demolition of the existing buildings and the construction of a seven-story mixed-use building with ground floor commercial in South San Francisco. The project site is designated as Downtown Transit Core (DTC) in the South San Francisco Downtown Station Area Specific Plan (DSASP). LSA prepared a memorandum and checklist for the proposed project that relied on the DSASP EIR, which provided a program-level analysis of development within the area encompassing the project site.

### **City of Berkeley, 1900 Fourth Street Project EIR, Berkeley**

Mr. Stephens served as Noise Resources Specialist. The project proposed the demolition of an existing structure and redevelopment of the site with 135 residential units and 33,080 square feet of retail and restaurant space, as well as parking and open space. The site is located entirely within the boundary of the West Berkeley Shellmound, a historical resource under CEQA and a local City Landmark.

### **BART Hayward Maintenance Complex Phase 2 and Northern Mainline Connector Project, Hayward, California**

Mr. Stephens is preparing the Noise and Vibration Impact Assessment for the proposed BART Hayward Maintenance Complex (HMC) Phase 2 – Northern Mainline Connector Project. The Phase 2 project site consists of approximately 16 acres of undeveloped land in the northeast quadrant of the HMC property, on the east side of the mainline BART tracks north of the existing maintenance and engineering facility and rail storage yard. The northernmost 6 acres of the Phase 2 area would be developed as the site of the Northern Mainline Connector. The project includes the installation of traction power, train control, and communications systems, gap breaker stations, train control houses, train wash, cleaning platform, and various track work modifications. The Noise and Vibration Impact Assessment is being prepared to evaluate the existing noise conditions at sensitive receptors, the proposed construction and operations related noise and vibration impacts, and potential mitigation measures necessary for compliance with the Federal Transit Administration Manual. Additionally, LSA staff continues to meet with BART staff and the project team throughout the process to efficiently achieve desired outcomes.

### **Richmond Wholesale Meat Operations Noise Analysis, Richmond**

Mr. Stephens prepared the Noise Impact Analysis for the Richmond Wholesale Meat Distribution Center located in Richmond. The technical noise analysis analyzed operational noise impacts to the nearby noise sensitive uses and provided mitigation measurements to reduce any significant noise impacts to comply with City noise standards.

### **City of Concord, Clayton Road Townhomes Environmental Checklist, Concord**

Mr. Stephens prepared the technical noise and vibration analysis for the Clayton Road Townhomes Project in Concord. The proposed project consists of 70 residential townhouse units on 3.86 acres, located at 3512 Clayton Road between Roslyn Drive and Barbis Way.

### **City of Richmond, 205 Cutting Boulevard Project, Richmond**

Mr. Stephens served as Noise Resources Specialist. As part of LSA's on-call contract with the City, LSA prepared supporting technical documents and a Categorical Exemption under Section 15332 of the State CEQA Guidelines for the proposed Barnof Holdings Self-Storage Facility. LSA prepared analyses related to biological and cultural resources, traffic, air quality, and noise to support the findings that implementation of the proposed project would result in no potentially significant impacts. LSA also prepared a memorandum to support the Categorical Exemption, documenting how the proposed project met the conditions identified in Section 15332 of the CEQA Guidelines.

## MOHAMMAD ABUSHANAB

MECHANICAL NOISE ENGINEER



### EXPERTISE

- Noise Modeling
- 2D/3D Drafting
- QGIS and Google Earth Pro

### EDUCATION

M. Engineering, Mechanical Engineering, University of Ottawa, Canada, 2018

B.A.Sc., Mechanical Engineering, with Engineering Management and Entrepreneurship Minor, University of Ottawa, Canada, 2016

### PROFESSIONAL EXPERIENCE

Mechanical Noise Engineer, LSA, Point Richmond, California, April 2022–Present

Acoustics and Vibration Specialist, Wood Environment & Infrastructure Solutions, Oakville, Canada, May 2021–April 2022

Acoustics, Noise and Vibration EIT, Golder Associates Ltd., Mississauga, Canada, August 2019–May 2021

Instructor, Canadore College, Mississauga, Canada, October 2018–May 2019

CAD Technician, BluMetric Environmental Inc., Ottawa, Canada, May 2017–December 2017

### PROFESSIONAL RESPONSIBILITIES

Mr. Abushanab is an acoustics and vibration specialist with 2 years of experience in the fields of acoustics, noise, and vibration. He has experience in noise modeling and assembling data for analysis and presentation in reports. He develops solutions related to acoustics, noise, and vibration issues, and his expertise spans the areas of construction, industrial, transportation, infrastructure, and residential buildings. He is experienced in noise modeling using CadnaA and in 2D/3D drafting using SolidWorks and AutoCAD, and he is familiar with jurisdictional regulations and guidance with respect to noise and acoustics.

### RELEVANT PROJECT EXPERIENCE

#### **PMB LLC, Noise and Vibration Impact Analysis for the Rehabilitation Center Project at 17931 Von Karman, Irvine**

Mr. Abushanab prepared a noise and vibration impact memorandum for the proposed project, which included analysis of construction noise and vibration impacts, project noise impacts, project design features, and land use compatibility.

#### **Triad Homes Associates, Woodmen Street Bus Turnaround, Mammoth Lakes**

Mr. Abushanab conducted the noise analysis for the proposed bus turnaround at the intersection of Woodmen Street/Old Mammoth Road on Mammoth Community Water District (MCWD) property.

#### **EPD Solutions, Inc., Santa Ana and Live Oak Fontana Warehouse Project, Fontana**

The project proposes the demolition of the existing structures and construction of a high-cube warehouse inclusive of two offices. The proposed project has the potential to operate 24 hours per day, 7 days a week. Mr. Abushanab is conducting the noise and vibration analysis for the proposed project's construction and operation. The noise analysis report will identify any potential project-level or cumulative-level noise impacts and the measures necessary to reduce the project's short-term construction and/or long-term impacts to acceptable noise levels.

#### **Technical Support for Acoustics, Port of Long Beach Architectural Design – Interactive Education Center, Acoustic Recommendations, Long Beach**

For a previous employer, Mr. Abushanab provided technical support for the design considerations of the Education Center to optimize the acoustical quality of the space to be conducive to different activities while minimizing the potential for a noisy environment. This included preparation of an Acoustical Recommendations Report that identified expected noise levels in the facility and provided recommendations for acoustical elements to mitigate potential impacts expected as part of the project.

#### **Technical Support for Noise and Vibration, Brightline, Orlando International Airport to Tampa, Florida**

For a previous employer, Mr. Abushanab provided technical support for the preparation of a detailed analysis in accordance with the Federal Rail Administration and Federal Transit Administration manual in a post-Record of Decision scenario. He evaluated rail corridor methodology and reviewed noise and vibration baseline data.

## KERRIE COLLISON, RPA

ASSOCIATE / SENIOR ARCHAEOLOGIST



### EXPERTISE

- Cultural Resources Management
- Native American Consultation
- California Prehistory
- Lithic Analysis

### EDUCATION

M.A., Anthropology, California State University, Northridge, 2013

B.S., Social Sciences, California Polytechnic State University, San Luis Obispo, 2008

### PROFESSIONAL CERTIFICATIONS/REGISTRATIONS

Register of Professional Archaeologists #28731436

### PROFESSIONAL EXPERIENCE

Associate/Senior Archaeologist, LSA, San Luis Obispo, California, November 2013–Present

Other Organizations, 2007–2013

### PROFESSIONAL AFFILIATIONS

Society for California Archaeology

Association of Environmental Professionals

### PROFESSIONAL RESPONSIBILITIES

Ms. Collison’s primary duties include preparing cultural resources reports for CEQA- and NEPA-level projects, conducting Native American outreach, assisting Lead Agencies with formal Native American consultation, and directing and participating in archaeological surveys and subsurface studies. She is skilled in lithic analysis and excels at identifying the various stages of production of stone tools. Her field experience includes work in the California Central Coast, Solano County, Monterey County, San Luis Obispo County, Orange County, Los Angeles County, Riverside County, Ventura County, Mono County, Inyo County, the Tahoe region of the Sierra Nevada, and the Great Basin. Ms. Collison also has experience collaborating on eligibility reports for the National Register of Historic Places and contributing to Section 404 permit applications. In addition, Ms. Collison has performed archaeological reconnaissance surveys for environmental recovery projects following California wildfire events.

### RELEVANT PROJECT EXPERIENCE

#### City of Foster City, 388 Vintage Park Drive Life Sciences Project EIR, Foster City

Ms. Collison conducted the cultural resources study. She requested a 0.25-mile radius records search from the Northwest Information Center (NWIC) of the California Historical Resources Information System at Sonoma State University. State and local cultural resource inventories were reviewed to determine if they list any cultural resources within or adjacent to the project site. Ms. Collison also reviewed additional literature and maps for the project site and prepared the Cultural Resources section of the Initial Study.

#### City of Belmont, 2 Davis Drive Office/R&D Project EIR, Belmont

The proposed project consists of the redevelopment of an existing warehouse building with an approximately 78,000-square-foot office/research and development (R&D) building, as well as the dedication of land for a new fire station and new right-turn lane. Ms. Collison conducted peer review of the Cultural Resources Study prepared for the site and prepared a brief memorandum.

#### City of Milpitas, 1300 South Main Street Project Tribal Outreach and Consultation Services

Ms. Collison served as Project Manager and assisted the City with tribal consultation and outreach efforts pursuant to the requirements of Assembly Bill (AB) 168. She also requested a rush-response record search for the proposed project site and a 1-mile radius of the project site from the NWIC of the California Historical Resources Information System. The results from the NWIC were summarized in a memorandum for the City to review and forward to the consulting Native American tribes.

#### Hayward Area Recreation and Park District, Foothill Trail Master Plan, Hayward

Ms. Collison served as Project Archaeologist and conducted the cultural resources study. She requested a records search for the full length of the 8-mile trail and a search radius, wrote the summary of the records search results, and prepared recommendations to be applied to future individual trail segment developments. This project consisted of the preparation of a long-term planning document to guide future development of the trail.

**City of San Rafael, Northgate Mall Redevelopment Project EIR, San Rafael**

Ms. Collison completed the peer review of the Archaeological Resources Inventory report to complement the EIR being prepared for the project to satisfy CEQA requirements. The archaeological resources inventory consisted of a records search at the NWIC, a Sacred Lands File search, and a pedestrian field survey. The Northgate Redevelopment Project would result in the redevelopment of the existing mall with a mix of uses through the demolition of most of the mall structures and ultimately two of the anchor buildings. The project consists of redevelopment of commercial spaces, the construction of new commercial pads, new structured and surface level parking facilities, development of approximately 800 multi-family dwelling units, and community open space amenities. Review of the geomorphology of the project site indicated the potential for buried archaeological deposits. The Sacred Lands File search results were positive for potential Native American resources within the project site.

**City of Fremont, Saint James Apostle Catholic Church New Worship Center Project Cultural Resources Study**

Ms. Collison served as Project Manager and assisted the City of Fremont with the background research, a pedestrian field survey of the project property, and preparation of a letter report documenting the findings. Ms. Collison also provided assistance with Native American consultation per AB 52.

**City of San Bruno Recreation and Aquatic Center Project, San Bruno**

Ms. Collison is serving as Senior Archaeologist on this development project. The City is demolishing the Veterans Memorial Recreation Center and the San Bruno Swimming Pool in order to construct the new San Bruno Recreation and Aquatic Center (SBRAC) in the same general area. The new SBRAC will be approximately 60,000 square feet in size. Ground-disturbing construction work has commenced, and Ms. Collison is providing oversight for archaeological monitoring in culturally sensitive areas of the project site.

**City of Antioch, Antioch Natural Supplements, Antioch**

Ms. Collison served as Project Archaeologist for a cultural resources study for CEQA documentation prepared for a proposed commercial cannabis business development project. The study consisted of background research (including a records search, a Sacred Lands File review, historic aerial photographs and maps review, and geologic map review) and a field survey. Ms. Collison prepared a memorandum summarizing the study methods, results, and recommendations.

**Orbach Huff Suarez & Henderson LLP, Falls Elementary School Campus, Fairfield**

Ms. Collison conducted controlled archaeological excavation for an investigation of a precontact archaeological site in Solano County. LSA prepared a constraints analysis for the Fairfield-Suisun School District and provided recommendations for future treatment of the archaeological site.

**City of San Luis Obispo, On-Call Environmental Services**

Ms. Collison serves as Lead Archaeologist for multiple projects under LSA’s on-call agreement with the City of San Luis Obispo. She has conducted archaeological monitoring during underground utility construction activities and prepared monitoring results reports. Ms. Collison has also prepared archaeological monitoring plans for upcoming underground utility construction projects.

**County of Monterey, San Lorenzo Park Project, Monterey County**

As Project Archaeologist for this proposed park improvement project, Ms. Collison conducted a cultural resources study in support of a Categorical Exemption under CEQA. Ms. Collison requested a records search from the NWIC, conducted additional background research, conducted a pedestrian field survey, and prepared a technical memorandum summarizing the study findings.

## MICHAEL HIBMA, AICP

ASSOCIATE / ARCHITECTURAL HISTORIAN / HISTORIAN  
CERTIFIED PLANNER



### EXPERTISE

- Architectural History
- History
- California History

### EDUCATION

Certificate in Land Use and Environmental Planning, University of California, Davis Extension, 2012

M.A., History, California State University, Sacramento, 2007

B.A., History, Humboldt State University, Arcata, California, 2003

36 CFR 61 Qualified Historian and Qualified Architectural Historian; Oral Historian; Regional Historian; Historic Preservation; Preservation Planning

### PROFESSIONAL CERTIFICATIONS/REGISTRATIONS

Listed in the Directory of Professionals in Public History, California Council for the Promotion of History  
American Institute of Certified Planners (AICP #32009)

### PROFESSIONAL EXPERIENCE

Associate/Architectural Historian/Historian, LSA, Point Richmond, California, May 2007–Present

### PROFESSIONAL AFFILIATIONS

California Council for the Promotion of History; California Preservation Foundation

### PROFESSIONAL RESPONSIBILITIES

Mr. Hibma has over 15 years of experience in cultural resources management, including archival and historical research, architectural field surveys, architectural inventories, analysis, and reporting. Mr. Hibma conducts historical research and field studies; he authors cultural resource reports as well as Initial Studies and EIR sections. He documents and evaluates historical built environmental cultural resources in accordance with the California Register of Historical Resources (California Register). Mr. Hibma also conducts studies to address Section 106 of the National Preservation Act, as well as compliance with State and local regulations.

Mr. Hibma holds an M.A. in History from California State University, Sacramento; meets the Secretary of the Interior's *Professional Qualifications Standards* as an architectural historian and historian (36 Code of Federal Regulations [CFR] Part 61); and is certified by the American Institute of Certified Planners (AICP #32009). He has documented and evaluated hundreds of residential and commercial buildings, structures, and objects and has worked on cultural resource studies in the San Francisco Bay Area, Central Valley, Sierra Nevada, North and Central Coasts, and southern California.

### RELEVANT PROJECT EXPERIENCE

#### City of Berkeley, TheLAB Project, Berkeley

Mr. Hibma prepared this Historical Resources Evaluation (HRE) to identify built environment cultural resources that may meet the criteria under Section 21084.1 of the California Public Resources Code and the City of Berkeley's Landmarks Preservation Ordinance (LPO). Research was conducted to assess the buildings' designs, construction histories, ownership, and notable alterations. A pedestrian field review documented their conditions. The HRE identified and evaluated seven built environment cultural resources within the project site. The Charles Spear House at 2212 Fifth Street, previously evaluated in 1979, was found individually eligible for the National Register of of Historic Places (National Register).

#### City of Menlo Park, 389 El Camino Real Project, Menlo Park, San Mateo County

Mr. Hibma served as Architectural Historian for this project and prepared an Architectural Eligibility Evaluation. Mr. Hibma prepared a preliminary analysis for phase one of a two-phase environmental review process to identify the next step in determining whether to prepare an IS/MND or a Focused EIR pursuant to CEQA. The architectural study consisted of a literature review, a records search, archival research, review of County Assessor/Recorder records, consultation with potentially interested parties, and a field survey. The background research and field survey resulted in the identification of two cultural resources: a single-family home built c. 1910–1925 located at 612 Partridge Avenue and a multi-family residential triplex built in 1948 at 603-607 College Avenue. The resources were evaluated and recorded on California Department of Parks and Recreation (DPR) 523 forms. The study determined that despite the relatively high level of architectural integrity, the two resources were not eligible for listing in the California Register because of their lack of historical significance and association.

#### **City of Millbrae, Alexandria Center for Life Science Project, Millbrae**

Mr. Hibma prepared the HRE for the Rollins Road District (District), a concentration of seven buildings on seven assessor's parcels on approximately 6 acres in Millbrae. The District consists of the following properties over 50 years of age in what is historically known as the "Millsdale Industrial Park", a 500+ acre mid-20<sup>th</sup> century commercial and industrial tract connecting Millbrae and neighboring Burlingame between the former Southern Pacific Railroad (SPRR) tracks and the Bayshore Highway. The HRE was prepared in support of the City's CEQA review of potential impacts related to the proposed project. The project site totals approximately 4.7 acres and consists of six of the seven buildings evaluated in the HRE, which documented background archival and online research, as well as a field review by Mr. Hibma documenting existing conditions. The resources were evaluated and recorded on DPR 523 forms. Based on the HRE results, the District is associated with the growth of Millbrae in the mid-20<sup>th</sup> century, a pattern of events significant in Millbrae's history. However, the HRE concluded that the District, including the project site, does not appear eligible for inclusion in the California Register due to a lack of significance and is not a historical resource for the purposes of CEQA.

#### **San Bruno Recreation Center Project, San Bruno, San Mateo County**

Mr. Hibma prepared the HRE of two built environment properties, the War Memorial Community Center building (Community Center) and the San Bruno Park Pool Facility (Pool Facility) to determine if they qualify as historical resources under California Public Resources Code (PRC). The HRE documented background archival and online research, as well as a field review by Mr. Hibma that documented existing conditions. The resources were evaluated and recorded on DPR 523 forms. Based on the results of the HRE, the Community Center building appeared eligible for inclusion in the National and California Registers at the local level of significance under Criteria 1 (events) and 3 (architecture). The Community Pool was found not eligible for the National or California Registers due to a lack of associative significance.

#### **City of Milpitas, 1724 Sunnyhills Court Project IS/MND, Milpitas**

Mr. Hibma served as Architectural Historian and prepared the HRE required by CEQA. The HRE determined that the entire apartment complex appeared to be eligible for listing on the California Register. To determine whether the demolition of the existing leasing/community building, and construction of the new buildings would result in a substantial adverse change in the significance of the potential resource, he also prepared a Historical Resources Impact Assessment (HRIA). The HRIA determined that the project as proposed would be consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties and that demolition and construction would not result in a significant impact.

#### **East Bay Regional Park District, Carquinez Scenic Drive – Martinez Intermodal to Crockett Project, Contra Costa County**

Mr. Hibma prepared the HRE that evaluated a two-lane roadway between Martinez and Crockett. Originally built in 1888, Carquinez Scenic Drive was designated Legislative Route No. 14 in 1909 and designated as part of U.S. 40 through the 1950s when it was relinquished to the County. Mr. Hibma conducted background research and a field survey, and due to a lack of significance and loss of integrity, the project area did not appear eligible for inclusion in the National Register.

#### **Contra Costa County Department of Conservation and Development, Heritage Point Project, North Richmond, Contra Costa County**

Mr. Hibma prepared a cultural resources study that evaluated existing structures on the site of a proposed mixed-use development. Mr. Hibma analyzed existing development on the site, including a single-story former commercial building built in 1959 and a single-story residential building constructed in 1940. After conducting background research and a field review, Mr. Hibma determined that the existing structures did not qualify as historical resources under CEQA, nor did they appear eligible for listing in the California Register.

#### **Tenderloin Neighborhood Development Corporation, 500 Turk Street Affordable Housing Project IS and Focused EIR, San Francisco**

Mr. Hibma served as Architectural Historian and prepared the HRE in support of the Initial Study and the Focused EIR. An affordable housing project in the Tenderloin neighborhood of San Francisco, this project proposes to construct an eight-story, approximately 106,000-square-foot building with 108 units of housing, of which 107 would be affordable. LSA prepared the CEQA documentation for the proposed project. Mr. Hibma evaluated the potential impacts associated with the demolition of an existing tire and automotive building, considered a historical resource.



## SARAH RIEBOLDT, PH.D.

ASSOCIATE / PRINCIPAL PALEONTOLOGIST



### EXPERTISE

- Paleontological Mitigation Reports
- Paleontological Resource Monitoring
- Fossil Collection, Salvage, Identification, and Curation
- Federal, State, and Local Laws, Ordinances, Regulations, and Standards (LORS) Regarding Paleontological Resources

### EDUCATION

Ph.D., Paleontology,  
University of California,  
Berkeley, 2005

B.A., Biology, Minor in  
Geology, *magna cum laude*,  
University of Colorado,  
Boulder, 1999

### PROFESSIONAL EXPERIENCE

Senior Paleontologist, LSA,  
Irvine, California, April  
2013–Present

Other Organizations,  
September 1997–April 2013

### PROFESSIONAL RESPONSIBILITIES

Dr. Rieboldt is an Associate and Principal Paleontologist at LSA with 21 years of experience in the paleontology and geology fields. She has conducted paleontological and geological fieldwork in California, Nevada, Utah, Wyoming, Colorado, Texas, and Alabama, and she has 8 years of experience working with natural history collections in several museums (the Field Museum of Natural History, the University of California Museum of Paleontology, and the University of Colorado Museum of Natural History). She has worked as a geologist and paleontological consultant on many different projects, including carbon sequestration and astrobiology research programs funded by the United States Department of Energy and the National Aeronautics and Space Administration, respectively, as well as on projects for the State of California Department of Parks and Recreation, Caltrans, and various private developers in California, Nevada, and Utah. Dr. Rieboldt oversees the paleontological resources program at LSA and prepares and reviews paleontological assessment reports, mitigation plans, and monitoring reports. She provides guidance on the various federal, State, and local regulations and guidelines regarding paleontological resources as they apply to projects throughout the State. She also is responsible for scheduling paleontological monitors on both large- and small-scale projects.

### RELEVANT PROJECT EXPERIENCE

#### City of Hercules, Hill Town Residential Development Project, Hercules, Contra Costa County

The Hill Town Residential Project proposed to construct approximately 600 units, of which 198 are condominiums or apartments, and the rest a combination of townhomes and motor court units on approximately 44.2 acres at the intersection of John Muir Parkway and San Pablo Avenue in Hercules. The project also included approximately 4,000 square feet of neighborhood commercial/retail space, common open space, site access, parking areas, bioretention basins, public right-of-way improvements, utility improvements, and landscaping. Dr. Rieboldt conducted the paleontological analysis for this project.

#### Town of Moraga, Canyon Road Bridge Replacement Project, Moraga, Contra Costa County

For this project, Dr. Rieboldt conducted a fossil locality search through the online collections database at the University of California Museum of Paleontology at the University of California, Berkeley, and reviewed relevant geological and paleontological literature as well as project plans and excavation depths to determine the potential for the project to impact any paleontological resources that may be present within the project area. She documented the results of this research and made recommendations regarding mitigation requirements in a paleontological resources technical memorandum. The Town of Moraga, in cooperation with Caltrans, proposed this project to replace the existing multiple-span bridge across West Branch San Leandro Creek with a single-span bridge.

#### East Bay Regional Park District, San Francisco Bay Trail: Pinole Shores to Bayfront Park Project, Pinole, Contra Costa County

The East Bay Regional Park District (EBRPD), in cooperation with Caltrans and the Federal Highway Administration, proposed modifications, construction, and improvements to the San Francisco Bay Trail, one segment of which was the Pinole Shores to Bayfront Park Project. In accordance with the mitigation requirements for development of this project, Dr. Rieboldt oversaw the paleontological resources program and scheduled monitoring as necessary and appropriate over the course of 5 months of construction. She also oversaw



the collection and description of vertebrate fossils from the Orinda Formation and prepared the Paleontological Mitigation Monitoring Report.

**Santa Clara Unified School District, Agnews East School Site Project, San Jose, Santa Clara County**

The Agnews East School Site Project involved ground disturbance that would extend deep enough to impact paleontologically sensitive sediments, and therefore, in accordance with the Mitigation, Monitoring, and Reporting Program (MMRP) for the project, required paleontological worker awareness training and on-call paleontological monitoring. For this project, Dr. Rieboldt developed hand-outs and a script describing the applicable regulations and requirements regarding resources, the sediments in the project area, the types of paleontological resources that may be encountered, and the procedures to follow in the event of a discovery. She provided all of this information in both English and Spanish. Dr. Rieboldt also assisted with identifying and addressing a discovery made on the project site during project-related ground disturbance.

**Lennar Corporation, Innovation Village Project, Fremont, Alameda County**

The Innovation Village Project involved the development of 2,214 new housing units, a new elementary school, and 1.4 million square feet of office space in Fremont, Alameda County. In accordance with the MMRP for this project, Dr. Rieboldt prepared the Paleontological Mitigation Monitoring Program (PMMP) to guide the locations and level of paleontological monitoring during development. She also oversaw the paleontological monitoring program during project-related ground-disturbing activities and prepared the final monitoring report at the conclusion of those activities to demonstrate project compliance.

**Toll Brothers, Warm Springs TOD Village Project, Fremont, Alameda County**

The Warm Springs TOD Village Project involved the development of 1,001 new residential units and 5,000 square feet of commercial space in Fremont, Alameda County. In accordance with the MMRP for this project, Dr. Rieboldt prepared the PMMP to guide the locations and levels of paleontological monitoring during development. She also oversaw the paleontological monitoring program during project-related ground-disturbing activities and prepared the final monitoring report at the conclusion of those activities to demonstrate project compliance.

**East Bay Regional Park District, Bay Area Ridge Trail - Fremont to Garin, Alameda County**

The EBRPD proposed to open approximately 5 miles of the Bay Area Ridge Trail to the public between Garin Regional Park and Vallejo Mill Historic Park at the mouth of Niles Canyon in Fremont, Alameda County. In order to determine the potential for the project to impact paleontological resources, Dr. Rieboldt conducted a fossil locality search through the online collections database at the University of California Museum of Paleontology (UCMP) at the University of California, Berkeley, reviewed relevant geological and paleontological literature, as well as project plans and excavation depths to determine the potential for the project, and directed a field survey of the project area. She documented the results of this research and made recommendations regarding mitigation requirements in response to the CEQA checklist question in the IS/MND prepared for the project.

**City of Chula Vista, On-Call Paleontological Resources Peer Review Contract, Chula Vista, San Diego County**

Dr. Rieboldt conducts the peer review of all paleontological documents under this contract. LSA provides peer review of paleontological resources documents prepared for project compliance with applicable federal, State, city, and project-specific requirements and guidelines for cultural and paleontological resources. These documents may include assessments, mitigation monitoring programs, and final mitigation reports.

**San Gabriel Valley Council of Governments/Alameda Corridor East Construction Authority, Multiple Grade Separation Projects, Los Angeles County**

Dr. Rieboldt is serving as Principal Paleontologist and is providing paleontological mitigation management services for the various grade separation projects proposed by the San Gabriel Valley Council of Governments Alameda Corridor-East Construction Authority (ACE) in Los Angeles County. Dr. Rieboldt has prepared and continues to prepare the appropriate paleontological documents (e.g., Paleontological Identification Report, Paleontological Evaluation Report, Paleontological Mitigation Plan, Paleontological Resources Impact Mitigation Program, and/or paleontological technical letter reports and memoranda) as needed depending on the project development phase. She also oversees any paleontological monitoring, fossil recovery, and reporting as required.

## LLOYD SAMPLE

PRINCIPAL IN CHARGE / ARCHAEOLOGICAL AND PALEONTOLOGICAL RESOURCES



### EXPERTISE

- Paleontological and Archaeological Monitoring Coordinator
- Chief Safety Officer
- Developer/Construction Management Liaison

### PROFESSIONAL EXPERIENCE

Principal, Safety Officer and Monitoring Coordinator for Archaeology and Paleontology, LSA, Irvine, California, February 1995–Present

### PROFESSIONAL AFFILIATIONS

Society of Vertebrate Paleontology

### PROFESSIONAL RESPONSIBILITIES

Mr. Sample serves as LSA’s Principal in Charge of the LSA Paleontological, Archaeological, and History/Historic Preservation Group. He is the paleontological and archaeological monitoring coordinator, Chief Safety Officer, and liaison with developers/construction management. He directs paleontological and archaeological staff on multiple concurrent projects. Mr. Sample is also responsible for coordinating tasks including monitoring and directing fossil salvage operations before and during earth-disturbing activities. He directs the preparation and curation of paleontological resources as well. Mr. Sample is adept at designing and setting up interpretive displays for clients.

### RELEVANT PROJECT EXPERIENCE

#### Mateo Street Park Project IS/MND, Hayward Area Recreation and Parks District, Alameda County

Mr. Sample served as the Principal in Charge for the cultural resources section of the IS/MND for the development of the neighborhood community park. The cultural resources study was conducted to identify the archaeological cultural resources in and adjacent to the project site. The three residences at the site were evaluated for their eligibility for listing in the California Register of Historical Resources (California Register). For inclusion of tribal cultural resources into the CEQA Environmental Checklist a draft notification letter about the project, including a project description and maps of the project site, was distributed to Native American tribal groups pursuant to Assembly Bill 52.

#### City of San Bruno Recreation and Aquatic Center Project

Mr. Sample is serving as the Principal in Charge for cultural and archaeological services for the project that includes the preparation of a Historic Resources Evaluation. Tasks include records searches at the Northwest Information Center and local historical archives. The Veterans Memorial building and San Bruno Park Pool were evaluated to determine their eligibility for listing in the California Register. The existing Veterans Memorial building qualified as a historical resource for the purposes of CEQA.

#### San Francisco Bay Trail: Lone Tree Point, Rodeo, Contra Costa County

Mr. Sample is the Principal in Charge for archaeological and paleontological monitoring services for the Mitigation and Monitoring Reporting Program of the Lone Tree Point project. Earlier in 2018, LSA prepared the IS/MND for this project and identified mitigation measures. The East Bay Regional Park District proposes to open approximately 2,750 feet (0.5 mile) of the San Francisco Bay Trail along the San Pablo Bay shoreline, north of the Lone Tree Point parking lot in the community of Rodeo in Contra Costa County. Project ground-disturbing activities within the vicinity of the precontact site P-07-000138/CA-CCO-258 and historic-period site LSA-BKF1702-01 were monitored. Site excavation requiring archaeological monitoring was conducted and reported to confirm project compliance with CULT-1a. Project ground-disturbing activities within the paleontologically sensitive geologic units Pinole Tuff and Neroly Formation that occur within the project site were also monitored, and a subsequent report for CULT-2 compliance confirmation was developed.



### **Santa Clara Unified School District, Agnews East School Site Project**

Mr. Sample was the Principal in Charge. The Agnews campus was located at 3534, 3556, and 3588 Zanker Road in San Jose. Prior to and during construction, as needed, LSA provided paleontological resource awareness trainings for construction project personnel to discuss the regulations regarding paleontological resources, the types of paleontological resources that may be encountered during project development, and the procedures to follow in the event of a discovery. The training sessions were provided in English and Spanish, and LSA prepared pamphlets summarizing this information in English and Spanish for distribution to project personnel. In addition, LSA was available on an on-call basis in the event of any fossil discoveries.

### **County of Orange Public Works, La Pata Avenue Gap Closure Project**

During grading activities for the La Pata Avenue Gap Closure Project, Mr. Sample served as Monitoring Coordinator for Hill International, directing monitors' duties when ground-disturbing activities occurred in sensitive sediments. This OC Public Works project took La Pata Avenue from Ortega Highway through to San Clemente. The most notable fossils recovered during the project are a Miocene walrus from the Capistrano Formation and the lower jaw of an extinct member of the baleen whale family from the 10-million-year-old Puente Formation. The recovery of fossil specimens was completed without delaying the project schedule. The paleontological discoveries were highlighted in the Orange County Register article "Digging for New Road Uncovers History: Fossils, Trash, and Pepsi Cans."

### **Paleontological Monitoring for the Bakersfield City School District Projects, Kern County**

Mr. Sample was Principal in Charge of the coordination of paleontological monitoring during development of a proposed new elementary and intermediate school located within the Bakersfield City School District in Bakersfield. Paleontological monitoring was required during ground-disturbing construction activities. The project involved development of an elementary and intermediate school. The project area was in sensitive paleontological sediments that could contain significant, non-renewable fossil resources. Monitoring was required when construction activities were in previously undisturbed sediments. LSA prepared a report discussing how monitoring was conducted and the results of the monitoring efforts.

### **Sage Hill School, City of Newport Beach**

During grading activities for the Sage Hill School, Mr. Sample served as Monitoring Coordinator for the Sage Hill School Foundation, directing monitors' duties when ground-disturbing activities occurred in sensitive sediments. Sage Hill School is an independent high school in Newport Beach. Monitoring and acceptance of the final report was promptly completed.

### **Long Beach City College, City of Long Beach**

Mr. Sample is the Project Manager coordinating all tasks including monitoring on an on-call basis for construction projects on the Long Beach City College campus. A selection of projects monitored include the GG Building, the Front Quad, Building V, the Storm Water Storage System, and the Storm Water Runoff Compliance Project.

### **Fossils in Your Backyard, various Orange County School Districts**

Mr. Sample provided paleontological/geological curriculum support and classroom visits for the "Fossils in Your Backyard" program. Transportation Corridor Agencies funded the program for 15 years that was observed by over 50,000 students in 4 years.

### **Irvine Company, Planning Areas 1, 4, 5, 6, 8, 9, 17, 18, 27, 39, 40, and 50, Future School Sites, Orange County**

As Project Manager and Monitoring Coordinator for archaeology and paleontology, Mr. Sample directs the monitors on a full-time basis when ground-disturbing activities occur in sensitive sediments for Irvine Company properties. Sensitive bedrock consisting of the Puente, Capistrano, Monterey, and Vaqueros Formations has been encountered during development of future school sites for the Irvine Unified School District and Crean Lutheran High School as well as home sites, and parks and fire stations. Various marine and terrestrial plant and animal remains, such as cetacean skulls (Odontoceti and Mysticeti) and associated postcranial material, have been recovered, identified in the field, and salvaged for future preparation and analysis. Invertebrates that were also collected included bivalves, gastropods, and sand dollars. Mr. Sample directs all involvement for cultural and paleontological resources for the Irvine Company and its subsidiaries as their sole source consultant.

## JOHN L. KUNNA

### SENIOR BIOLOGIST



#### EXPERTISE

- Preparation of Biological Resources Section of CEQA Documents
- Special-Status Species Surveys and Monitoring
- Preparation of Permit Applications

#### EDUCATION

B.A., Biology, Rutgers University, New Brunswick, New Jersey, 1998

#### PERMITS AND AUTHORIZATIONS

Independent holder of Section 10(a)(1)(A) recovery permit TE 40218B-0 for Alameda whipsnake, California red-legged frog, and California tiger salamander

Approved biologist under the ECCHCP

#### PROFESSIONAL EXPERIENCE

Senior Biologist, LSA, Point Richmond, California, June 2015–Present

Lead Biologist, Insignia Environmental, Palo Alto, California, August 2009–May 2014

Project Manager/Wildlife Biologist, Swaim Biological, Inc., Livermore, California, April 2005–August 2009

## PROFESSIONAL RESPONSIBILITIES

Mr. Kunna is a Senior Biologist with over 20 years of wildlife biology experience. He writes CEQA documents and prepares technical documents and permit applications for submittal to regulatory agencies, including the USACE, CDFW, RWQCB, and USFWS. Responsibilities also include management and preparation of biological resource studies, evaluation of and compliance with regulatory policies, and permit processing associated with California and federal wetland and endangered species regulations. He also conducts construction site monitoring and surveys for special-status species, including California tiger salamander, foothill yellow-legged frog, California red-legged frog, Alameda striped racer, San Francisco garter snake, giant garter snake, western pond turtle, valley elderberry longhorn beetle, Lange’s metalmark butterfly, Callippe silverspot butterfly, salt marsh harvest mouse, San Joaquin kit fox, American badger, burrowing owl, Ridgway’s rail, and nesting migratory birds.

## RELEVANT PROJECT EXPERIENCE

### City of Redwood City, 1548 Maple Street Project, Redwood City

Mr. Kunna conducted a site assessment and prepared the Biological Resources section for an EIR for a proposed residential development located adjacent to Redwood Creek and San Francisco Bay Conservation and Development Commission jurisdictional areas; he integrated the findings from a tree inventory and wetland delineation and drafted mitigation measures.

### Cemex Clayton Quarry, Contra Costa County

Mr. Kunna prepared a Biological Assessment for a quarry reclamation plan and analyzed impacts to Alameda striped racer, California red-legged frog, and steelhead; and prepared an analysis of impacts to biological resources comparing original and amended mining reclamation plans. He managed updating a Biological Resources Assessment and Long-Term Revegetation Monitoring Plan in response to a planned expansion of a slide repair work area. He provided expertise on California red-legged frog for the CEQA lead agency for the EIR.

### City of Berkeley, 600 Addison Street Project, Berkeley

Mr. Kunna served as Lead Biologist for this project, assisting with the preparation of an Initial Study for the redevelopment of underutilized blocks of an industrial site with a mix of residential, office, and research and development and/or commercial uses.

### Alhambra Highlands Residential Development, Martinez, Contra Costa County

Mr. Kunna prepared a Mitigation and Monitoring Plan for the Alameda whipsnake. He assisted in the preparation of the Incidental Take Permit application.

### City of Belmont: 2 Davis Drive Office/R&D Project EIR, San Mateo County

Mr. Kunna conducted site visits as part of a technical peer review of an existing biological technical report. He then wrote the biological resources section of the EIR and responded to comments.

### Alameda County Water District, Solar Implementation Project

Mr. Kunna surveyed seven facilities where the Alameda County Water District plans to install rooftop and/or carport solar panels, and he prepared a memorandum to document that some of the sites are statutorily exempt from CEQA. He analyzed

compliance with local tree ordinances. He prepared the Biological Resources section of the IS/MND for two sites that were not exempt.

**Bay Area Ridge Trail - Fremont to Garin Regional Park, Alameda County**

Mr. Kunna conducted special-status species literature and field research and served as lead author of the Biological Resources section of the Mitigated Negative Declaration. He prepared a Biological Resources Assessment that discussed potential impacts to resources and identified mitigation measures to reduce potential impacts to less-than-significant levels. He prepared the Pre-Construction Notification for the USACE Nationwide Permit, Water Quality Certification application for the RWQCB, and Lake and Streambed Alteration Agreement for the CDFW. He documented western burrowing owl on the site and reported the findings to the California Natural Diversity Database.

**Alvarado Niles Pipeline, Cities of Union City and Fremont**

Mr. Kunna conducted a biological resources survey and prepared the Biological Resources section of a Mitigated Negative Declaration.

**Hanna Ranch, City of Novato**

Mr. Kunna prepared a biological resources memorandum identifying new impacts, potential mitigation measures, and new wildlife study requirements, in preparation of an Addendum to an existing EIR.

**Gschwend Property, San Jose, Santa Clara County**

Mr. Kunna prepared the application for the San Joaquin County Multi-Species Habitat Plan and stream setback exception request. He also prepared the response to public comments on the Biological Resources section of the IS/MND.

**Villas of Irvington, Fremont, Alameda County**

Mr. Kunna assessed the potential of a property to support special-status species; he prepared a memorandum documenting that the site conditions warranted preparation of a Categorical Exemption as the CEQA document for the proposed development.

**Meadowood Estates, Hillsborough, San Mateo County**

Mr. Kunna prepared habitat assessments for California red-legged frog, foothill yellow-legged frog, and San Francisco garter snake for a proposed residential development.

**Watson Ranch, City of American Canyon**

Mr. Kunna assessed the suitability of ranch property as mitigation for impacts to California red-legged frog; and he prepared a Biological Assessment for a 309-acre commercial and residential development.

**Meadowood Estates, Hillsborough, San Mateo County**

Mr. Kunna prepared habitat assessments for California red-legged frog, foothill yellow-legged frog, and San Francisco garter snake for a proposed residential development.

## Bruce Abelli-Amen, PG, CHg



### Principal Certified Hydrogeologist



M.S., Environmental Systems,  
Applied Geology, Humboldt  
State University, 1988

B.A., Geological Sciences,  
University of California, Santa  
Barbara

40-hour OSHA training, 1985  
Certified Hydrogeologist No.  
96, 1995

Professional Geologist No.  
5593, 1993

31 years of experience

Bruce Abelli-Amen, owner and Principal of Baseline, is a Certified Hydrogeologist, Professional Geologist, and a CEQA project manager. He also manages hazardous materials investigations. He has experience in all phases of CEQA and NEPA projects, including managing large multi-disciplinary teams of specialists in the preparation of Expanded Initial Studies, Mitigated Negative Declarations, and Environmental Impact Reports and Statements. He has managed CEQA projects for landfill decommissioning, new wastewater treatment plants, mining projects, mixed-use developments, and major water and sewer conveyance infrastructure projects.

Bruce has managed numerous on-call environmental services contracts for municipal agencies, including SF Public Works, SF Public Utilities Commission (SFPUC), Port of Oakland, Port of SF, Yolo County, City of Milpitas, Town of Windsor, and others.

He also has experience with construction management and permitting, which provides useful insights into the development of feasible and practical bid specifications and mitigation measures for identified significant CEQA impacts. He is currently the project manager for preparation of the EIR for the SFPUC's Channel Tunnel project (a nearly \$1 billion sewer conveyance capital project).

He has extensive experience managing hazardous materials investigations and has designed and implemented groundwater aquifer tests and remediation systems for the cleanup of contaminated shallow groundwater aquifers. He has managed numerous UST investigations and is familiar with local, state, and federal regulatory requirements for such investigations. Bruce managed the removal of over one dozen USTs from San Francisco fire stations under a SF Public Works on-call contract. He has supervised soil excavation, bioremediation, and backfill operations.

#### What Our Clients Say:

*Bruce Abelli-Amen's performance for the Port of San Francisco is excellent. Bruce is client-focused, anticipates my project needs, and offers creative solutions if problems arise. The BASELINE team has consistently provided great service and most importantly, there are no surprises! I know that I will get a topnotch product. – Shannon Alford, Port of San Francisco*

# Bruce Abelli-Amen, PG, CHg



**Principal  
Certified Hydrogeologist**

## Recent Projects

- San Rafael High School, Master Facilities Long-Range Program EIR, Technical Project Manager
- St. Mary's College, Master Plan EIR, Technical Reviewer for air quality, noise, hydrology, and hazardous materials
- SFPUC Channel Tunnel EIR, Project Manager
- Foster City Levee Improvement Project EIR, Technical Project Manager
- New Irvington Tunnel EIR, Hetch Hetchy Water Conveyance System, SFPUC, EIR and Groundwater Project Manager
- ACEforward-Stockton to San Jose Phased Improvement Plan EIR, Principal-in-Charge and hydrology and hazardous materials technical reviewer
- City Place EIR, Santa Clara, Project Manager for geology, groundwater hydrology and water quality, and hazardous materials sections
- Apple Campus EIR, Cupertino, Project Manager for geology, hazards, and hydrology EIR sections



# Cem Atabek



## Environmental Engineer III



**B.S., Environmental  
Engineering, University of  
California, Berkeley, 2006**

**40-hour OSHA training**

**14 years of experience**

Cem Atabek is an Environmental Engineer with 14 years of environmental consulting experience. He has managed and worked on projects related to hazardous materials management, site characterization, development and implementation of remedial actions, and soil gas mitigation for city, county, port, commercial/industrial, and school district clients. He also has extensive experience in preparation of technical content for CEQA documents including Initial Studies/Mitigated Negative Declarations (IS/MNDs), and Environmental Impact Reports (EIRs). He has worked on CEQA documents for school districts, utility districts, remediation projects, transportation/rail projects, dredging projects, levee projects, landfills, biomedical facilities/campuses, and residential and mixed-use developments. His CEQA work has been heavily focused on the topics of hazards and hazardous materials, geology and soils, and hydrology and water quality.

He has conducted investigations and remediation activities on local brownfields and leaking underground storage tank sites in California, including media contaminated with petroleum hydrocarbons, solvents, metals, and manufactured gas plant wastes.

His work has included: performing Phase I Environmental Site Assessments (ESAs) in accordance with the ASTM guidelines; development and implementation of work plans for site investigations; development and implementation of work plans for remediation activities; coordinating and performing public notification and participation activities during the site investigation and remediation process; and preparation of completion reports to document the implementation of remedial actions.

He has designed and provided oversight for the installation of remedial surface caps to prevent exposure to impacted soils, and soil gas mitigation systems to prevent migration of soil gas to indoor air, including development and implementation of Operation & Maintenance Plans.

His work has also included soil and sediment characterization in support of wetlands restoration and dredging projects, development and implementation of quality assurance/quality control and data validation procedures for environmental sampling efforts and performing human health risk assessments in accordance with Department of Toxic Substances Control (DTSC) guidelines.

Through his work, he has developed a thorough understanding of regulatory requirements and established working relationships with regulatory agency staff on the state and local levels. His technical background and experience provide useful insights into the development of feasible and practical mitigation measures for identified significant CEQA impacts.

# Cem Atabek



## Environmental Engineer III

### Recent Projects

- Contra Costa County Public Works Department, Phase I and II ESAs, 2101 Loveridge Road, Pittsburg, 2020
- Former General Electric Oakland Facility Redevelopment, EIR, 2019-2020
- Biomarin and Whistlestop/Eden Housing Project, EIR, San Rafael, 2019
- Former Potrero Power Plant, Offshore Sediment Remediation Project, IS/MND, 2016-2017
- Making Waves Academy, Charter School Campus, IS and EIR, Pittsburg, 2018
- Cal State Maritime Academy, Master Plan EIR, 2017
- 1548 Maple Street, Shorefront Development, EIR, Redwood City, 2017-2018
- Sherwin-Williams Site, Emeryville, Proposed Mixed-Use Development, EIR, 2015-2016
- Foster City Levee Improvements, EIR, 2016
- Emeryville Center of Community Life, Soil Gas Mitigation System Design and Removal Action Workplan, 2014
- Oakland Unified School District, La Escuelita Education Center, Phase I ESA, Investigation and Remediation, Project Manager, 2008-2014
- Altamont Corridor Express (*ACEforward and ACEextension*) Railroad Improvements and Expansion, EIRs, 2015-2018



**Gary K. Black, AICP, President**

**Education**

**Master of City Planning in Urban Transportation**, University of California at Berkeley

**Bachelor of Arts in Geography**, University of California at Los Angeles

**Professional Associations**

**American Institute of Certified Planners**  
**Institute of Transportation Engineers**

**Experience**

Since 1982, Mr. Black has directed a number of transportation planning, traffic engineering, parking, and transit studies. He has prepared transportation plans for the Cities of San Jose, Palo Alto, San Mateo, and San Carlos, and areawide plans for reuse of the Bay Meadows racetrack site in San Mateo, the Cargill salt ponds site in Redwood City, and many parts of San Jose (North San Jose, Downtown, Edenvale, and Evergreen). He has prepared traffic studies for new development in most cities within the Bay Area. He also has prepared numerous parking studies, including downtown parking studies for San Carlos, San Mateo, Gilroy, and San Jose.



**Representative Projects**

• **Areawide Transportation Plans:**

**Circulation Elements** for General Plans in San Mateo, Sunnyvale, San Carlos, and Palo Alto.

**Bay Meadows** – Hexagon prepared the transportation plan for redevelopment of the Bay Meadows Race Track in San Mateo into a mixed-use, transit oriented development.

**San Carlos** - Citywide study involved estimating and analyzing the traffic conditions that would occur from buildout of known development sites within the city. Intersection levels of service were calculated and recommendations were made for possible transportation network improvements.

**North San Jose** – Hexagon developed a revised development policy for North San Jose that included a long-range forecast of traffic conditions and development of a long list of necessary transportation improvements – both roads and transit. The policy resulted in the adoption of an impact fee to fund transportation improvements.

**Redwood City** – Hexagon has done the transportation planning for the proposed reuse of the Cargill salt ponds in Redwood City. The potential reuse includes essentially the development of a new town with 12,000 homes, office buildings, a shopping center, and schools.

• **Campus Studies:**

**Foothill College** –The campus is served by one ring road that is accessed through a single intersection. Hexagon staff recommended that the ring road be made one-way. Other recommendations were also made for better signage and lighting around the ring road.

**City College** – Hexagon staff was hired to measure parking demand and to determine the amount of new parking needed. Hexagon staff conducted parking occupancy surveys. Student parking in neighborhoods was estimated by comparing overnight occupancy to occupancy at typical student peak times.

**IBM Campus** - Hexagon staff was hired to address various problems occurring on the internal roads. Many recommendations came out of the study, including modifying speed limits, narrowing streets, channelizing pedestrian crossings, adding signals, and modifying intersection geometries to improve sight distance.





• **Site Traffic Analyses:**

For offices, hotels, restaurants, residential subdivisions, apartments, schools, warehouses, industrial complexes, and mixed-use developments in San Jose, Santa Clara, Sunnyvale, Milpitas, Los Gatos, Fremont, Monterey, Palo Alto, Menlo Park, Redwood City, San Carlos, San Mateo, Los Altos, Santa Rosa, Napa, Hayward, Bakersfield, Richmond, Concord, and Cupertino, California. These included estimation of future trip generation, impacts on adjacent intersections, and site-specific pedestrian and auto circulation issues such as driveway and crosswalk locations.



• **Corridor Studies:**

**Route 238 Bypass** – Mr. Black evaluated several transportation alternatives to the proposed Rte. 238 Bypass in Hayward. The Planning Area 2 Travel Forecasting model was used to project future traffic in the Central County area. The basis of the evaluation was to analyze the effects of each scenario in terms of (a) changes in traffic volumes on major roads and freeway segments, (b) congested versus uncongested vehicle miles traveled (VMT), and (c) the impacts on major street intersection operations.



• **Parking Studies:**

**San Carlos** – Staff believed that the available parking spaces were utilized to such an extent that any future development could not be accommodated. It was determined that future development could be accommodated only by planning a parking structure. A suitable site was identified, and a three-level parking structure was designed (one level underground and two levels above). To help the financial feasibility of the parking structure, it was designed to have two levels of housing above.

**San Mateo** – Due to recent and projected growth, many downtown merchants believed that more parking facilities were needed. Surveys revealed that the existing parking situation was adequate, although during peak times customers sometimes had to settle for less desirable spaces because the prime spaces were taken by employees. The study was able to show that a relatively modest increase in downtown parking meter rates combined with a small property assessment could finance an additional parking structure.



• **Major Developments:**

**Valley Fair** – Valley Fair is a 1.2 million square foot regional mall that was proposed for enlargement by approximately 300,000 square feet.

**Santana Row** – This project transformed a 1960's era shopping center into a mixed-use "Main Street" style shopping, entertainment and residential center.

**Oakridge Mall** – The proposed expansion consisted of the addition of 85,000 square feet of movie theater space plus additional retail and restaurant space.

**Evergreen Specific Plan** - The plan called for the construction of over 4,000 dwelling units on about 600 acres. Hexagon staff analyzed both on-site and off-site traffic impacts of the plan and developed the circulation element of the EIR.



# bae urban economics

Stephanie Hagar  
Associate Principal



## Education

Master of City Planning,  
UC Berkeley

Bachelor of Art,  
Psychology, UC San  
Diego

## Professional Experience

Stephanie provides strong leadership and project management to BAE engagements throughout the western US. She has extensive experience with workforce and affordable housing studies, along with deep expertise in financial feasibility, fiscal impact, economic impact, and market studies.

Stephanie has completed numerous workforce and affordable housing strategies, needs assessments, and policy studies. She recently completed housing needs assessments to evaluate the impacts of two proposed office developments and a proposed private elementary school in East Palo Alto and an assessment of housing needs related to hotel construction in Napa. Stephanie also served a key role in BAE's Los Angeles Affordable Housing Linkage Fee Nexus study and Ventura Affordable Housing Fee Study, leading the portion of each study describing the affordable housing need generated by new commercial and market-rate residential projects. Her other affordable housing policy work has included Housing Element Updates for the cities of Milpitas and Concord, CA, analyzing housing needs and potential housing development sites. Stephanie is currently serving as the project manager for Housing Element Updates for the Cities of Davis and Mountain View.

Stephanie's other housing policy work has included affordable housing and anti-displacement strategies for TOD plans in Walnut Creek, Rohnert Park, Fairfield, and South San Francisco. Stephanie has also completed Analyses of Impediments to Fair Housing Choice for the cities of Napa and Berkeley, and a Consolidated Plan for the City of Napa.

## Housing Needs Assessments and Fiscal Impact Analyses (multiple projects)

City of East Palo Alto  
Housing Needs Assessment  
Fiscal Impact Analysis

## Hotel Impact Analysis

City of Napa  
Fiscal Impact Analysis;  
Worker Housing Needs  
Assessment; Economic  
Impact Analysis

## Affordable Housing Strategy

City of Sunnyvale  
Workforce and Affordable  
Housing Needs Assessment  
Analysis of Special Housing  
Topics, Policy Analysis

## Residential and Commercial Linkage Fee Nexus Study

City of Los Angeles  
Affordable Housing Need  
Analysis; Affordable Housing  
Policy Advisory

## Affordable Housing Fee Study

City of Ventura  
Affordable Housing Need  
Analysis; Inclusionary and  
Fee Financial Feasibility  
Analysis; Affordable Housing  
Policy Advisory



## Charles Cornwall

*Principal*

### Expertise

Charles Cornwall has more than 30 years of professional experience in the fields of environmental and landscape planning. He provides advanced computer simulation and modeling expertise and is also an accomplished visual analyst and environmental planner experienced with impact assessment and aesthetic mitigation design. Employing a variety of software and hardware platforms, Mr. Cornwall has developed innovative computer techniques for high-resolution visual simulation, shadows and visual analysis, and digital photo-documentation techniques. His experience includes a wide variety of urban development and infrastructure improvement projects located throughout northern California.

A member of the American Planning Association and Association of Environmental Professionals, Mr. Cornwall has presented to the American Society of Landscape Architects, U.S. Forest Service, and university classes on the subject of computer simulation and visual assessment techniques. He has also provided professional computer training to landscape architects at the California Department of Transportation and the U.S. Forest Service.

### Representative Project Experience

- 460 24<sup>th</sup> Street Development – Oakland, California
- Brooklyn Basin Project SEIR – Oakland, California
- Downtown Cinema Mixed Use Development EIR – Redwood City, California
- Ricky's Hyatt Hotel Development – Palo Alto, California
- Marina Shores Mixed Use Development – Redwood City, California
- 1601 Mariposa Street Development – San Francisco, California
- 901 16<sup>th</sup> Street Development – San Francisco, California
- Mission Theater Historic Mixed Use Development – San Francisco, California
- Sausalito Ferry Terminal Project – Sausalito, California
- Corte Madera Inn Expansion EIR – Corte Madera, California
- Tiburon Peninsula Club – Tiburon, California
- River House Hotel Development EIR – Napa, California
- 2111 Harold Way Mixed Use Development EIR – Berkeley, California
- South Bayfront Mixed Use Development – Emeryville, California

### Education

Masters in Environmental Planning/Landscape Architecture, University of California at Berkeley

Bachelors in Conservation of Natural Resources, University of California at Berkeley



Redwood  
Bike Club

(N) 4 Story  
**B-3**  
180,704 sf

(N) **B-5**  
4 Story  
180,192 sf

(N)  
**PARKING  
STRUCTURE**  
14,200

(N) **B-6**  
2 Story

**B-7**  
RESTROOM



# LSA

[www.lsa.net](http://www.lsa.net)

Photo References:  
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<https://www.bizjournals.com/sanjose/news/2021/11/19/sri-submits-proposal-to-revamp-menlo-park-campus.html>  
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**STAFF REPORT**

**City Council**

**Meeting Date:** 9/20/2022

**Staff Report Number:** 22-184-CC

**Consent Calendar:** Approve the Parks and Recreation Commission's 2022-23 work plan

**Recommendation**

Staff recommends that the City Council receive and file the Parks and Recreation Commission's annual work plan (Attachment A.)

**Policy Issues**

The City Council policy related to the establishment of procedures, roles and responsibilities of advisory bodies was adopted in 1975 and has been amended to the current policy #CC-22-004 (Attachment B.) The policy requires that each Commission submit an annual work plan to the City Council for approval, and that the work plan be recommended by a majority of the advisory body's members.

**Background**

Per City Council Policy CC-22-004, work plans are to be developed and finalized by each advisory body, and presented to the City Council for direction and approval by September 30 of each. In 2021-22, the Parks and Recreation Commission experienced unanticipated changes in the chair and vice-chair roles, which delayed the completion of the Commission's work plan. The Parks and Recreation Commission unanimously finalized its work plan at their July 27, 2022, meeting.

**Analysis**

The Parks and Recreation Commission's work plan is intended to guide the advisory bodies work for the coming year. The work plan is aligned with City Council goals and direction, City Council approved initiatives and plans such as the Parks and Recreation Facilities Master Plan, and the needs of the Menlo Park community (Attachment A.)

**Impact on City Resources**

There is no new impact to City resources associated with this update.

**Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA Guidelines §§ 15378 and 15061(b)(3)) as it will not result in any direct or indirect physical change in the environment.



**Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

**Attachments**

- A. Parks and Recreation Commission work plan 2022-23
- B. City Council Policy CC-22-004

Report prepared by:  
Nick Szegda, Assistant Library Services Director

Report reviewed by:  
Sean Reinhart, Library and Community Services Director



**MEMORANDUM**

**Date:** 9/20/2022  
**To:** City Council  
**From:** Parks and Recreation Commission  
**Re:** Commission Work Plan for 2022-2023

**Parks and Recreation Commission Goals**

- Facilitate the goals laid out in the 2019 Parks and Recreation Master Plan.
- Provide high quality programs and services for all Menlo Park residents.
- Maintain, upgrade, and modify existing programs and facilities to meet developing community needs.
- Focus on resident input and grow relationships with residents throughout the City of Menlo park
- Prioritize accessibility, safety, and sustainability.

**Specific Examples**

- Gather and incorporate resident input on:
  - Willow Oaks park improvements
  - Athletic fields use policy
  - Pool operations
  - Pros and cons of contracting out City services
- Review the pickle ball court additions.
- Invite members of the public on commission park tours.
- Ensure that the programs and services offered at the MPCC will contribute to satisfying the needs of the neighborhood it serves, and be integrated into a system that is accessible to residents of all ages and abilities throughout the City.
- Develop strategies to mitigate the risks of off-leash dogs harming children.

Work Plan unanimously recommended for approval by the Parks and Recreation Commission at their July 27, 2022 meeting

# COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-22-004  
 Adopted May 24, 2022  
 Resolution No. 6732



<p><b>Purpose</b></p>
<p>To define policies and procedures and roles and responsibilities for Menlo Park appointed commissions and committees.</p>
<p><b>Authority</b></p>
<p>Upon its original adoption, this policy replaced the document known as “Organization of Advisory Commissions of the City of Menlo Park.”</p>
<p><b>Background</b></p>
<p>The City of Menlo Park currently has seven active Commissions and Committees. The active advisory bodies are: Complete Streets Commission, Environmental Quality Commission, Finance and Audit Committee, Housing Commission, Library Commission, Parks and Recreation Commission, and Planning Commission. Those not specified in the City Code are established by City Council ordinance or resolution. Most of these advisory bodies are established in accordance with Resolution 2801 and its amendments. Within specific areas of responsibility, each advisory body has a primary role of advising the City Council on policy matters or reviewing specific issues and carrying out assignments as directed by the City Council or prescribed by law.</p> <p>Six of the seven commissions and committees listed above are advisory in nature. The Planning Commission is both advisory and regulatory and organized according to the City Code (Ch. 2.12) and State statute (Government Code 65100 et seq., 65300-65401).</p> <p>The City has an adopted Anti-Harassment and Non-Discrimination Policy (CC-95-001), and a Travel and Expense Policy (CC-91-002), which are also applicable to all advisory bodies.</p>
<p><b>Policies and Procedures</b></p>
<p><u>Relationship to City Council, staff and media</u></p> <ul style="list-style-type: none"> <li>• Upon referral by the City Council, the commission/committee shall study referred matters and return their recommendations and advise to the City Council. With each such referral, the City Council may authorize the City staff to provide certain designated services to aid in the study.</li> <li>• Upon its own initiative, the commission/committee shall identify and raise issues to the City Council’s attention and from time to time explore pertinent matters and make recommendations to the City Council.</li> <li>• At a request of a member of the public, the commission/committee may consider appeals from City actions or inactions in pertinent areas and, if deemed appropriate, report and make recommendations to the City Council.</li> <li>• Each commission/committee is required to develop an annual work plan which will be the foundation for the work performed by the advisory body in support of City Council annual work plan. The plan, once finalized by a majority of the commission/committee, will be formally presented to the City Council for direction and approval no later than September 30 of each year and then reported out on by a representative of the advisory body at a regularly scheduled City Council meeting at least annually, but recommended twice a year. The proposed work plan must align with the City Council’s adopted work plan. When modified, the work plan must be taken to the City Council for approval. The Planning Commission is exempt from this requirement as its functions are governed by the Menlo Park municipal code (Chapter 2.12) and State law (Government Code 65100 et seq, 65300-65401).</li> <li>• Commissions and committees shall not become involved in the administrative or operational matters of City departments. Members may not direct staff to initiate major programs, conduct large studies or establish department policy. City staff assigned to furnish staff services shall be available to provide general staff assistance, such as preparation of agenda/notice materials and minutes, general review of department programs and activities, and to perform limited studies, program reviews, and other services of a general staff nature. Commissions/Committees may not establish department work programs or determine department program priorities. The responsibility for setting policy and allocating scarce City resources rests with the City’s duly elected representatives, the City Council.</li> <li>• Additional or other staff support may be provided upon a formal request to the City Council.</li> <li>• The staff liaison shall act as the commission/committee’s lead representative to the media concerning matters before the commission/committee. Commission/Committee members should refer all media inquiries to their respective liaisons for response. Personal opinions and comments may be expressed so long as the commission/committee member clarifies that his or her statements do not represent the position of the City Council.</li> <li>• Commission/Committee members will have mandatory training every two years regarding the Brown Act and</li> </ul>

## COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

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parliamentary procedures, anti-harassment training, ethics training, and other training required by the City Council or State Law. The commission/committee members may have the opportunity for additional training, such as training for chair and vice chair. Failure to comply with the mandatory training will be reported to the City Council and may result in replacement of the member by the City Council.

- Requests from commission/committee member(s) determined by the staff liaison to take one hour or more of staff time to complete, must be directed by the City Council.

### Role of City Council commission/committee liaison

City Councilmembers are assigned to serve in a liaison capacity with one or more city commission/committee. The purpose of the liaison assignment is to facilitate communication between the City Council and the advisory body. The liaison also helps to increase the City Council's familiarity with the membership, programs and issues of the advisory body. In fulfilling their liaison assignment, City Councilmembers may elect to attend commission/committee meetings periodically to observe the activities of the advisory body or simply maintain communication with the commission/committee chair on a regular basis.

City Councilmembers should be sensitive to the fact that they are not participating members of the commission/committee, but are there rather to create a linkage between the City Council and commission/committee. In interacting with commissions/committee, City Councilmembers are to reflect the views of the City Council as a body. Being a commission/committee liaison bestows no special right with respect to commission/committee business.

Typically, assignments to commission/committee liaison positions are made at the beginning of a City Council term in December. The Mayor will ask City Councilmembers which liaison assignments they desire and will submit recommendations to the full City Council regarding the various committees, boards, and commissions which City Councilmembers will represent as a liaison. In the rare instance where more than one City Councilmember wishes to be the appointed liaison to a particular commission, a vote of the City Council will be taken to confirm appointments.

### City Staff Liaison

The City has designated staff to act as a liaison between the commission/committee and the City Council. The City shall provide staff services to the commission/committee which will include:

- Developing a rapport with the Chair and commission/committee members
- Providing a schedule of meetings to the city clerk's office and commission/committee members, arranging meeting locations, maintaining the minutes and other public records of the meeting, and preparing and distributing appropriate information related to the meeting agenda.
- Advising the commission/committee on directions and priorities of the City Council.
- Informing the commission/committee of events, activities, policies, programs, etc. occurring within the scope of the commission/committee's function.
- Ensuring the city clerk is informed of all vacancies, expired terms, changes in offices, or any other changes to the commission/committee.
- Providing information to the appropriate appointed official including reports, actions, and recommendations of the committee/commission and notifying them of noncompliance by the commission/committee or chair with City policies.
- Ensuring that agenda items approved by the commission/committee are brought forth in a timely manner taking into consideration staff capacity, City Council priorities, the commission/committee work plan, and other practical matters such as the expense to conduct research or prepare studies, provided appropriate public notification, and otherwise properly prepare the item for commission/committee consideration.
- Take action minutes; upon agreement of the commission, this task may be performed by one of the members (staff is still responsible for the accuracy and formatting of the minutes)
- Maintain a minute book with signed minutes

### Recommendations, requests and reports

As needed, near the beginning of City Council meetings, there will be an item called "Commission/Committee Reports." At this time, commissions/committees may present recommendations or status reports and may request direction and support from the City Council. Such requests shall be communicated to the staff liaison in advance, including any written materials, so that they may be listed on the agenda and distributed with the agenda packet. The materials being

## COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

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provided to the City Council must be approved by a majority of the commission/committee at a commission/committee meeting before submittal to the City Council. The City Council will receive such reports and recommendations and, after suitable study and discussion, respond or give direction.

### City Council referrals

The city clerk shall transmit to the designated staff liaison all referrals and requests from the City Council for advice and recommendations. The commissions/committees shall expeditiously consider and act on all referrals and requests made by the City Council and shall submit reports and recommendations to the City Council on these assignments.

### Public appearance of commission/committee members

When a commission/committee member appears in a non-official, non-representative capacity before the public, for example, at a City Council meeting, the member shall indicate that he or she is speaking only as an individual. This also applies when interacting with the media and on social media. If the commission/committee member appears as the representative of an applicant or a member of the public, the Political Reform Act may govern this appearance. In addition, in certain circumstances, due process considerations might apply to make a commission/committee member's appearance inappropriate. Conversely, when a member who is present at a City Council meeting is asked to address the City Council on a matter, the member should represent the viewpoint of the particular commission/committee as a whole (not a personal opinion).

### Disbanding of advisory body

Upon recommendation by the Chair or appropriate staff, any standing or special advisory body, established by the City Council and whose members were appointed by the City Council, may be declared disbanded due to lack of business, by majority vote of the City Council.

### Meetings and officers

#### 1. *Agendas/notices/minutes*

- All meetings shall be open and public and shall conduct business through published agendas, public notices and minutes and follow all of the Brown Act provisions governing public meetings. Special, canceled and adjourned meetings may be called when needed, subject to the Brown Act provisions.
- Support staff for each commission/committee shall be responsible for properly noticing and posting all regular, special, canceled and adjourned meetings. Copies of all meeting agendas, notices and minutes shall be provided to the City Council, city manager, city attorney, city clerk and other appropriate staff, as requested.
- Original agendas and minutes shall be filed and maintained by support staff in accordance with the City's adopted records retention schedule.
- The official record of the commissions/committees will be preserved by preparation of action minutes.

#### 2. *Conduct and parliamentary procedures*

- Unless otherwise specified by State law or City regulations, conduct of all meetings shall generally follow Robert's Rules of Order.
- A majority of commission/committee members shall constitute a quorum and a quorum must be seated before official action is taken.
- The chair of each commission/committee shall preside at all meetings and the vice chair shall assume the duties of the chair when the chair is absent.
- The role of the commission/committee chair (according to Roberts Rules of Order): To open the session at the time at which the assembly is to meet, by taking the chair and calling the members to order; to announce the business before the assembly in the order in which it is to be acted upon; to recognize members entitled to the floor; to state and put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote; to protect the assembly from annoyance from evidently frivolous or dilatory motions by refusing to recognize them; to assist in the expediting of business in every compatible with the rights of the members, as by allowing brief remarks when undebatable motions are pending, if s/he thinks it advisable; to restrain the members when engaged in debate, within the rules of order, to enforce on all occasions the observance of order and decorum among the members, deciding all questions of order (subject to an appeal to the assembly by any two members) unless when in doubt he prefers to submit the question for the decision of the assembly; to inform the assembly when necessary, or when referred to for the purpose, on a point of order to practice pertinent to pending business; to authenticate by his/her signature, when necessary, all the acts, orders, and proceedings of the assembly declaring it will and in all things obeying its commands.

## COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

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### 3. *Lack of a quorum*

- When a lack of a quorum exists at the start time of a meeting, those present will wait 15 minutes for additional members to arrive. If after 15 minutes a quorum is still not present, the meeting will be adjourned by the staff liaison due to lack of a quorum. Once the meeting is adjourned it cannot be reconvened.
- The public is not allowed to address those commissioners present during the 15 minutes the commission/committee is waiting for additional members to arrive.
- Staff can make announcements to the members during this time but must follow up with an email to all members of the body conveying the same information.
- All other items shall not be discussed with the members present as it is best to make the report when there is a quorum present.

### 4. *Meeting locations and dates*

- Meetings shall be held in designated City facilities, as noticed.
- All commissions/committees with the exception of the Planning Commission, and Finance and Audit Committee shall conduct regular meetings once a month. Special meetings may also be scheduled as required by the commission/committee. The Planning Commission shall hold regular meetings twice a month and the Finance and Audit Committee shall hold quarterly meetings.
- Monthly regular meetings shall have a fixed date and time established by the commission/committee. Changes to the established regular dates and times are subject to the approval of the City Council. An exception to this rule would include any changes necessitated to fill a temporary need in order for the commission/committee to conduct its meeting in a most efficient and effective way as long as proper and adequate notification is provided to the City Council and made available to the public.

The schedule of Commission/Committee meetings is as follows:

- Complete Streets Commission – Every second Wednesday at 7 p.m.
- Environmental Quality Commission – Every third Wednesday at 6:00 p.m.
- Finance and Audit Committee – Third Wednesday of every quarter at 5:30 p.m.,
- Housing Commission – Every first Wednesday at 6:30 p.m.
- Library Commission – Every third Monday at 6:30 p.m.
- Parks and Recreation Commission – Every fourth Wednesday at 6:30 p.m.
- Planning Commission – Twice a month at 7 p.m.

Each commission/committee may establish other operational policies subject to the approval of the City Council. Any changes to the established policies and procedures shall be subject to the approval of the City Council.

### 5. *Off-premises meeting participation*

While technology allows commission/committee members to participate in meetings from a location other than the meeting location (referred to as “off-premises”), off-premises participation is discouraged given the logistics required to ensure compliance with the Brown Act and experience with technological failures disrupting the meeting. In the event that a commission/committee member believes that his or her participation is essential to a meeting, the following shall apply:

- Any commission/committee member intending to participate from an off-premise location shall inform the staff liaison at least two weeks in advance of the meeting.
- The off-premise location must be identified in the notice and agenda of the meeting.
- Agendas must be posted at the off-premise location.
- The off-premise location must be accessible to the public and be ADA compliant.
- The commission/committee member participating at a duly noticed off-premises location does not count toward the quorum necessary to convene a meeting of the commission/committee.
- For any one meeting, no more than one commission/committee member may participate from an off-premise location.
- All votes must be by roll call.

### 6. *Selection of chair and vice chair*

- The chair and vice chair shall be selected in May of each year by a majority of the members and shall serve for one year or until their successors are selected.
- Each commission/committee shall annually rotate its chair and vice chair.

## COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-22-004

Adopted May 24, 2022

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### G. Memberships

#### *Appointments/Oaths*

- The City Council is the appointing body for all commissions/committees. All members serve at the pleasure of the City Council for designated terms.
- All appointments and reappointments shall be made at a regularly scheduled City Council meeting, and require an affirmative vote of not less than a majority of the City Council present.
- Before taking office, all members must complete an Oath of Allegiance required by Article XX, §3, of the Constitution of the State of California. All oaths are administered by the city clerk or his/her designee.
- Appointments made during the middle of the term are for the unexpired portion of that term.

#### *Application and selection process*

- The application process begins when a vacancy occurs due to term expiration, resignation, removal or death of a member.
- The application period will normally run for a period of four weeks from the date the vacancy occurs. If there is more than one concurrent vacancy in a Commission, the application period may be extended. Applications are available from the city clerk's office and on the City's website.
- The city clerk shall notify members whose terms are about to expire whether or not they would be eligible for reappointment. If reappointment is sought, an updated application will be required.
- Applicants are required to complete and return the application form for each commission/committee they desire to serve on, along with any additional information they would like to transmit, by the established deadline. Applications sent by email are accepted; however, the form submitted must be signed.
- After the deadline of receipt of applications, the city clerk shall schedule the matter at the next available regular City Council meeting. All applications received will be submitted and made a part of the City Council agenda packet for their review and consideration. If there are no applications received by the deadline, the city clerk will extend the application period for an indefinite period of time until sufficient applications are received.
- Upon review of the applications received, the City Council reserves the right to schedule or waive interviews, or to extend the application process in the event insufficient applications are received. In either case, the city clerk will provide notification to the applicants of the decision of the City Council.
- If an interview is requested, the date and time will be designated by the City Council. Interviews are open to the public.
- The selection/appointment process by the City Council shall be conducted at a City Council meeting. The city clerk will ask each City Councilmember for their nominations; the number of nominations is limited to the number of vacancies. The candidate that receives a majority of nominations will be appointed. If there is a tie, multiple rounds of voting will occur.
- Following a City Council appointment, the city clerk shall notify successful and unsuccessful applicants accordingly, in writing. Appointees will receive copies of the City's Non-Discrimination and Sexual Harassment policies, and disclosure statements for those members who are required to file under State law as designated in the City's Conflict of Interest Code. Copies of the notification will also be distributed to support staff and the commission/committee chair.
- An orientation will be scheduled by the city clerk following an appointment (but before taking office) and a copy of this policy document will be provided at that time.

#### *Attendance*

- An Attendance Policy (CC-91-001), shall apply to all advisory bodies. Provisions of this policy are listed below.
- A compilation of attendance will be submitted to the City Council at least annually listing absences for all commissions/committee members.
- Absences, which result in attendance at less than two-thirds of their meetings during the calendar year, will be reported to the City Council and may result in replacement of the member by the City Council.
- Any member who feels that unique circumstances have led to numerous absences can appeal directly to the City Council for a waiver of this policy or to obtain a leave of absence.
- While it is expected that members be present at all meetings, the chair and staff liaison should be notified if a member knows in advance that he/she will be absent.
- When reviewing commissioners for reappointment, overall attendance at full commission meetings will be given significant consideration.

## COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

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### *Compensation*

- Members shall serve without compensation (unless specifically provided) for their services, provided, however, members shall receive reimbursement for necessary travel expenses and other expenses incurred on official duty when such expenditures have been authorized by the City Council (See Policy CC-91-002).

### *Conflict of interest and disclosure requirements*

- A Conflict of Interest Code has been updated and adopted by the City Council and the Community Development Agency pursuant to Government Code §87300 et seq. Copies of this Code are filed with the city clerk. Pursuant to the adopted Conflict of Interest Code, members serving on the Planning Commission are required to file a Statement of Economic Interest with the city clerk to disclose personal interest in investments, real property and income. This is done within 30 days of appointment and annually thereafter. A statement is also required within 30 days after leaving office.
- If a public official has a conflict of interest, the Political Reform Act may require the official to disqualify himself or herself from making or participating in a governmental decision, or using his or her official position to influence a governmental decision. Questions in this regard may be directed to the city attorney.
- In accordance with Resolution No. 6622, current and future members of the Complete Streets Commission and Housing Commission, are required to report any and all real property in Menlo Park for impacting land use, real property, and the housing element.

### *Qualifications, compositions, number*

- In most cases, members shall be residents of the City of Menlo Park and at least 18 years of age.
- Current members of any other City commission/committee are disqualified for membership, unless the regulations for that advisory body permit concurrent membership. Commission/Committee members are strongly advised to serve out the entirety of the term of their current appointment before seeking appointment on another commission/committee.
- Commission/Committee members shall be permitted to retain membership while seeking any elective office. However, members shall not use the meetings, functions or activities of such bodies for purposes of campaigning for elective office.
- There shall be seven (7) members on each commission/committee.

### *Reappointments, resignations, removals*

- Incumbents seeking a reappointment are required to complete and file an application with the city clerk by the application deadline. No person shall be reappointed to a commission/committee who has served on that same body for two consecutive terms; unless a period of one year has lapsed since the returning member last served on that commission/committee (the one-year period is flexible subject to City Council's discretion).
- Resignations must be submitted in writing to the city clerk, who will distribute copies to City Council and appropriate staff.
- The City Council may remove a member by a majority vote of the City Council without cause, notice or hearing.

### *Term of office*

- Unless specified otherwise, the term of office for all commission/committee shall be four (4) years unless a resignation or a removal has taken place. The Finance and Audit Committee term of office shall be two (2) years.
- If a person is appointed to fill an unexpired term and serves less than two years, that time will not be considered a full term. However, if a person is appointed to fill an unexpired term and serves two years or more, that time will be considered a full term.
- Terms are staggered to be overlapping four-year terms, so that all terms do not expire in any one year.
- If a member resigns before the end of his/her term, a replacement serves out the remainder of that term.

### *Vacancies*

- Vacancies are created due to term expirations, resignations, removals or death.
- Vacancies are listed on the City Council agenda and posted by the city clerk in the City Council Chambers bulletin board and on the city website.
- Whenever an unscheduled vacancy occurs in any commission/committee, a special vacancy notice shall be posted within 20 days after the vacancy occurs. Appointment shall not be made for at least 10 working days after posting of the notice (Government Code 54974).



## COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

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- On or before December 31 of each year, an appointment list of all regular advisory commissions/committees of the City Council shall be prepared by the city clerk and posted in the City Council Chambers bulletin board and on the City's website. This list is also available to the public. (Government Code 54972, Maddy Act).

### Roles and Responsibilities

#### Complete Streets Commission

The Complete Streets Commission is charged primarily with advising the City Council on multi-modal transportation issues according to the goals and policies of the City's general plan. This includes strategies to encourage safe travel, improve accessibility, and maintaining a functional and efficient transportation network for all modes and persons traveling within and around the City. The Complete Streets Commission's responsibilities would include:

- Coordination of multi-modal (motor vehicle, bicycle, transit and pedestrian) transportation facilities
- Advising City Council on ways to encourage vehicle, multi-modal, pedestrian and bicycle safety and accessibility for the City supporting the goals of the General Plan
- Coordination on providing a citywide safe routes to school plan
- Coordination with regional transportation systems
- Establishing parking restrictions and requirements according to Municipal Code sections 11.24.026 through 11.24.028

#### Environmental Quality Commission

The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, improvement and sustainability. Specific focus areas include:

- Preserving heritage trees
- Using best practices to maintain city trees
- Preserving and expanding the urban canopy
- Making determinations on appeals of heritage tree removal permits
- Administering annual Environmental Quality Awards program
- Organizing annual Arbor Day Event; typically, a tree planting event
- Advising on programs and policies related to protection of natural areas, recycling and waste reduction, environmentally sustainable practices, air and water pollution prevention, climate protection, and water and energy conservation.

#### Finance and Audit Committee

The Finance and Audit Committee is charged primarily to support delivery of timely, clear and comprehensive reporting of the City's fiscal status to the community at large. Specific focus areas include:

- Review the process for periodic financial reporting to the City Council and the public, as needed
- Review financial audit and annual financial report with the City's external auditors
- Review of the resolution of prior year audit findings
- Review of the auditor selection process and scope, as needed

#### Housing Commission

The Housing Commission is charged primarily with advising the City Council on housing matters including housing supply and housing related problems. Specific focus areas include:

- Community attitudes about housing (range, distribution, racial, social-economic problems)
- Programs for evaluating, maintaining, and upgrading the distribution and quality of housing stock in the City
- Planning, implementing and evaluating City programs under the Housing and Community Development Act of 1974
- Members serve with staff on a loan review committee for housing rehabilitation programs and a first time homebuyer loan program
- Review and recommend to the City Council regarding the Below Market Rate (BMR) program
- Initiate, review and recommend on housing policies and programs for the City
- Review and recommend on housing related impacts for environmental impact reports
- Review and recommend on State and regional housing issues
- Review and recommend on the Housing Element of the General Plan

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- The five most senior members of the Housing Commission also serve as the members of the Relocation Appeals Board (City Resolution 4290, adopted June 25, 1991).

Library Commission

The Library Commission is charged primarily with advising the City Council on matters related to the maintenance and operation of the City’s libraries and library systems. Specific focus areas include:

- The scope and degree of library activities
- Maintenance and protection of City libraries
- Evaluation and improvement of library service
- Acquisition of library materials
- Coordination with other library systems and long range planning
- Literacy and ESL programs

Parks and Recreation Commission

The Parks and Recreation Commission is charged primarily with advising the City Council on matters related to City programs and facilities dedicated to recreation. Specific focus areas include:

- Those programs and facilities established primarily for the participation of and/or use by residents of the City, including adequacy and maintenance of such facilities as parks and playgrounds, recreation buildings, facilities and equipment
- Adequacy, operation and staffing of recreation programs
- Modification of existing programs and facilities to meet developing community needs
- Long range planning and regional coordination concerning park and recreational facilities

Planning Commission

The Planning Commission is organized according to State Statute.

- The Planning Commission reviews development proposals on public and private lands for compliance with the General Plan and Zoning Ordinance.
- The Commission reviews all development proposals requiring a use permit, architectural control, variance, minor subdivision and environmental review associated with these projects. The Commission is the final decision-making body for these applications, unless appealed to the City Council.
- The Commission serves as a recommending body to the City Council for major subdivisions, rezoning’s, conditional development permits, Zoning Ordinance amendments, General Plan amendments and the environmental reviews and Below Market Rate (BMR) Housing Agreements associated with those projects.
- The Commission works on special projects as assigned by the City Council.

**Special Advisory Bodies**

The City Council has the authority to create standing committees, task forces or subcommittees for the City, and from time to time, the City Council may appoint members to these groups. The number of persons and the individual appointee serving on each group may be changed at any time by the City Council. There are no designated terms for members of these groups; members are appointed by and serve at the pleasure of the City Council.

Any requests of city commissions or committees to create such ad hoc advisory bodies shall be submitted in writing to the city clerk for City Council consideration and approval.

**Procedure history**

Action	Date	Notes
Procedure adoption	1991	Resolution No. 3261
Procedure adoption	2001	
Procedure adoption	2011	
Procedure adoption	2013	Resolution No. 6169
Procedure adoption	2017	Resolution No. 6377

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Procedure adoption	6/8/2021	Resolution No. 6631
Procedure adoption	3/1/2022	Resolution No. 6706
Procedure adoption	3/8/2022	Resolution No. 6718
Procedure adoption	5/24/2022	Resolution No. 6732



**STAFF REPORT**

**City Council**

**Meeting Date:** 9/20/2022

**Staff Report Number:** 22-185-CC

**Regular Business:** Adopt resolutions authorizing staff to submit applications to the San Mateo County Transportation Authority for Measure A & W Pedestrian and Bicycle Program

**Recommendation**

Staff recommends that the City Council adopt resolutions authorizing staff to submit applications to the San Mateo County Transportation Authority for Measure A & W Pedestrian and Bicycle Program to support the Ringwood crossing connections project (Attachment A) and the Middle Avenue complete streets project (Attachment B.)

**Policy Issues**

The two projects are consistent with the 2016 General Plan goal and policies. These policies seek to maintain a safe, efficient, attractive, user-friendly circulation system that promotes a healthy, safe and active community and quality of life throughout Menlo Park. The two projects are both included in the City's Transportation Master Plan (TMP) and the Middle Avenue Complete Streets project is included in the City's capital improvement plan (CIP.)

**Background**

The San Mateo County Transportation Authority (TA) released their sixth call for projects for fiscal year 2023-24 and fiscal year 2024-25 for the Pedestrian and Bicycle Program August 4, 2022. This grant program includes nearly \$18 million to fund transportation projects that improve bicycling and walking accessibility and safety in San Mateo County, helping to encourage more residents to participate in active transportation.

Eligible pedestrian and bicycle projects include small (under \$1 million) and larger (over \$1 million) capital projects, plans and promotion activities, and safe routes to school projects. Most of the funding (95 percent) is for capital projects. Applicants can submit up to three applications to this program and may receive a maximum of \$5 million in total funding from the program this cycle.

Construction projects have to be implemented within three years of completing a funding agreement with the TA. The TA also requires a City Council resolution of support and commitment of matching funds to receive grant funding from this program.

The TA requires a 10 percent match from local or private funds for these grants, though a 5 percent match is possible for projects that benefit areas defined as equity priority communities. The TA permits the use of several equity definitions established by the Metropolitan Transportation Commission (the regional metropolitan planning organization for the Bay Area) or the City/County Association of Governments (CCAG) for San Mateo County.

## Analysis

Staff identified the two proposed projects based on several factors, including:

- Compatibility with grant criteria
- Consistency with the City's TMP
- Consistency with other related transportation planning and design efforts in the City and in San Mateo County
- Improvement to safe routes to school routes
- Prior direction and project priorities from City Council

The grant applications are due to SMCTA September 26, 2022. Notification of awards are anticipated in November or December 2022.

### Ringwood crossing connections project

In November 2021, the City submitted a grant to the C/CAG Transportation Development Act (TDA) Article 3 grant program for improvements, including a new raised crossing at Van Buren Road and the Ringwood Avenue pedestrian and bicycle crossing. This grant application was not successful.

The proposed grant application expands the scope from the prior application to better align with application criteria and the focus of the grant program on larger, corridor projects. In addition to the improvements at Van Buren Road and the pedestrian/bicycle overcrossing, the following elements from two TMP projects and other complementary improvements are included in the grant application (Attachment C):

- Pierce Road bikeway – the TMP includes adding a separated bikeway along Pierce Road and converting the street to one-way operation and the Transportation Impact Fee nexus study includes a bicycle boulevard on Pierce Road. This proposed project will conduct community outreach to select the desired improvements and implement an improvement on this road.
- Ringwood Avenue/Sonoma Avenue – the TMP includes a project to convert these two streets to a one-way couplet between Bay Road and Oakwood Place
- Ringwood Avenue between Oakwood Place and Van Buren Road – adding potential bicycle boulevard or traffic calming features on this street are proposed to create a continuous network on both sides of the pedestrian/bicycle bridge, providing a connection to the portion of Ringwood Avenue under study by San Mateo County and the City as part of the Coleman-Ringwood Avenues study
- Van Buren Road between the pedestrian and bicycle overcrossing and Haven House at 260 Van Buren Road – there is an approximately 300-foot sidewalk gap in this area and a potential for bike boulevard treatments to better connect people walking and bicycling between the pedestrian and bicycle bridge and both Haven House and the pedestrian entrance to Flood Park at Iris Lane

The grant would request funding to refine existing improvement plans, conduct outreach, develop final design, and implement the plans, subject to approval from City Council.

Staff estimates that the cost for this project is \$1,000,000 and is proposing to request \$900,000 from this grant source. Because this project is only partially within an equity priority area, staff is proposing to provide a 10 percent match to increase the competitiveness of the application.

Middle Avenue complete streets project

The Middle Avenue complete streets project was identified as a City Council priority in 2021 to create a safer route to school and to connect to the Middle Avenue pedestrian and bicycle undercrossing project that is under development. The objectives of the project include reducing speeds on Middle Avenue, enhancing the safety of pedestrians using Middle Avenue, and creating designated space for bicyclists along the street.

On September 13, 2022, the City Council directed staff to pursue an initial pilot of a buffered bikeway on both sides of the street that includes removal of parking on both sides of the street, traffic calming throughout the corridor, a stop sign at San Mateo Avenue Drive, a pilot closure of Blake Street at Middle Avenue, and potential pursuit of a mini-roundabout at University Drive (Attachment D.) The applicable implementing resolution and details of the evaluation criteria for the pilots will return to the City Council at an upcoming meeting. A portion of that work is the responsibility of Stanford University to implement as part of the conditions of approval for the Middle Plaza development. The remainder of the work remains the City responsibility, including traffic calming treatments on the entire street from El Camino Real to Olive Street, the Blake Street closure, the mini-roundabout, and implementing a preferred bicycle lane treatment between University Drive and Olive Street.

This grant application would primarily fund the installation of the proposed traffic calming elements on Middle Avenue, which constitute the largest portion of project cost. The grant would not commit the City to a specific bikeway design alternative, but could be used to support any of the alternatives previously shared with City Council, as well as the a pilot requested by City Council at the September 13, 2022 meeting. . Staff estimates the total cost for the project at 1,400,000. The City Council has previously allocated \$200,000 in the 5-year CIP for this project, and staff proposes to request \$1,200,000 in grant funds.

This project requires a 10 percent match because it is not located in an equity priority area. The City’s existing contribution would provide a 14 percent match for the project, exceeding the minimum requirement and increasing the competitiveness of the proposal.

**Impact on City Resources**

The estimated total cost of the two projects and expected local match is shown in Table 1. Staff has estimated match percentages for each project based on available resources (for Middle Avenue complete streets) and a strategy to exceed the minimum match, especially for projects that are not fully within equity priority areas.

Table 1: Cost estimate and city local match for Pedestrian and Bicycle Program grants				
Project	Total cost	Local match	% Match	Existing CIP funding
Ringwood crossing connections	\$1,000,000	\$100,000	10%	\$0
Middle Avenue complete streets	\$1,400,000	\$200,000	14%	\$200,000
<b>Total</b>	<b>\$2,400,000</b>	<b>\$300,000</b>		<b>\$200,000</b>

The City’s match for these projects is expected to be funded from different sources including existing capital improvement program (for Middle Avenue), Transportation Impact Fees, and the Transportation Project (Minor) funds. If the City is successful in securing grants for one or both of these projects, staff would return to the City Council to program funds as part of next fiscal year’s budget. Projects funded by these grants are required to commence within one year of receiving funding.

If the City is not successful with this grant, staff would propose to program the Ringwood crossing

connections project into a future year of the 5-year CIP and continue to seek local or grant funds.

### **Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

The proposed projects will undergo required environmental clearance when they are approved for implementation.

### **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### **Attachments**

- A. Resolution of support for Ringwood crossing connections project
- B. Resolution of support for Middle Avenue complete streets project
- C. Ringwood crossing connections project extents
- D. Middle Avenue complete streets project extents

Report prepared by:

Hugh Louch, Assistant Public Works Director - Transportation

Report reviewed by:

Nicole Nagaya, Public Works Director

**RESOLUTION NO. XXXX****RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK  
SUPPORTING THE RINGWOOD CROSSING CONNECTIONS PROJECT AND  
SUBMITTING AN APPLICATION TO THE SAN MATEO COUNTY  
TRANSPORTATION AUTHORITY FOR CYCLE 6 PEDESTRIAN AND BICYCLE  
PROGRAM FUNDING**

WHEREAS, a significant number of children use the Ringwood Avenue pedestrian and bicycle overcrossing and the surrounding streets to reach schools such as Belle Haven Elementary School, Menlo-Atherton High School, TIDE Academy, and others on daily basis and many others use the overcrossing for commuting and other purposes; and

WHEREAS, there have been a significant number of traffic collisions between vehicles and bicyclists in the vicinity of the Ringwood Avenue pedestrian and bicycle overcrossing; and

WHEREAS, the City of Menlo Park's Transportation Master Plan identifies a number of improvements for people walking and bicycling on Ringwood Avenue, Van Buren Road, and Piece Road; and

WHEREAS, the City has combined proposed improvements at these locations as the Ringwood crossing connections project (Project) to help develop a complete pedestrian and bicycle network in this area; and

WHEREAS, the Project would provide important walking and bicycling connections to pedestrian and bicycle improvements being implemented as part of the Belle Haven Traffic Calming Plan, to potential future improvements that the County of San Mateo is currently studying for Ringwood Avenue between Bay Road and Middlefield Road, and to Haven House and Flood Park; and

WHEREAS, based on the work conducted on the City's Transportation Master Plan and the Belle Haven Traffic Calming Plan, it will cost \$1,000,000 to implement the Project scope; and

WHEREAS, the Sponsor seeks \$900,000 for the Project; and

WHEREAS, the San Mateo County Transportation Authority (TA) issued a Call for Projects for the Cycle 6 Measures A and W Pedestrian and Bicycle Program on August 4, 2022; and

WHEREAS, the TA requires a resolution from the City Council:

1. Supporting the Project and application for \$900,000 in SMCTA Pedestrian and Bicycle Program funds for Project, and
2. Committing the City of Menlo Park to the completion of the Project, including the commitment of matching funds in the amount of \$100,000 needed for implementation, and
3. Certifying that any funds awarded by the TA will be used to supplement existing funds for program activities, and will not replace existing funds or resources; and
4. If funds are awarded, authorizing the Sponsor's City Manager, or designee, to sign a funding agreement or memorandum of understanding (MOU) with the TA for TA Measures A and W Pedestrian and Bicycle Program funding for the Project and to take any other actions necessary to give effect to this resolution.



NOW, THEREFORE, BE IT RESOLVED that the City of Menlo Park City Council:

1. Directs staff to submit an application to the San Mateo County Transportation Authority for Measures A and W Pedestrian and Bicycle Program funds for the Pierce Road, Ringwood Avenue, and Van Buren Road pedestrian and bicycle enhancement project;
2. Authorizes the City Manager, or designee, to execute a funding agreement or MOU with the San Mateo County Transportation Authority to encumber TA Measures A and W Pedestrian and Bicycle Program funds;
3. Commits to the completing the Project, including contributing \$100,000 of matching funds needed for Project implementation, if the requested TA funds are awarded;
4. Certifies that any funds awarded by the TA will be used to supplement existing funds for program activities, and will not replace existing funds or resources; and
5. Authorizes the City Manager, or designee, to take any other actions necessary to give effect to this resolution.

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the twentieth day of September, 2022, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this \_\_ day of September, 2022.

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Judi A. Herren, City Clerk

**RESOLUTION NO. XXXX****RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK  
SUPPORTING THE MIDDLE AVENUE COMPLETE STREETS PROJECT AND  
SUBMITTING AN APPLICATION TO THE SAN MATEO COUNTY  
TRANSPORTATION AUTHORITY FOR CYCLE 6 PEDESTRIAN AND BICYCLE  
PROGRAM FUNDING**

WHEREAS, on March 9, 2021, City Council discussed yearly work plan and priorities and directed staff to develop Middle Avenue complete streets project conceptual design options, for the entire corridor, with the following objectives:

- Enhance bicyclist and pedestrian visibility and improve safety of all street users
- Provide safe and comfortable cycling and pedestrian infrastructure and encourage sustainable mode of transportation
- Increase accessibility of the corridor by supporting improvements related to Middle Plaza and ongoing study of the grade-separated pedestrian and bicycle crossing; and,

WHEREAS, Middle Avenue is an important route to school for children traveling to Oak Knoll Elementary and Hillview Middle School, is commonly used by people commuting to Stanford University and other destinations, and is anticipated to have a substantial increase in pedestrian and bicycle traffic with the development of a new pedestrian and bicycle undercrossing of railroad tracks (currently in design); and

WHEREAS, since November 2021, the City has been conducting outreach and conceptual design for the Middle Avenue complete streets project (Project); and

WHEREAS, on September 13, 2022, the City Council provided direction to staff to pursue an initial pilot of a buffered bikeway on Middle Avenue with parking removal on both sides of the street, as well as design and installation of traffic calming and intersection improvements to advance the project; and

WHEREAS, it will cost \$1,400,000 to implement the approved Project scope; and

WHEREAS, the Sponsor seeks \$1,200,000 for the Project; and

WHEREAS, the San Mateo County Transportation Authority (TA) issued a Call for Projects for the Cycle 6 Measures A and W Pedestrian and Bicycle Program on August 4, 2022; and

WHEREAS, the TA requires a resolution from the City Council:

1. Supporting the Project and application for \$1,200,000 in SMCTA Pedestrian and Bicycle Program funds for Project, and
2. Committing the City of Menlo Park to the completion of the Project, including the commitment of matching funds in the amount of \$200,000 needed for implementation, and
3. Certifying that any funds awarded by the TA will be used to supplement existing funds for program activities, and will not replace existing funds or resources; and
4. If funds are awarded, authorizing the Sponsor's City Manager, or designee, to sign a funding agreement or memorandum of understanding (MOU) with the TA for TA Measures A and W Pedestrian and Bicycle Program funding for the Project and to take any other actions necessary to give effect to this resolution.

NOW, THEREFORE, BE IT RESOLVED that the City of Menlo Park City Council:

1. Directs staff to submit an application to the San Mateo County Transportation Authority for Measures A and W Pedestrian and Bicycle Program funds for the Middle Avenue complete streets project;
2. Authorizes the City Manager, or designee, to execute a funding agreement or MOU with the San Mateo County Transportation Authority to encumber TA Measures A and W Pedestrian and Bicycle Program funds;
3. Commits to the completing the Project, including contributing \$200,000 of matching funds needed for Project implementation, if the requested TA funds are awarded;
4. Certifies that any funds awarded by the TA will be used to supplement existing funds for program activities, and will not replace existing funds or resources; and
5. Authorizes the City Manager, or designee, to take any other actions necessary to give effect to this resolution.

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the twentieth day of September, 2022, by the following votes:

AYES:

NOES:

ABSENT:

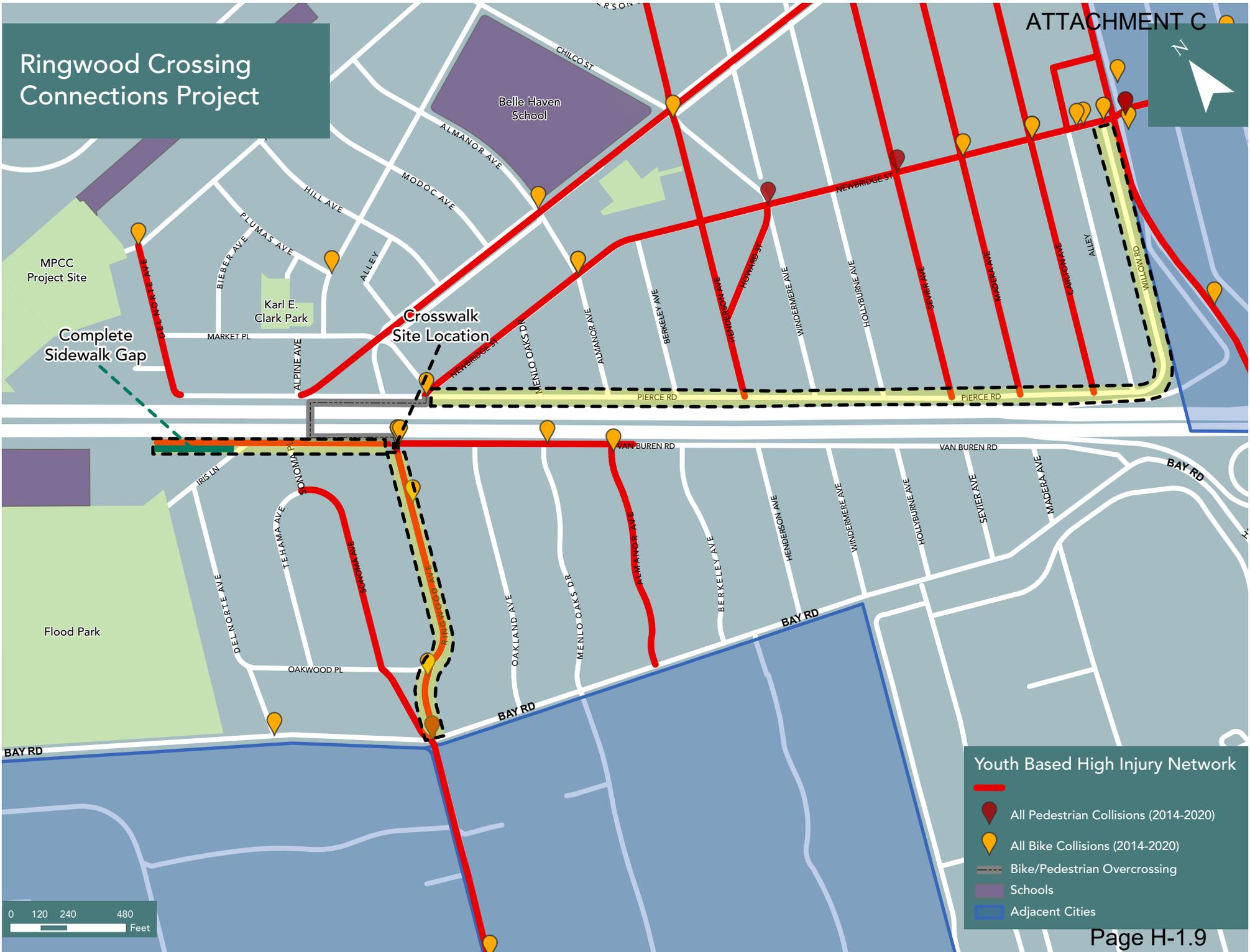
ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this \_\_ day of September, 2022.

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Judi A. Herren, City Clerk

# Ringwood Crossing Connections Project

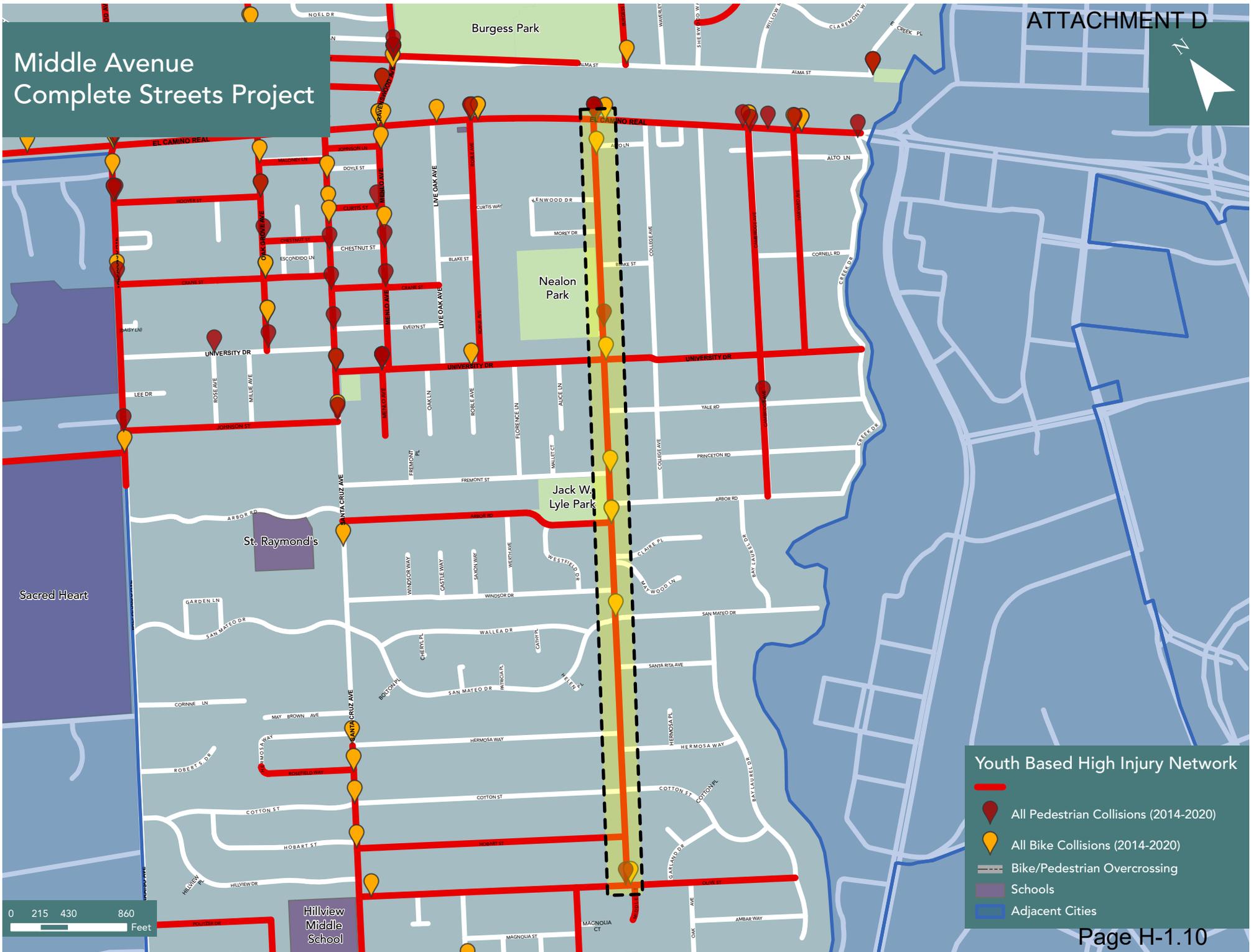


**Youth Based High Injury Network**

- All Pedestrian Collisions (2014-2020)
- All Bike Collisions (2014-2020)
- Bike/Pedestrian Overcrossing
- Schools
- Adjacent Cities



# Middle Avenue Complete Streets Project



**Youth Based High Injury Network**

- All Pedestrian Collisions (2014-2020)
- All Bike Collisions (2014-2020)
- Bike/Pedestrian Overcrossing
- Schools
- Adjacent Cities



**STAFF REPORT**

**City Council**

**Meeting Date:** 9/20/2022

**Staff Report Number:** 22-186-CC

**Informational Item:** City Council agenda topics: October 2022

**Recommendation**

The purpose of this informational item is to provide the City Council and members of the public access to the anticipated agenda items that will be presented to the City Council. The mayor and city manager set the City Council agenda so there is no action required of the City Council as a result of this informational item.

**Policy Issues**

In accordance with the City Council procedures manual, the mayor and city manager set the agenda for City Council meetings.

**Analysis**

In an effort to provide greater access to the City Council's future agenda items, staff has compiled a listing of anticipated agenda items, Attachment A, through October 20, 2022. The topics are arranged by department to help identify the work group most impacted by the agenda item.

Specific dates are not provided in the attachment due to a number of factors that influence the City Council agenda preparation process. In their agenda management, the mayor and city manager strive to compile an agenda that is most responsive to the City Council's adopted priorities and work plan while also balancing the business needs of the organization. Certain agenda items, such as appeals or State mandated reporting, must be scheduled by a certain date to ensure compliance. In addition, the meeting agendas are managed to allow the greatest opportunity for public input while also allowing the meeting to conclude around 11 p.m. Every effort is made to avoid scheduling two matters that may be contentious to allow the City Council sufficient time to fully discuss the matter before the City Council.

**Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

**Attachments**

A. City Council agenda topics: City Council agenda topics: October 2022

Report prepared by:

Judi A. Herren, Assistant to the City Manager/City Clerk

**Tentative City Council Agenda**

#	Title	Department	Item type	City Council action
1	Quarterly Personnel Activity Report	ASD	Informational	No action
2	Approve funding for 335 Pierce Road (predevelopment CLT, loan authorization docs)	CDD	Regular	Approve
3	Housing Element Update water supply assessment	CDD	Regular	Adopt resolution
4	Adopt Resolution to continue conducting the City's Council and advisory body meetings remotely due to health and safety concerns for the public	CMO	Consent	Adopt resolution
5	Authorize the city manager to execute an agreement with MPCSD and MPAEF and approve a budget amendment	CMO	Regular	Approve, Contract award or amend
6	Authorize the Mayor to sign the City's response to the San Mateo County's grand jury report: "Waiter! There's a Car in My Soup!"	CMO	Consent	Approve
7	BlocPower: prevailing wage	CMO	Informational	Decide, Direction to staff
8	Special Joint MPFPD Meeting	CMO	Meeting	
9	Proclamation: Hispanic Heritage Month	CMO	Proclamation	No action
10	Study Session on Leaf Blower Ban	CMO	Study Session	Direction to staff
11	Authorize the City Manager to issue a Request for Proposals for an aquatics operator at Burgess Pool and Menlo Park Community Campus pool	LCS	Regular	Approve
12	Commemorative park amenities policy	LCS	Regular	Approve
13	Adopt resolution to remove parking on both sides of Middle Avenue, install an all way stop at San Mateo Drive and Middle Avenue...	PW	Consent	Adopt resolution
14	Authorize an agreement with consultant for local road safety plan	PW	Consent	Approve
15	Authorize the city manager to execute an agreement with the West Bay Sanitary District regarding the provision of recycled water service within Menlo Park Municipal Water Bayfront Area, and other customers within the Recycled Water Purveyor Boundary	PW	Consent	Contract award or amend
16	Award contracts for the FY22-23 vehicle purchase	PW	Regular	Approve
17	Drought update	PW	Informational	No action
18	Local Hazard Mitigation Plan Update	PW	Informational	No action
19	Provide direction on procedure for installing all way stop signs and installation of all way stops at three locations	PW	Regular	Approve
20	Update on Caltrain grade separation project	PW	Informational	Info from staff



## STAFF REPORT

### City Council

Meeting Date: 9/20/2022  
Staff Report Number: 22-187-CC

Informational Item: Police department quarterly update – Q4 May 2022 – July 2022

### Recommendation

The purpose of this informational item is to provide an update to the public and to the City Council as requested in City Council discussions in spring and summer 2021. This is an informational item and does not require City Council action.

### Policy Issues

In accordance with the City Council informational requests and interest in Menlo Park Police Department (MPPD) activities and use of equipment, this staff report transmits information to the public.

### Analysis

In public discussions with City Council, the following information is provided through regular updates by the MPPD:

1. Results of required periodic auditing of the department's automated license plate reader (ALPR) technology. The department is required to conduct regular audits of the system to ensure it is being used appropriately.
2. Reports of interactions with animal control. Specifically, the City Council requested to be notified of any animal control hearings being held for dangerous animal in Menlo Park.
3. Use of force and Taser incidents. Committed to transparency, the MPPD will provide the number of documented use of force incidents and Taser deployments regularly. Every documented use of force incident (including Taser deployments) is investigated and reviewed by the supervisor and command staff by policy.
4. Complaints. Also in the spirit of transparency, the MPPD will provide the number of complaints received and reviewed regularly.
5. Assembly Bill 481 (AB 481.) AB 481, signed into law September 30, 2021 and applicable to agencies no later than May 1, 2022, requires that law enforcement agencies obtain the approval of City Council, through the adoption of a Military Equipment Use Policy, by ordinance at a regular meeting held pursuant to specified open meeting laws, before taking certain actions relating to the funding, acquisition or use of military equipment, as defined. The City Council adopted this ordinance at their May 10, 2022, meeting.
6. Community engagement. For a more holistic perspective, the MPPD will also be sharing a general overview of outreach activities completed by the department on a regular basis.



## Quarterly updates – Q4 - April-June 2022

### *ALPR Update*

From April through June 2022, MPPD's three mobile mounted ALPR's captured 309,947 license plates. The data captured resulted in 320 "hits" that a captured license plate was currently on an active law enforcement database or wanted list.

Additionally, MPPD also audits inquiries to the overall ALPR databases made by members of MPPD staff. Each inquiry to the database requires an articulable investigative reason (case investigation). The BOSS system was down so MPPD personnel made no inquiries during the quarter.

### *Animal Control Update*

During this reporting period, no animal control hearings for animals in Menlo Park were conducted and five citations were issued by Animal Control in our jurisdiction.

### *Use of Force Update*

From April through June 2022, MPPD was attached to 8,699 incidents, including calls for police service and proactive patrol activity. There was one use of force meeting the threshold for further documentation reported. Each reported use of force report is presented for review to the Chief and Command Staff, and any training issues are identified and addressed.

### *Complaints Update*

From April through June 2022, MPPD was attached to 8,699 incidents, including calls for police service and proactive patrol activity. Six complaints were documented either from the community or self-initiated by this Department. Each complaint is always evaluated and/or investigated according to policy.

### *AB 481 Equipment Use Update*

From April through June 2022, MPPD was attached to 8,699 incidents, including calls for police service and proactive patrol activity. During this time period, there were no operations of MPPD or SWAT personnel that resulted in the use of equipment listed in compliance with AB 481.

### *Community Engagement Update*

Menlo Park Police officers encounter opportunities regularly to interact with the community in a positive way. During the quarter from April through June 2022, Menlo Park Police officers documented 74 distinct incidents as "OUTREACH" in the computer dispatch system (CAD). While this number is the floor, not the ceiling of the total positive interactions MPPD has with the public, these incidents were entirely community engagement and public service oriented.

The 74 incidents included officers engaging in conversations over coffee with community members, passing out stickers to children, engagement during downtown foot and bicycle patrols and at the Lions Club sponsored farmers market and the Nativity Carnival, the Law Enforcement Torch Run benefiting Special Olympics of Northern CA, engagement at Juneteenth celebrations and school graduations, homeless outreach in partnership with LifeMoves, food deliveries to a family in need, outreach and education in support of Autism Awareness and Mental Health Awareness months, all in addition to numerous visits to local elementary and middle schools.

**Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

**Attachments**

None.

Report prepared by:  
Scott Mackdanz, Administrative Sergeant  
W.A. "Tony" Dixon, Police Commander  
Dave Norris, Police Chief



# DIRECTION FOR CITY-HOSTED EVENTS

City Council - September 20, 2022





## BACKGROUND

- City facilities closed in March 2020 due to the pandemic
- Severe economic recession in FY 2020-21
- City Council prioritized limited resources
- COVID-19 precautions/ rules, risk of viral spread
- Limited budget, limited staff capacity
- April 2021: City Council reviewed phase-in sequence
- Large-scale events scheduled among the last to reactivate
- Focus on smaller, simpler events in 2021-22
- Delta variant, Omicron variant
- June 2022: COVID-19 vaccines authorized for young children



## KEY CONSIDERATIONS

Staff seeks policy direction from City Council related to city-hosted community events for the following key considerations:

- City-hosted events based on holidays of religious origin. Provide policy direction regarding the City's role as a local government agency in hosting, organizing, and using public funds toward community events based on holidays of religious origin.
- Inclusion and belonging for all Menlo Park residents. Use public resources for events and experiences that are inclusive and foster a sense of belonging for all community members of every background, age, ability, income, religious belief or lack thereof, sexual orientation, and other lived experiences and characteristics that contribute to a vibrant and accepting community.



## ADDITIONAL CONSIDERATIONS

Staff seeks City Council's feedback on these considerations and any other elements that City Council desires to incorporate into City-hosted events.

- Leverage existing and new partnerships to deliver community events.
- Establish criteria for event partnerships, including roles and responsibilities, cost sharing, staff and financial support, event goals.
- Set clear guidelines for event sponsors, including criteria for sponsor recognitions and the process for evaluating sponsorship offers.
- Evaluate the cost-benefit of mass gatherings such as parades and festivals that carry increased risk and involve substantial investment of city resources in the form of staff capacity and financial outlay.
- Align event production with recent revisions to the special events ordinance, film permits ordinance, and parks and recreation ordinance.

2022					
Date (tentative)	Community event	Proposed location/s	Estimated staff time/effort*	Estimated City expenditures (not including staff costs)	Estimated number of attendees
Jul 13	Summer Concert #1	Fremont Park	low	\$5,500	280
Jul 20	Summer Concert #2	Fremont Park	low	\$5,500	180
Jul 27	Summer Concert #3	Fremont Park	low	\$5,500	150
Aug 3	Summer Concert #4	Fremont Park	low	\$5,500	230
Aug 10	Summer Concert #5	Fremont Park	low	\$5,500	250
Aug 17	Summer Concert #6	Fremont Park	low	\$5,500	500
Aug 19	Summer Concert #7	Belle Haven School Field	low	\$5,500	130
Aug 26	Summer Concert #8	Belle Haven School Field	low	\$5,500	110
Sep 24	Belle Haven resource fair	Belle Haven School Field	high	\$5,500	400
Oct 30	Halloween celebration	Flood Park (in partnership with San Mateo County Parks)	high	\$7,500	600
Nov TBD	Tree light installation	Fremont Park + Newbridge/Willow	low	\$55,000	-
Dec 2	Light up the Season event	Fremont Park	high	\$7,500	600
2023					
Jan 21	Winter movie	M-A Performing Arts Center	low	\$500	100
Feb 25	Winter movie	M-A Performing Arts Center	low	\$500	100
Feb 2023	Black History Month celebration	Burgess Park + Belle Haven School Field	medium	\$2,500	250
Feb TBD	Youth Poetry Contest	City Council Chambers	medium	\$500	200
Mar 25	Summer Camp resource fair	Burgess Park + Belle Haven School Field	medium	\$1,000	150
Apr 8	Egg Hunt	Flood Park (in partnership with San Mateo County Parks)	very high	\$7,500	800
May TBD	Youth Poster Exhibition	Main Library + Belle Haven Branch	medium	\$500	100
Jun 17	Juneteenth celebration	Belle Haven School Field	medium	\$3,000	250
July 4	Independence Day parade	Santa Cruz Ave	very high	\$7,500	1,000+
TBD	MPCC grand opening	MPCC + Kelly Park	very high	TBD	800
<b>TOTAL FY 2022-23</b>				<b>\$143,000</b>	

\* Staff time to plan/execute events is estimated as follows: Low = 1-20 total hours staff time. Medium = 21-40 hours. High = 41-60 hours. Very high = 61+ hours.



## RECOMMENDATION: LIGHT UP THE SEASON TREE LIGHTING



- Focus on inclusion for all Menlo Park residents of all faiths and belief systems, including residents who do not participate in organized religion.
- Continue the longstanding tradition of lighting trees at Fremont Park and the Willow/Newbridge intersection to signal the official start of the holiday shopping and celebratory season.
- Continue to organize and host a community event in Fremont Park to inaugurate the season and ceremonially illuminate the tree.
- Focus the Fremont Park event on encouraging residents to shop local to stimulate the local economy and aid small businesses' pandemic recovery.
- Add a new feature in the 2022 event program in which Menlo Park children from diverse faiths and belief systems share what the holiday season means to them and the many diverse ways Menlo Park families celebrate the season.





## RECOMMENDATION: EGG HUNT



- Continue the longstanding tradition of inviting local children and families to the annual springtime activity of hunting for eggs.
- Focus this event on inclusion for all Menlo Park residents of all faiths and belief systems by incorporating elements of spring renewal holidays and celebrations in diverse cultures around the world, such as Passover, Holi, Ramadan, and vernal equinox.
- Partnership with San Mateo County Parks to host the 2023 Egg Hunt and the 2022 Halloween festival at Flood Park, to leverage its 21 acres of parkland, native Oak and Bay trees, festival-ready spaces and amenities, ample free parking, and its location in Menlo Park near the US-101 bicycle and pedestrian overcrossing.



**THANK YOU**