



Item No. 11 Town of Atherton

CITY COUNCIL STAFF REPORT – CONSENT AGENDA

**TO: THE HONORABLE MAYOR AND CITY COUNCIL
GEORGE RODERICKS, CITY MANAGER**

**FROM: LISA COSTA SANDERS, TOWN PLANNER
NEAL MARTIN, PLANNING CONSULTANT**

DATE: OCTOBER 17, 2018

SUBJECT: SELECT MIG AS THE ENVIRONMENTAL CONSULTANT FOR ENVIRONMENTAL DOCUMENTATION FOR A PROPOSED STORMWATER CAPTURE FACILITY PROJECT AT CARTAN FIELD AND AUTHORIZE THE CITY ATTORNEY TO PREPARE AND THE MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT

RECOMMENDATION

Select MIG as the Environmental Consultant to prepare an environmental document for the proposed Stormwater Capture Facility Project at Cartan Field and authorize the City Attorney to prepare and the City Manager to sign a Professional Services Agreement.

BACKGROUND

On September 19, 2018 the City Council authorized the Planning Department Staff to release a Request for Proposals (RFP) to qualified environmental consulting firms for the preparation of an Initial Study and Mitigated Negative Declaration (IS/MND) for a proposed Stormwater Capture Facility Project at Cartan Field.

ANALYSIS

Planning Department Staff sent out six RFP's to qualified environmental consulting firms and received four proposals from the firms listed below.

- Michael Baker International
- Lamphier-Gregory
- MIG
- PlaceWorks

Estimated costs ranged from \$47,543 to \$85,911. The time to complete the draft IS/MND, ready for the 30-day public review, ranged from 9 weeks to 20 weeks.

A team of senior staff members consisting of Lisa Costa Sanders, Town Planner, Robert Ovadia, City Engineer/Public Works Director, Marty Hanneman, Project Manager, and Neal Martin, Planning Consultant, reviewed the proposals and recommends that the City Council select the firm of MIG to prepare the IS/MND and assist with its processing for the reasons listed below:

- The firm seems to be the most qualified since the team members who will be doing most of the work have considerable experience with similar drainage and underground tank projects.
- The firm is known to senior Atherton staff members as being reliable, meeting deadlines and working within budget constraints.
- The estimated cost of \$85,911, although slightly higher than the other firms, is a reasonable estimate for the work scope.
- The CEQA topics to be covered in the Scope of Work is complete and more extensive than some of the other firms.
- The time to complete the draft is within the staff estimated time frame.

Although the proposal states that an administrative draft of the IS/MND could be provided within 6 weeks of contracting, that schedule may be ambitious since Tetra Tech and other consultants will need to complete background studies such as a soils report, geotechnical report, Phase I Site Assessment, site survey, Heritage Tree impact plan, water quality analyses and hydrological report prior to completion of the IS/MND administrative draft.

It is further recommended that the City Council authorize the inclusion of a contingency amount of \$17,200 (approximately 20% of the cost estimate), to be used to cover unforeseen work, and only when authorized in writing by the City Manager.

It is recommended that the City Council authorize the City Attorney to prepare and the City Manager to sign the Professional Services Agreement with the firm of MIG.

POLICY FOCUS

The California Environmental Quality Act, California Public Resources Code §21000 et seq requires the preparation and adoption of an environmental document (i.e. EIR, Initial Study and Negative Declaration or Mitigated Negative Declaration, or Exemption) prior to a local agency or State agency approving or carrying out a project subject to its jurisdiction. A Stormwater Capture Facility is a project under the CEQA definition and it is under the jurisdiction of the Town and other State and Federal agencies. The City Council retains the authority to approve, modify or reject the project subsequent to adoption of the CEQA document.

FISCAL IMPACT

All costs associated with this project are paid for by the Town of Atherton from the Stormwater Capture Project budget that may be reimbursed by the State of California.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service providers (water, power, and sewer), and regional elected officials.

COMMISSION/COMMITTEE FEEDBACK/REFERRAL

This item ___ has or X has not been before a Town Committee or Commission.

- Audit/Finance Committee (meets every other month)
- Bicycle/Pedestrian Committee (meets as needed)
- PMC - Civic Center Advisory Committee (meets as needed)
- Environmental Programs Committee (meets every other month)
- Park and Recreation Committee (meets each month)
- Planning Commission (meets each month)
- Rail Committee (meets every other month)

ATTACHMENTS

Proposal from MIG



PROPOSAL AND QUALIFICATIONS FOR THE

CARTAN FIELD STORMWATER CAPTURE PROJECT

OCTOBER 2018



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Lisa Costa Sanders, Town Planner
 Neal Martin, Planning Consultant
 Town of Atherton
 91 Ashfield Road
 Atherton, CA 94027

October 2, 2018

RE: CEQA Consulting Services for the Cartan Field Stormwater Capture Project

Dear Ms. Costa Sanders and Mr. Martin,

MIG thanks you for the opportunity to submit our Qualifications and Proposal to provide California Environmental Quality Act (CEQA) Consulting Services for the Cartan Field Stormwater Capture Project. Our submission describes how MIG's past and present CEQA experience, including experience with water storage tanks and projects in and near the Town of Atherton, matches the responsibilities, scope of work, and other qualifying criteria sought by the Town. We have been providing environmental consulting services related to CEQA for over thirty-five years and have a long track record of working with many cities, counties, and special districts within San Mateo and Santa Clara counties. MIG biologists and analysts are familiar with storm drainage facilities San Mateo County having completed projects for the City of Menlo Park, Town of Hillsborough, and San Mateo County.

I would serve as the over-all Project Manager for the project. I have garnered the analytical, communications, and management skills necessary to provide the service you expect from 12 plus years of experience. Ms. Barbara Beard (Director of Environmental Analysis) would provide additional senior level support and capacity to ensure MIG maintains the City's desired environmental review schedule. Together, we would utilize staff and resources at our San Jose and Berkeley offices to complete the CEQA services in an efficient and timely manner. To complement our resources, MIG has teamed with its long-standing partner W-Trans to provide expert evaluation of potential trip generation and traffic safety impacts resulting from the project.

Our proposal reflects our current understanding of the proposed Project and sets forth the tasks, schedule, and budget to prepare an Initial Study/Mitigated Negative Declaration for the project. MIG has the capacity to achieve the project schedule desired by the Town, presuming sufficient project data is available upon notice to proceed, and has identified additional ways to slightly accelerate the project schedule. The budge estimate for the CEQA process is \$85,911, including the requested wetland delineation and W-Trans costs (there is no mark-up for subcontractor costs or expenses).

Questions regarding this proposal should be directed to Barbara or I at:

2635 N. First Street, San Jose, CA 95134 / Office Phone: 650-327-0429
 Barbara's contact information: 650-464-5271 (mobile) / bbeard@migcom.com
 Chris' contact information: 916-956-3802 (mobile) / cdugan@migcom.com

Thank you again for the opportunity to assist the Town with this important water quality project.

Sincerely,

Chris Dugan
 Senior Project Manager II

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1 QUALIFICATIONS

1.1 FIRM BACKGROUND

MIG is a California Corporation headquartered in Berkeley, California with Northern California offices in San Jose and Sacramento. MIG also has several offices in Southern California, as well as offices in Oregon, Washington, Colorado, New York and Texas.

MIG is a multidisciplinary planning firm that offers comprehensive planning and environmental consulting services with expertise in environmental impact analysis under the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA), air, greenhouse gas, and noise impact analysis, cultural resource evaluations, and biological resource evaluations, resource agency permits, ecological restoration, and construction monitoring. We offer a broad scope of services to our clients with highly qualified, experienced staff. We have built a reputation for preparing solid, defensible environmental documents in an efficient and cost-effective manner.

With 35 years of experience in its focused areas of expertise, MIG has developed a reputation for technical accuracy and innovative solutions to our client's needs. Our services are based on a thorough understanding of guiding regulations and incorporating analytical approaches to assessing environmental effects. MIG's team of environmental professionals assists our clients in navigating the sometimes complex and difficult environmental review and permitting process.

1.2 FIRM EXPERIENCE

Our environmental consulting experience encompasses a wide range of projects including public infrastructure (water supply systems, flood control facilities, sewer lines, wastewater treatment, utility corridors, bridges, and roads), public facilities (schools, fire station, health care, library, police and jail facilities, and parks), recreation trails and facilities, ecological restoration, land use and open space planning, and private development.

1.3 OFFICES FOR WORK PERFORMED

MIG is headquartered in Berkeley and has offices throughout the western United States. Nationwide, MIG has 230 employees; the MIG Environmental Services Department has 45 employees.

All work performed for the Town of Atherton (Town) under this contract would be prepared by our San Jose

office staff and supplemented with MIG's Berkeley office staff, as needed. Barbara Beard, Director of Environmental Analysis, the primary point of contact for work with the Town, is based in MIG's San Jose office.

1.4 AREAS OF EXPERTISE

MIG's areas of expertise include:

NEPA/CEQA Compliance

- Environmental Impact Documentation (CEQA/NEPA)
- Mitigation Monitoring and Reporting Programs (MMRPs)
- Peer Reviews
- Public Representation
- Regulatory Guidance and Planning Assistance

Comprehensive Local and Regional Planning

- General Plans and Master Plans
- Open Space and Habitat Conservation Plans
- Trails, Natural Areas and Greenways
- Meeting Facilitation, Community Outreach
- Mapping and GIS analysis

Habitat Restoration Design and Landscape Architecture

- Habitat Mitigation/Restoration Design Services
- Sustainable Site Design
- Environmental and Land Use Planning
- Parks and Open Space Planning and Design
- Construction Documentation and Observation

Biological Resource Evaluations

- Biological Assessments/Vegetation Mapping
- Endangered Species Surveys
- Aerial Photo Interpretation
- Natural Environment Studies
- Wetland Delineations and Jurisdictional Waters
- Species and Habitat Monitoring

Permit Assistance

- USFWS/NMFS Take Permits, Section 7 and Section 10 Consultations
- Clean Water Act Section 401 and 404 Permits
- CDFW Lake and Streambed Alteration Agreements
- Caltrans Documents
- California Coastal Commission, Coastal Development Permits
- BCDC SF Bay Administrative Permits

Cultural Resources Services

- CEQA & Section 106 Compliance
- Native American Scoping/Consultation (AB 52)
- Historic Structure and Landscape Evaluations
- Historic Literature/Records Surveys

- Archaeological/Paleontological Monitoring

Special Studies

- Air Quality and Greenhouse Gases
- Noise Modeling
- Visual Simulations
- Architectural Resource Evaluations
- Sea Level Rise Modeling and Analysis
- Storm Water Control Management Plans (SWPPPs)

Mitigation Monitoring and Permit Compliance

- Pre-Construction Biological and Cultural Surveys
- Worker Training
- Daily On-Site Monitoring
- Storm Water Compliance Inspections (QSP)
- Agency Reporting and Coordination

Additional Services

- Urban and Regional Planning
- Civil Engineering
- Green Infrastructure
- Landscape Architectural Services/ADA Compliance
- Community Outreach and Meeting Facilitation
- Web Technology
- Graphic Design
- Strategic Communications

1.5 DESCRIPTION OF SERVICES

MIG has a 35-year history of serving local cities and counties, special districts, regulatory agencies, and prime contractors, such as engineering firms, to provide CEQA and NEPA compliance, technical reports, environmental permitting, and related services.

Our environmental consulting experience encompasses a wide range of projects including public infrastructure (roads, utility corridors, bridges, water supply systems, water tanks, flood control facilities, and wastewater treatment), schools and other public facilities (airports, library, juvenile hall, county jail, city hall, fire station, police station, medical building, and parks), solid waste projects, quarries, residential and commercial development, open space, recreation trails and facilities, creek restoration, and renewable wind and solar projects.

CEQA and NEPA Compliance. We prepare all types of CEQA documents (Notice of Exemptions, Initial Studies, Negative Declarations, Mitigated Negative Declarations [IS/ND and MND], and Environmental Impact Reports [EIRs]) and NEPA documents (Categorical Exclusions, Environmental Assessments, and Environmental Impact Statements [EISs]). We keep apprised of statutory and regulatory changes and maintain our expertise by

handling a variety of projects. We assist lead agencies with CEQA public noticing requirements, scoping, response to public comment, Mitigation Monitoring and Reporting Programs (MMRPs), public representation, and project findings.

Regulatory Agency Permitting, Biology, Waters and Wetlands, Caltrans. MIG maintains a strong working relationship with various staff at the U.S. Fish and Wildlife Service (USFWS), National Marine Fisheries Service (NMFS), and California Department of Fish and Wildlife (CDFW). MIG staff members are familiar with the research methods and databases that the resource agencies expect to see in biological site assessments. MIG's wetland delineators maintain current training and can identify whether specific areas are within the jurisdiction of the U.S. Army Corps of Engineers (USACE), Regional Water Quality Control Board (RWQCB), CDFW, California Coastal Commission, and local regulatory agencies. MIG assists clients with obtaining permits or concurrence of no impact findings from various regulatory agencies by preparing technical studies, permit applications (including Joint Aquatic Resource Permit Applications [JARPA] for projects in the San Francisco Bay Area), and facilitating consultations. MIG also prepares technical documents needed for projects involving Caltrans such as detailed Preliminary Environmental Studies (PES), Natural Environment Studies (NES), and Technical Memoranda.

Peer Review and Planning Assistance. MIG assists clients by providing peer review of environmental documents and technical reports. These reviews assess adequacy in addressing environmental issues of concern in relation to CEQA/NEPA requirements and concurrence with report conclusions. MIG also provides planning assistance to state and local agencies, including guidance on implementation of habitat conservation plans (HCPs), park operations and development, local development permit applications, CEQA assistance, and formulation of project descriptions and assessments needed for grant applications.

MMRP Preparation and Compliance. MIG prepares MMRPs required by CEQA for project findings relative to an EIR or MND. These plans specify mitigation measures, responsible parties, and expected work products to demonstrate that mitigation proposed during environmental review is implemented. MIG has experience in mitigation monitoring, including operational compliance with permit conditions,

restoration work success monitoring, and construction impact monitoring in various habitat settings.

Supporting Technical Studies. MIG along with its subcontractors, as stated below, can provide a full array of technical studies needed to support CEQA compliance and regulatory permits. The qualifications of our staff to provide these studies are demonstrated by the projects listed on their resumes.

Cultural Resource Studies/Archaeological Field Monitoring. MIG staff includes archaeologists available to prepare impact assessments and conduct record searches, field evaluations, and AB52 Native American tribal consultations. MIG archaeologists also conduct worker training and mitigation monitoring.

Biological Studies. MIG specializes in many types of biological studies (e.g., biological assessments, habitat assessments, environmentally sensitive area assessments, and wetland and waters delineations) and is familiar with the federal- and state-listed species occurring in the greater Bay Area along with numerous other special-status species.

Noise Monitoring and Impact Assessment. MIG uses sound level meters to document on-site sound levels and provide a basis for determining a project's temporary or permanent increase in sound levels above ambient conditions. MIG has used computational models to estimate and predict the sound levels generated by stationary and mobile noise-generating sources such as generators, vehicles, and special events.

Air Quality/Greenhouse Gas (GHG) Impact Assessments. MIG uses air quality models to quantify mass emissions estimates (e.g., CALMOD) for comparison to appropriate thresholds of significance. When necessary, we use dispersion models to quantify pollutant concentrations (e.g., AERMOD) for comparison to appropriate air quality standards and use in health risk estimates. MIG prepares GHG/climate change impact assessments and assists with permit acquisitions/renewals and federal conformity analyses.

Stormwater/Wastewater Control Management. MIG staff includes Qualified Stormwater Pollution Prevention Plan (SWPPP) Developers and Practitioners (QSD/QSP) that are certified by the California Stormwater Quality Association to develop and oversee implementation of SWPPPs for projects that require coverage under the Construction General Permit. These services include site-specific stormwater risk

assessments, identification of Best Management Practices (BMPs) to control erosion and sedimentation on the site, and monitoring and inspection services during construction to ensure that the specified BMPs are adequate to prevent pollution of adjacent water bodies.

Bio-Engineering and Restoration Design Services. MIG's landscape architects and restoration ecologists have expertise in designing sustainable solutions to address environmental mitigation and restoration needs, including creek bio-engineering and restoration; wetland, riparian, and upland habitat creation; and environmental solutions for stormwater runoff. We utilize subconsultants when necessary to provide additional expertise in creek engineering, hydrology, and geomorphology, emphasizing environmentally creative solutions in lieu of traditionally-engineered systems.

Planning and Zoning Expertise. MIG's highly qualified planners provide planning and zoning expertise. Our planners have extensive knowledge in compliance with California Planning and Zoning Development Laws and the Subdivision Map Act as they are expressed through local statutes governing discretionary applications. MIG planners have in-depth knowledge of the Permit Streamlining Act, State Density Bonus Law, Annexations, and the Subdivision Map Act.

1.6 MIG EXPERIENCE AND REFERENCES

MIG's San Jose office (formerly TRA Environmental Sciences, Inc.) has worked extensively throughout San Mateo and Santa Clara counties on a wide range of public utility and public infrastructure projects. We have experience preparing biological resource evaluations and CEQA documentation for project involving water storage, conveyance, and treatment facilities, as well as projects located in and near the Town of Atherton, as demonstrated by the following successfully completed projects:

California Water Tank and Pump Station IS/MND and EIR (Redwood City, San Mateo County, 2013 – 2017)

MIG prepared an IS/MND on the construction of a new 0.75-million-gallon water tank with associated water pipeline and pump station facilities in the Emerald Lake Hills area of Redwood City. MIG conducted a biological survey of the undeveloped site and required mitigation for loss of oak woodland (34 trees), and potential occurrence of nesting birds, bats, and the San Francisco

dusky-footed woodrat. A risk analysis was prepared to determine design requirements for water management should the tank happen to fail in a seismic event. The project site contains Naturally Occurring Asbestos (NOA) and the air quality and hazards analysis presented the Bay Area Air Quality Management District's requirements for construction in areas with NOA. The project site is surrounded by residential development and the aesthetic impact of the proposed tank and pump station was carefully analyzed and minimized through placement of the tank on the site and the installation of extensive landscaping. The IS was circulated for public review and the comments received led the City to prepare an EIR on the project. A primary focus of the EIR is the analysis of several project alternatives identified to reduce the visual prominence of the water tank.

Lead Agency/Client: City of Redwood City

Client Contact: Phone Du, Senior Civil Engineer, City of Redwood City, Engineering & Transportation, 650-780-7385, PDU@redwoodcity.org;

California Water Company Station 6 Potable Water Tank Replacement Project IS/MND (Town of Hillsborough, San Mateo County, 2016 – 2017)

The California Water Service Company (Cal Water) is the largest investor-owned American water utility west of the Mississippi River and is the third largest in the country. In the San Francisco Bay Area, one of Cal Water's facilities, the Mid-Peninsula District (MPS) Station 6, is located in the Town of Hillsborough, adjacent to the City of San Mateo. In Spring 2016, Cal Water proposed to demolish and replace the existing water storage facilities at the site, which included a pump station (with three active pumps), an underground, concrete potable water tank with capacity to store approximately 2.8 million gallons of water, and associated site improvements, such as site utilities and landscaping. The existing tank would be replaced with a new underground water tank that would have the capacity to store approximately 3.05 million gallons of water. In September 2016, MIG completed an IS/MND for the Town of Hillsborough to support the Town's architectural design review of the project. As part of the CEQA review, MIG staff conducted a biological site visit, assisted the Town with AB52 tribal cultural resource notification requirements, and evaluated potential aesthetic, air quality, hazardous materials, and traffic impacts. MIG also worked with Town staff to provide all appropriate

noticing and distribution of the CEQA documentation, including the project Mitigation Monitoring and Reporting Plan (MMRP), responding to comments, and preparing and filing all final CEQA notices. MIG assisted the Town with testing of the existing tank to confirm the absence or presence of potentially hazardous materials such as PCBs in the tank materials and any water that may be discharged from the tank prior to deconstruction. This additional testing was performed to evaluate project and Town consistency with RWQCB requirements for reducing PCB loading into the San Francisco Bay. The results of the testing supplemented the existing CEQA documentation and addressed an area of controversy associated with the project.

Lead Agency/Client: Town of Hillsborough

Client Contact: Elizabeth Cullinan, AICP, Director of Building and Planning, Town of Hillsborough, (650) 375-7416, ecullinan@hillsborough.net

San Mateo County Government Center, Campus Development Project EIR (Redwood City, San Mateo County, 2018)

MIG prepared the EIR for San Mateo County to construct a new county administrative building (COB3) and parking structure located at the County Government Center in downtown Redwood City. The COB3 and Parking Structure project is one of several projects being pursued by San Mateo County simultaneously through its Capital Improvement Program. The County Government Center comprises nine buildings and an existing parking structure on eight city blocks. The purpose of the project is to consolidate dispersed, related department functions located in aged and leased spaces throughout San Mateo County into a single location to improve operational efficiency and service delivery, and provide financial benefits. Key project components include new construction of an office building (5-story, 121,000 SF), parking structure (5-level, 420,000 SF, 850 parking stalls), and public plaza. The project involves demolition of two existing buildings, temporary relocation of juror parking, and permanent closure of two street segments adjacent to the county buildings. The project is controversial due to potential impacts on the historic Lathrop House, which must be relocated prior to construction and increased traffic congestion from 400 county employees being relocated to the County Government Center campus. MIG provided the County with key assistance on the appropriate course of CEQA review for both the Lathrop House relocation and

COB3/Parking Structure projects to avoid piece-mealing the project. MIG addressed the traffic issue by working with the County's traffic consultant to identify the commute paths of its relocated employees to accurately identify impacted intersections and create vehicle trip reduction measures to reduce traffic impacts. MIG addressed concerns regarding the historic resource issue by working with the County's architectural historian to obtain project support from the Office of Historic Preservation.

Lead Agency/Client: San Mateo County Manager's Office, Project Development Unit (PDU)

Client Contact: Jim Mosier, Vanir Construction, San Mateo County PDU Capital Projects Manager, 415.740.5466, jim.mosier@vanir.com;

Menlo-Atherton High School Campus Facilities Master Plan EIR (Atherton, San Mateo County, 2014 – 2015)

MIG prepared a Program EIR to evaluate the potentially significant environmental impacts resulting from implementation of the District's proposed Menlo-Atherton High School (MAHS) Campus Facilities Master Plan (FMP). MAHS is an existing 38-acre campus located on Middlefield Road in the Town of Atherton adjacent to both the City of Menlo Park (on the south) and the Menlo Oaks neighborhood of unincorporated San Mateo County (on the east). Student enrollment at MAHS has been steadily increasing and is expected to reach approximately 2,600 students by the 2020-21 school year.

The MAHS FMP outlines the structural facilities needed to accommodate the growth in student enrollment forecast to occur at MAHS by 2020 and guides development at MAHS over the near- to intermediate-term (approximately the next 5 to 10 years). In general, the MAHS FMP calls for the potential addition of up to approximately 22 new classrooms and improvements to other student and administrative services facilities (e.g., athletic facilities, food preparation facilities, staff offices), as well as other minor capital repair projects. The Program EIR identifies potentially significant impacts and mitigation measures for the following resources: aesthetics (changes to visual character), air quality (fugitive dust), biological resources (nesting birds and trees), cultural resources (historic structures and undocumented resources), hazards and hazardous materials (unanticipated contamination), hydrology and water quality (stormwater), noise (project noise levels), and traffic (intersection level of service and traffic

volumes on roadways). Impacts to intersection operations and roadway segments were found to be significant and unavoidable on both a project- and cumulative-level.

Lead Agency/Client: Sequoia Union High School District

Client Contact: Matthew Zito, Chief Facilities Officer, Sequoia Union High School District, (650) 369-1411 Ext.22357, mzito@seq.org

Atherton Channel Maintenance, Biological Monitoring (Menlo Park, San Mateo County, 2015-2016)

The project involved the removal of debris and trash, in-stream vegetation, and roots on the side banks of the Atherton Channel (Channel) in Menlo Park, California in October, 2015 and October, 2016. These maintenance activities are required to maintain channel capacity and prevent flooding of adjacent areas in the vicinity of Atherton Creek. The work site is approximately 1000 feet of the Atherton Channel between Highway 101 and Haven Court Bridge located at 3723 Haven Avenue. The Channel is approximately 10 to 15 feet wide. Hand tools and a clamshell bucket were primarily used to remove trash and debris and hand tools were used for vegetation management on the creek banks. The project was covered by a Streambed Alteration Agreement (Agreement) between the City of Menlo Park (City) and the California Department of Fish and Wildlife (CDFW). MIG provided a worker environmental awareness hand-out and training, conducted a preconstruction survey for roosting bats, and performed biological monitoring to assist the City in complying with the Agreement.

Lead Agency/Client: City of Menlo Park

Client Contact: Azalea Mitch, P.E., Senior Civil Engineer, City of Menlo Park, (650) 330-6742 aamitch@menlopark.org,

Hillsborough Storm Drain Upgrades – Biological Analysis, Permit Applications, and CEQA Analysis (Town of Hillsborough, San Mateo County, 2014 – 2017)

The Town of Hillsborough is resolving significant stormwater drainage problems at Walnut Avenue, Shady Lane, and the intersection of Sandra and Hayne roads. The issues require re-routing storm drains and involve direct impacts to creeks that potentially support California red-legged frog and tree removal. MIG completed the biological analysis, CEQA Categorical

Exemption, permit applications (USACE Section 404 Nationwide Permit, RWQCB Section 401, and CDFW Section 1602) for the Walnut Avenue project, and the biological report for the Shady Lane project. MIG provided technical support to the Town when it resolved issues related to the Shady Lane and Sandra/Hayne projects and MIG provided construction monitoring services for the Walnut Avenue project in 2016-2017.

Client Contact: Misty Hasey, Consultant Assistant Engineer, Engineering Department, Town of Hillsborough, (650) 270-5844, mhasey@hillsborough.net

**Cordilleras Mental Health Center (CMHC)
Replacement Project: Biological Constraints Analysis,
Rare Plant Survey, Wetland Delineation, and EIR**

The CMHC facility was constructed in 1952 as a tuberculosis hospital and then converted to a psychiatric facility in 1968. The CMHC is located on a 20-acre parcel between the Pulgas Ridge Open Space Preserve and Edgewood Road adjacent to Redwood City. San Mateo County Department of Public Works is replacing the outdated three-story building with five smaller residential structures and a campus center building with additional beds. The new facility will increase patient capacity and the number of employees, expand parking, and provide new emergency access. MIG services included a Biological Constraints Analysis to assist the County design team in its initial feasibility study, special studies including a rare plant survey and wetland delineation, and an EIR to address potentially significant environmental effects. Pertinent issues include:

- Biologic impacts from the building footprint in riparian zone, removal of trees, and new landscaping; impacts to special-status species, nesting birds and roosting bats
- Exposure of CMHC, Canyon Oaks Youth Facility, and County Fire Station residents and staff to construction air and noise emissions
- Increased traffic generation during construction and from additional residents/visitors and employees

Lead Agency/Client: San Mateo County Public Works – Facilities Design and Planning

Contact: Sam Lin, San Mateo County Manager's Office, Project Development Unit, (650) 369-4715, slin@smcgov.org

**Los Gatos Creek Bridge Replacement
San Jose, Santa Clara County, 2017-ongoing**

The Peninsula Corridor Joint Powers Board (Caltrain, SamTrans) owns and maintains a rail line between San Francisco and Gilroy. The structurally unsound railroad bridge over Los Gatos Creek, just south of the main Diridon Station in San Jose, was earmarked for replacement, and construction started in early 2017. MIG has provided pre-construction and construction biological monitoring services, and has assisted with permit compliance issues throughout the construction period, including solving several problems associated with unusually high creek flows. The project is subject to permit conditions from the USACE, NOAA National Marine Fisheries Service, USFWS through the Santa Clara Valley Habitat Conservation Plan, the RWQCB, and the CDFW. Species of concern include nesting birds, California red-legged frog, steelhead, western pond turtle, and tri-colored blackbird. MIG monitored for each of these species and worked with Stillwater Associates to remove fish from the channel during dewatering; 600 feet of channel had to be dewatered for construction of the bridge and riparian mitigation. MIG was onsite at the start of each work day to provide worker training, check for species presence, and to monitor nesting birds, wildlife exclusion fencing, and the dewatering system. MIG has also assisted with noise meter data collection. The project schedule requires completion before the end of 2017.

Client: Louis Berger Group, Inc. MIG is a subconsultant to the Louis Berger Group under an on-call contract with the Peninsula Corridor Joint Powers Board.

Contact: Leo Tidd, Louis Berger Group, Senior Environmental Planner, (607) 280-9438, ltidd@louisberger.com

1.7 W-TRANS AREA OF EXPERTISE

For this proposal, MIG has teamed with W-Trans to provide expert evaluation of the proposed project's potential traffic and transportation impacts. The MIG/W-Trans team has worked together on multiple projects, including the Menlo Atherton High School Campus Master Plan project located at the border of Menlo Park and the Town of Atherton.

W-Trans provides traffic engineering and transportation planning services that emphasize mobility within available infrastructure and transformation of streets to serve all potential users. They are particularly skilled in retrofitting streets and roads to make walking, bicycling, and transit use safer and more convenient while also appropriately managing vehicle traffic.

W-Trans service areas include:

- Complete Streets
- Traffic Impacts
- Pedestrian Safety and Design
- Bicycle Facilities
- Safe Routes to School
- Traffic Engineering Design
- Roundabouts
- Traffic Operations
- Municipal Staff Services
- Traffic Safety
- Traffic Calming
- Parking
- Transit

1.8 W-TRANS EXPERIENCE AND REFERENCES

The MIG/W-Trans team has worked together on multiple projects, including:

- Menlo-Atherton High School Campus Facilities Master Plan EIR (Atherton, CA)
- Industrial Way Traffic Signal IS/MND (San Carlos, CA)
- Rosefield Village Low Income Housing Project Environmental Assessment (Alameda, CA)

W-Trans' relevant experience is provided below.

Menlo-Atherton High School Campus Facilities Master Plan EIR and TDM Program (Atherton, San Mateo County, 2014 – 2016)

The EIR for this project, prepared by MIG's San Jose staff, provided an evaluation of traffic and

transportation issues associated with the implementation of the Menlo Atherton High School Facilities Master Plan project. The project would add about 500 students to the campus as well as various support buildings. The transportation study presented an analysis of potential impacts to intersections, local roadway segments, highways, transit, bicycle, and pedestrian facilities. To establish a reasonable trip generation forecast, a mode share and trip generation study was conducted. Students, faculty, and staff were surveyed regarding mode share choices, and trip counts at campus entrances were used to validate the survey results. Upon completion of the EIR analysis, W-Trans was retained by the school district to prepared a comprehensive Transportation Demand Management (TDM) program for the high school. The TDM program included consensus building among several stakeholders to formulate a program aimed at reducing single occupant trips while increasing bicycle, pedestrian and transit mode share. The TDM program was adopted in 2016.

Contact: Matthew Zito, Chief Facilities Officer, Sequoia Union High School District, (650) 369-1411 Ext. 22357, mzito@seq.org

SRI Master Plan EIR (Menlo Park, San Mateo County, 2013 – 2016)

The SRI Master Plan Project in Menlo Park includes the redevelopment of a large campus in the middle of Menlo Park that is near several major local and regional roadways, a Caltrain station, and residential neighborhoods. W-Trans prepared the transportation analysis for the project EIR. Key elements include forecasting multi-modal trip generation, project phasing, and sensitivity analyses to determine trigger points for possible mitigation measures. W-Trans collaborated with the environmental team and City staff.

Contact: Justin Murphy, City of Menlo Park, Development Services Manager, (650) 330-6725, jicmurphy@menlopark.org

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2 PROPOSED WORK PLAN

In preparing the scope of work (SOW) described in this part of our proposal, MIG reviewed the following sources of information regarding the project:

- The Cartan Field Capture Stormwater Capture Alternative plan set, prepared by Tetra Tech (RFP Attachment 1)
- The Town’s draft schedule for the environmental review of the proposed project (RFP Attachment 2)
- The Town’s “Atherton Water Capture Facility Project” website¹
- The *Cartan Field Upgrade Project Draft EIR (State Clearinghouse 2013012002)*
- Email and phone communications with Neal Martin, Planning Consultant, Town of Atherton, regarding the Town’s RFP

MIG also applied our professional judgement, based on our experience preparing CEQA documentation for water storage, conveyance, and treatment facilities described in Part 1 of this proposal.

2.1 PROJECT UNDERSTANDING

The Town of Atherton (Town) is a member of the San Mateo Countywide Water Pollution Prevention Program (SMCWPPP), a program of the City/County Association of Governments of San Mateo County (C/CAG). C/CAG is a joint powers agency whose members are the County and the 20 incorporated cities and towns in San Mateo County.

SMCWPPP supports C/CAG’s member agencies in complying with the requirements of the Municipal Regional Permit (MRP) issued by the San Francisco Bay Regional Water Quality Control Board (RWQCB) to control water quality by managing stormwater runoff. The MRP requires San Mateo County permittees to incrementally reduce polychlorinated biphenyl (PCBs) and trash in storm water runoff entering San Francisco Bay over a period of years as defined in the permit. These reductions will largely be accomplished through the implementation of green infrastructure, including stormwater capture, and reuse, or infiltration to groundwater.

The Town, in conjunction with the California Department of Transportation (Caltrans), is proposing to construct an underground storage tank at Cartan

¹ <http://www.ci.atherton.ca.us/484/Atherton-Water-Capture-Facility-Project>

Field Sport Complex to capture and treat storm water runoff from Atherton Channel. The Town has entered into a Cooperative Implementation Agreement with the California Department of Transportation (Caltrans) to hire consultants to manage the project, conduct engineering and geotechnical investigations, and assist with environmental clearances.

Cartan Field is a 15-acre sports complex that consists of various athletic fields and courts (e.g., baseball, football, tennis) primarily associated with the private Menlo College (addressed at 1000 El Camino Real) and Menlo School (addressed at 50 Valparaiso Avenue) institutions. Cartan Field is bordered by a row of screening trees on the west, east and south; the wooded, concrete-lined Atherton Channel borders the fields on the north². Adjacent land uses include single family residences to the north and west, El Camino Real (State Route (SR) 82) to the east, and the Menlo College and Menlo School campuses to the south, across Alejandra Avenue. Cartan Field and the surrounding lands to the north, south, and west are all located within the Town; however, El Camino Real forms the boundary between the Town and the City of Menlo Park and the commercial buildings on the east side of El Camino Real adjacent to Cartan Field are located with the City of Menlo Park.

The proposed project would require a Development Agreement, entered into by and between the Town, Menlo College, and Menlo School, that would provide a dedicated easement for the construction, installation, and operation of the following stormwater facilities:

- A new underground storage tank with capacity to store between 6 and 10 acre-feet of water (approximately 2.0 to 3.6 million gallons)
- New diversion structures located within the Atherton Channel, including a rubber dam and inlet structure, that would divert storm water flows from the Atherton Channel to the new underground storage tank via a 54-inch diameter pipe that range from 67 feet to 1,030 feet long

² The San Francisco Peninsula generally does not follow a true north-south or east-west alignment; however, for the purposes of this document, directional references are based on the orientation of major highways (U.S. 101) and arterials (El Camino Real), which are considered to have a north-south alignment.

- New structures and equipment to capture and remove trash, debris, and sediment before it enters the underground storage tank
- New structures and equipment to filter remove PCBs, mercury, and other pollutants from storm water flows
- New structures to return the treated storm water to the Atherton Channel, including a 12-inch-diameter pipe (67 feet to 1,030 feet long), pump station, and storm water treatment equipment
- Maintenance-related equipment and facilities, such as manholes, valves, treatment vaults, etc.
- Potential equipment and facilities for use of treated storm water in irrigation systems (involving potential human contact)

The Town is considering six different alternatives for the proposed stormwater capture project (Tetra Tech 2018). The final design and implementation of the project would be driven by the following objectives:

- Contribution towards the Town's water quality load reduction requirements per the MRP mercury and PCB Total Maximum Daily Load (TMDL) limits;
- Ability to alleviate local and/or downstream flooding through storm water detention; and
- Minimization of impacts to Cartan Field activities and circulation both during construction and operation.

Regardless of the alternative selected, nearly all of the proposed stormwater capture facilities would be located below ground; some treatment and pump station equipment may be located above ground.

According to the conceptual plans for the project, the proposed underground storage tank would have a footprint of approximately 0.5 to 1.1 acres and a storage capacity between 6 and 10 acre-feet of water. Cartan Field is flat, located at approximately 58 feet above mean sea level (AMSL). The top of the tank would be located approximately 8 feet below grade (50 AMSL), while the bottom of the tank would be located at approximately 35.5 AMSL. The concrete tank would be approximately 14 feet in height and the Town would excavate between 17,346 cubic yards and 28,350 cubic yards of soil to accommodate the tank. This volume of soil removal would generate between approximately 1,446 to 2,363 round-trip truck trips (2,892 to 4,726

one-way trips). These trips are anticipated to occur during off-peak hours.; however, the IS/MND may need to incorporate off-peak truck travel as a project design feature or mitigation measure to ensure off-peak trips occur.

Project construction is anticipated to take a total of 14 months, although excavation for the tank, installation of infrastructure, and backfilling is expected to last approximately 6 months. The project is planned to be in full operation by 2020 to comply with MRP requirements.

2.2 APPROACH TO CEQA REVIEW

CEQA applies to discretionary actions that have the potential to result in a physical change in the environment. Projects subject to CEQA typically have one of three outcomes: preparation of a Notice of Exemption (NOE), an Initial Study (IS) / Mitigated Negative Declaration (MND), or an Environmental Impact Report (EIR). The Town, as CEQA lead agency, has the ultimate determination on the appropriate CEQA documentation for a potential project. Regardless of the level of CEQA documentation prepared, MIG would provide the Town with thorough, accurate, and objective input and recommendations throughout the CEQA review process so that Town staff and the City Council may make the best possible informed decision regarding the CEQA review of the proposed project.

MIG would rely on existing sources of information to the maximum extent possible and would limit new or additional work to that necessary to address the specific needs of the project and prepare an adequate CEQA document that fully addresses potential project impacts. We will perform most work in-house. To supplement our in-house expertise, MIG has teamed with W-Trans to provide an evaluation of potential trip generation and traffic safety effects during project construction.

Based on the Town's draft schedule, MIG's SOW assumes the CEQA review of the project would begin immediately. Accordingly, we have structured our SOW to take advantage of a robust kick-off meeting and initial site visit to facilitate a quick start to the project's CEQA review. In addition, as described in Section 3.1, the MIG staff that would conduct the CEQA review are experienced senior staff capable of meeting the Town's deadlines. Finally, please refer to Section 3.2 for the means by which MIG recommends streamlining the project schedule.

2.3 CEQA SCOPE OF WORK

MIG would complete the following tasks to prepare the IS/MND for the Cartan Field Stormwater Capture Project. Schedule and budget information is provided in Parts 3 and 4, respectively. Should an IS show the project may result in a potentially significant impact that clearly cannot be mitigated to a level that is less than significant, an EIR may be required for the project. This proposal does not cover the preparation of an EIR; preparation of an EIR would require MIG to prepare and submit a revised SOW and cost estimate to the Town for review and approval.

Task 1. Initiate/Kick-Off Project

Upon authorization to proceed, MIG would meet with Town staff and key personnel from the interdisciplinary team assembled by the Town to develop the project, such as the Town's consulting engineers. During this meeting the project team would: 1) Establish roles and responsibilities and lines of communication; 2) Review and define the scope of the project; 3) Confirm project deliverables; 4) Identify potential regulatory or agency needs/concerns; 5) Confirm project schedule; and 6) Tour the site (individually or collectively). The meeting and site visit would allow MIG to gather project information, further its understanding of the project's environmental and regulatory context, document site conditions, and identify any issues of particular concern for the environmental analysis. Following the site visit, MIG would identify and submit to the Town a list of additional data needed to prepare an adequate CEQA document for the project.

Task Deliverables: Kick-off meeting agenda, notes, and action items; Data Request Memo³

Task 2. Prepare Project Description and Notice of Preparation

MIG would use the information collected in Task 1 to formulate a stable and accurate description of the project. The Project Description would describe the project's location and objectives, existing site conditions, key features, and potential construction and operational characteristics. The Project Description would be supported with maps, photos, and graphics as appropriate.

The Project Description would be used to prepare the IS for the project. MIG would submit a draft Project Description to the Town for review and would incorporate any comments received on the Project Description into the Administrative Draft IS prepared as part of Task 4 (see below).

MIG's proposed budget includes one round of review for the Project Description and assumes there would not be substantial changes to the project once the Project Description has been approved.

The Project Description would also be used to prepare the Notice of Preparation (NOP) requested by the Town to expand public outreach on the project. The NOP would contain sufficient information to provide agencies, the public, and other interested parties with sufficient information to provide a meaningful opportunity to comment on the scope and content of the IS/MND; however, the NOP would be less detailed than the IS Project Description to facilitate mailing and public posting. In addition to direct mailings, MIG recommends the Town post the NOP on the City's website, and consider publishing the NOP in a newspaper of local record, such as the Almanac, at least once during the NOP public review period. MIG would prepare one admin draft NOP for the Town's review before finalizing the NOP for public distribution. MIG's SOW assumes Town staff would distribute the NOP as necessary.

Task Deliverable: Draft Project Description, Draft and Final NOP

Task 3. Document NOP Comments and Revise Project Description

Following the close of the NOP public review period, MIG would identify and review public comments that are germane to the scope and content of the Town's IS. MIG would also prepare a brief matrix summarizing the nature of the comments received and where in the IS the issue is addressed. The matrix and public comments received on the NOP would be included as an appendix to the IS. The intent of this archiving and summary task is to document the Town has carefully considered the public comments and concerns regarding the project (if any). If necessary, MIG would work with the Town to revise or modify the IS Project Description prepared in Task 1 to address any substantial comments received on the NOP.

Task Deliverable: Response to Comments Matrix, Updated Project Description (if needed)

³ Unless otherwise indicated, MIG would provide task deliverables in electronic format only.

Task 4. Prepare Administrative Draft IS/Confirm MND

MIG would prepare an Administrative Draft IS that complies with the requirements of CEQA and supports the Town in determining if the proposed project may potentially cause, either individually or cumulatively⁴, a significant effect on the environment.

The IS would evaluate, in appropriate factual detail, all aspects of the proposed project using the checklist questions identified in CEQA Guidelines Appendix G. One of the objectives of an IS is to confirm the appropriate level of CEQA documentation for a project. If there is no substantial evidence that the project may cause a significant effect on the environment, either individually or cumulatively, the Town may proceed with the preparation of an ND or MND for the proposed project. MIG would notify the Town immediately on determining whether the project would have potentially significant and unavoidable impacts and an EIR would be required.

MIG anticipates the proposed project would have little or no impact in some of the resource areas analyzed under CEQA because the project area does not include, or the proposed project activities would not have the potential to affect, the following resources: Agriculture and Forestry Resources, Land Use and Planning, Mineral Resources, Population and Housing, Public Services, and Utilities and Service Systems. The following issues and CEQA-required considerations are expected to be discussed in greatest detail in the Administrative Draft IS:

- **Aesthetics:** The evaluation would describe the existing visual conditions at the site and vicinity and the proposed visual features of the project that could influence the visual setting of the project area. In general, the proposed project involves temporary, construction-related disturbance that would not result in significant aesthetic impacts; however, the IS would consider whether the project would result in the loss of any existing screening vegetation at the site and what affect, if any, this change has on the aesthetic environment (e.g., new views of Cartan Field, light spillage or glare). MIG is not proposing the use of visual simulations in the CEQA review of the

⁴ Cumulative impacts refer to two or more individual effects, which, when considered together, are considerable or which compound or increase other environmental impacts.

project (since most facilities would be underground), but the analysis would rely upon photographs, conceptual site plans, and any architectural renderings / color building elevations of the proposed facilities provided by the Town, if available.

- **Air Quality and Greenhouse Gases (GHG):** The air quality and GHG impacts of the proposed project would be primarily generated during the construction of the project. MIG proposes to prepare a clear and concise air quality/GHG impact assessment that evaluates and quantifies the project's potential impacts in accordance with the Bay Area Air Quality Management District's (BAAQMD) CEQA Air Quality Guidelines, the Town's General Plan, and the Town's Climate Action Plan. The analysis would focus on the amount of emissions of criteria air pollutants (e.g., particulate matter, or PM, and oxides of nitrogen, or NOx) and toxic air contaminant (TAC) that would be generated by project construction and operation. MIG would use the California Emissions Estimator Model (CalEEMod) to quantify project emissions and compare project emissions levels against the latest CEQA significance thresholds recommended for use by the BAAQMD. MIG anticipates the project would need to incorporate best management practices and/or mitigation measures to reduce project construction emissions, particularly fugitive dust emissions, to less than significant levels.

The conceptual project plan set indicates the project would export between 17,346 cubic yards and 28,350 cubic yards of soil; however, the total amount of soil excavation would be higher. This amount of excavation and export is anticipated to result in a substantial amount of on-site heavy-duty diesel equipment use, on-site diesel truck idling, and off-site diesel truck trips in close proximity to residential and student receptors. MIG, therefore, proposes to conduct a construction health risk assessment (HRA) for the project. MIG would use the U.S. EPA-approved and BAAQMD-recommended regulatory model (AERMOD) to predict exposure to concentrations of diesel PM, a TAC, at sensitive receptor locations and quantify associated health risks. The constructional HRA would be prepared in accordance with the guidance and recommendations provided by the BAAQMD and

the California Office of Environmental Health Hazard Assessment's (OEHHA) Air Toxics Hot Spots Program Guidance Manual. MIG anticipates the use of late model construction equipment meeting U.S. EPA Tier III or IV emissions standards would be necessary to demonstrate project construction activities would not result in significant adverse health risks to student or residential receptors.

- Biological Resources:** The IS would summarize existing information from the biological resources studies prepared for the Cartan Field Upgrade Project Draft EIR and present the results of updated field surveys and records searches conducted in support of the wetland delineation required for the project (see description below). The existing biological setting will be described, including vegetation communities, aquatic features, and sensitive habitats that occur on the site, and special-status species known to occur or with the potential to occur on the site. Relevant federal, state, and local regulations protecting biological resources will be summarized, as well as applicable Town goals and policies. MIG will rely on previously prepared Town documents and reports, as well as the project-specific technical reports to respond to the biological resources CEQA checklist questions, utilizing appropriate mitigation from previous documents and/or recommendations from the technical reports to reduce potential impacts to less than significant levels.

Wetland Delineation

The proposed project would divert stormwater from Atherton Channel, treat it, and discharge it back into the channel. The Atherton Channel Watershed drains an area of six square miles inhabited by 6,893 people (in 2013). It is bounded by Atherton Avenue and the City of Menlo Park boundary and extends from Bay Road past Interstate 280, including portions of the Town of Atherton and the City of Menlo Park, small portions of unincorporated Stanford lands, and other minor unincorporated areas. The Atherton Channel is largely an aboveground engineered channel, but flows into underground storm drains in a few locations including at its eastern terminus, near El Camino Real, near Middlefield Road and west of Fair Oaks Avenue. It daylight again near

its western terminus, where it ultimately flows into the San Francisco Bay.

Adjacent to Cartan Field the channel is concrete lined. Nonetheless, the channel is considered a water of the U.S. Since the proposed project could discharge fill into the channel (during construction and potentially during operation), it would require a permit from the U.S. Army Corps of Engineers (USACE) pursuant to Section 404 of the Clean Water Act (as well as other water quality permits).

To support the Town's potential permitting process, MIG would review existing sources of information on the potential biological resources in the project area to document potential sensitive habitats and special-status species that may occur. The information that would be reviewed would include but is not limited to: U.S. Fish and Wildlife Service (USFWS) National Wetland Inventory; the California Department of Fish and Wildlife (CDFW) California Natural Diversity Database (CNDDB) list of listed, proposed, candidate, or sensitive species; and the California Native Plant Society Electronic Inventory of Species.

In addition to a records search, MIG would conduct a field survey to confirm field conditions, document habitat that may be present on-site, and identify any sensitive biological resources that may be subject to additional local, state or federal regulations. MIG would assess the project area using standard survey techniques, including primarily spot checking for potential habitat for special-status species. The field survey would serve to document and map existing plant communities and wildlife habitat within the proposed project area and the potential for occurrence of special-status species and important biological resources. Plant communities and other potentially sensitive biological resources may be mapped using Global Positioning Satellite (GPS) or digitized from field maps into ArcGIS 10.4. Plant and animal species observed on-site during the survey will be recorded, and representative site photographs will be taken during the survey.

An MIG wetland specialist would also delineate wetland and water features potentially regulated under Section 404 of the Clean Water Act by the (USACE), Section 401 of the Clean Water Act and the Porter-Cologne Act by the San Francisco Bay

RWQCB, and Section 1602 (Lake and Streambed Alteration) of the California Fish and Game Code by CDFW. Based on the Cartan Field Upgrade Project Biological Resources Impact Assessment prepared by Zander Associates in February 2013), MIG does not anticipate the presence of wetlands in or adjacent to the project area, particularly since the channel is concrete lined adjacent to Cartan Field. MIG, therefore, would map the Ordinary High Water Mark (OHWM) as required by the USACE and RWQCB to delineate non-wetland "other waters." As part of this effort, MIG would also delineate state jurisdictional habitats according to guidance in the California Fish and Game Code and standard field practices by CDFW personnel. All potentially jurisdictional features would be mapped using a hand-held GPS unit and/or markup by hand on available aerial imagery, topographic maps, or project maps and then downloaded/digitized onto the appropriate base map in ArcGIS.

Once the field survey is complete MIG would prepare a jurisdictional delineation report that can accompany aquatic permit application packages for the project. The report will be completed following the USACE's Minimum Standards for Acceptance of Preliminary Wetland Delineations and would include all the necessary checklist items and/or forms; the report would also include a narrative describing existing site conditions, results of the jurisdictional delineation, summary of wetlands and water features including acreage and/or linear feet, and discussion of the regulatory status of the project site.

- **Cultural / Tribal Cultural Resources:** An MIG Archaeologist would evaluate potential impacts to cultural and tribal cultural resources consistent with CEQA Guidelines Section 15064.5. MIG proposes to reference and/or incorporate the information from the 2013 Cultural Resource Assessment (CRA) prepared for the Cartan Field Improvement Project Draft EIR into the IS as much as possible. MIG is not proposing to prepare a new CRA for the proposed project; however, since the CRA is more than five years old, MIG would request an updated search of the California Historical Resources Information System (CHRIS) and Native American Heritage Commission (NAHC) Sacred Land File (SLF) to determine if any cultural resources have been discovered since 2013. In

addition, due to the proposed depth of excavation, MIG would also conduct a paleontological search with the Museum of Paleontology at UC Berkeley. MIG anticipates that standard measures for the protection of recorded (i.e., known) and unrecorded (i.e., unknown) resources, such as stop work provisions, would be incorporated into the project as Best Management Practices or mitigation measures to render impacts on cultural/tribal cultural resources a less than significant impact.

- **Geology and Soils:** Based on MIG's experience with underground water tanks, the public may be concerned about the ability of the tank to withstand a seismic event. MIG would rely on the results of site assessments and/or any geotechnical reports prepared for the project site by Tetra Tech to document the geologic and soils hazards present at the site and the measures and precautions that would apply (e.g., code requirements) or be incorporated into the project (e.g., project-specific design features or BMPs such flexible couplings) to withstand the seismic forces present at the site.
- **Hazards and Hazardous Materials:** MIG would rely on the results of a Phase 1 Site Assessment provided by the Town (if available) and any other publically-available records to document the existing conditions and hazards likely to be encountered during construction of the proposed project. If necessary, MIG would recommend measures to reduce or avoid potentially significant impacts from soil or ground water contamination, hazardous emissions, nearby natural gas pipelines, etc. The evaluation would also address potential effects associated with irrigation and potential human exposure to the treated stormwater. This impact is anticipated to be less than significant because concentrations of PCBs and other pollutants in the stormwater are anticipated to be below all applicable exposure limits set by the RWQCB and U.S. EPA.
- **Hydrology and Water Quality:** The IS would rely on existing documents (e.g., 2015 Townwide Drainage Study Update), as updated by the project team (if any), to address potential hydrology and water quality impacts. The IS would describe existing water quality and storm water conditions in the Atherton Channel (upstream and

downstream), the purpose and need for the project (i.e., to comply with the MRP), the potential construction impacts of the project, and the long-term impacts/benefits of the project. The discussion will identify standard measures used to protect water quality during construction, including potential Storm Water Pollution Prevention Plan (SWPPP) requirements.

- **Noise:** The IS would describe the existing noise and vibration environment in the project vicinity and applicable Town noise regulations, including General Plan policies related to noise. MIG proposes to rely on ambient noise measurements collected in 2013 to characterize the noise environment at and in the vicinity of Cartan Field. Although these measurements are approximately six years old, there is no evidence to indicate the ambient noise environment is substantially different than in 2013. The one exception to this is traffic-related noise, which has likely increased slightly since 2013; however, the noise environmental at sensitive residential receptors near Cartan Field was primarily a function of athletic events and local traffic, which MIG assumes has not substantially changed since 2013.

MIG would evaluate construction-related noise and vibration levels at sensitive receptor locations, as well as potential increase in noise levels along local roads that may be used for site ingress/egress and soil hauling (e.g., Alejandra Avenue). The analysis will identify typical construction equipment sound levels, quantify peak and typical construction activity noise levels, and, if necessary, identify best management practices or mitigation measures consistent with that contained in the Town's plans, policies, or regulations (e.g., restricted work hours, truck routing or trip restrictions, sound walls) that would reduce the magnitude of potential construction noise impacts to less than significance.

The proposed project may result in long-term operational noise from pumps and/or equipment necessary to clean and filter the storm water. MIG would evaluate the potential noise levels associated with this equipment. MIG anticipates pumps and other operational equipment would not result in significant operational noise levels at sensitive residential or educational receptor

locations so long as this equipment is enclosed in a building or other shelter.

- **Recreation:** The IS would evaluate the proposed project's temporary disruption to Cartan Field athletic facilities. The analysis would consider where existing athletic practices, games, etc. would be temporarily relocated to and whether this relocation would result in the accelerated deterioration of existing parks or other recreation facilities. Given the temporary nature of the project, MIG anticipates this impact would be less than significant.
- **Transportation:** MIG would work with W-Trans (see Part 1 of this proposal) to evaluate the proposed project's potential impacts to traffic and transportation. Since most of the proposed project's traffic impacts would be associated with construction activities and would occur during off peak hours, MIG and W-Trans anticipates new traffic counts and a full traffic impact analysis would not be necessary for the project. To evaluate the proposed project's potential traffic and transportation impacts, W-Trans would review up to three project alternatives for information regarding the project's construction duration (total days and hours per day), construction truck haul routes, number and type/size of trucks per day for each phase of construction, number of workers per day for phase of construction, construction staging and worker parking areas, and other known construction plan data that may affect traffic or mitigate potential traffic impacts. For each alternative, W-trans would summarize the daily and peak hour vehicle trip generation potential for each construction phase and, based on local knowledge and engineering judgment, estimate whether there are potential traffic impacts on local roadways or nearby intersections. For this task, W-Trans would review and rely on recent average daily traffic (ADT) and selected intersection peak hour counts that are available from the Town. W-Trans would also evaluate up to four intersections along construction haul routes for adequate turning radii and other safety issues, if identified.

Following completion of all environmental analyses, MIG would compile the Administrative Draft IS, complete with accompanying administrative draft ND or MND (prepared pursuant to CEQA Guidelines Section

15071), and submit the document to the project team for review and comment.

Task Deliverables: Administrative Draft IS/MND

Task 5. Finalize IS and Publish Public Draft IS/MND

Following receipt of all team comments on the Administrative Draft IS, MIG would prepare a screen check version of the document that incorporates the team's comments for final review and approval. Once approved for publication, MIG would prepare all CEQA notices for the project, including the Notice of Intent (NOI), newspaper or other public notice, and Notice of Completion and Environmental Document Transmittal (NOC), and work with the Town to distribute the IS/MND to an appropriate mailing list of agencies, organizations, and other interested individuals for review and comment. MIG would deliver the CEQA document to the State Clearinghouse; however, our SOW assumes Town staff would deliver the NOI to the County Clerk's office, physically mail the NOI to surrounding properties, and post the newspaper notice, etc. MIG would provide the Town with 50 hardcopies of the IS/MND and two electronic copies of the document on compact disc (CD). MIG would also prepare 15 CDs for distribution to the State Clearinghouse. Distribution of notices and publication of the IS/MND starts a 30-day public review period for the IS/MND.

Task Deliverables: Screen Check Draft IS/MND (electronic copy only); Public Draft IS/MND (electronic PDF, 50 hardcopies, and 17 total CDs (2 for the Town and 15 for the State Clearinghouse); Notice of Intent to Adopt a Mitigation Negative Declaration (electronic copy only)

Task 6. Response to Public Comments and Prepare Final IS/MND and MMRP

Following receipt of all public comments made on the IS/MND, MIG would prepare a response to comments memorandum that contains the comment letters received on the Draft IS/MND (with an alpha-numeric ID for each individual comment), responses to comments, and changes to the project or errata as necessary. Based on the public comments received, as well as any new or updated information from the Town or project team, MIG would prepare an Administrative Final IS/MND incorporates any project changes made to the IS/MND (as a result of public comments) includes the response to comments memo (as a new appendix). Following receipt of all team comments on the Administrative Final IS/MND, MIG

would prepare the Public Final IS/MND document that incorporates the team's comments for City Council review and approval.

Concurrent with the preparation of the Administrative Final IS/MND, MIG would also prepare an Administrative Draft Mitigation Monitoring and Reporting Program (MMRP) for review by the project team. The MMRP would compile all best management practices and mitigation measures included in the IS/MND to reduce or avoid significant impacts and would identify the timing of the measure, the entity responsible for implementing the measure, and the method for verifying the measure implemented. MIG would incorporate the project team's comments into a Final MMRP for adoption by the City Council.

Task Deliverables: Administrative Draft and Final IS/MND and MMRP (50 hardcopies and 2 CDs)

Task 7. Attend Planning Commission/City Council Meeting and Complete CEQA Review

MIG would prepare a presentation for up to two public meetings or hearings on the IS/MND (e.g., Planning Commission and City Council meeting), and prepare and submit to the Town a Notice of Determination (NOD) for the project within five days of the Town's adoption of the IS/MND (if adopted). MIG would deliver the NOD to the State Clearinghouse; however, our SOW assumes Town staff would deliver the NOD to the County Clerk's office.

Task Deliverables: PowerPoint presentation for Public Hearings (electronic copy only); CEQA NOD (electronic copy only)

Task 8. Project Administration and Management

This task consists of regular coordination with the Town and management of the MIG team necessary to complete work tasks on time and within budget. This SOW assumes participation in regular, weekly conference calls (for 6 weeks) and up to one meeting with the Town (this meeting would be in addition to the proposed Task 1 kick-off meeting and Task 7 public hearings) to keep the project on schedule. This task also includes implementation of MIG quality control procedures (e.g., senior level review) and assumes MIG would provide monthly invoices to the Town with a brief report on progress in maintaining the project schedule and budget.

Task Deliverables: Teleconference agendas, action items, monthly invoices

2.4 SOW ASSUMPTIONS

In preparing this SOW, MIG has made the following assumptions regarding features of the proposed project, available data, and approaches to the CEQA work product:

1. The Town will be able to provide detailed information regarding the design and construction of the project such as site plans, water treatment plans, drainage plans, construction plans, and other design information needed to prepare the CEQA document. MIG recommends the IS Project Description and impact analyses be based on at least 30% approved site plans. MIG will begin preparation of the environmental document when authorization to proceed is received; however, the impact analysis should be based on at least 30% approved site plans to ensure the Town and Caltrans have approved the proposed design and there is enough information available on the project to facilitate the preparation of an accurate and adequate IS.
2. MIG will rely on geotechnical and hydrological reports or other documents prepared by the Town's consulting engineers (Tetra Tech) to prepare the CEQA document; our SOW does not include time by MIG or expert subcontractor staff to prepare a geotechnical investigation or water quality report.
3. The Town will provide ADT and/or peak hour traffic data for intersections affected by the project for use in the IS transportation impact evaluation.
4. MIG has not included the preparation of a Caltrans Natural Environment Study (NES) in our SOW. MIG has assumed that the USACE, Caltrans, or other agency will prepare any necessary NEPA or other agency analysis required for the project. Should the Town and Caltrans wish MIG to prepare NEPA documentation, we can modify our SOW to include the desired work product.

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3 SCHEDULE AND STAFFING

Based on the draft schedule prepared by the Town, MIG acknowledges the Town would like the Project Description complete by mid-November 2018, the Administrative Draft IS complete by mid-December 2018, and the Public Draft IS circulated by the end of January/beginning of February 2019. MIG will strive to meet this aggressive schedule. A key aspect of maintaining the project schedule is the assignment of senior staff capable of identifying key project data needs, issues, and potential mitigation measures early in the environmental review process. The key MIG and W-Trans staff that would lead the team's review of the proposed project and the preparation of the IS are described below, as well as preliminary recommendations and strategies for shortening the project schedule.

3.1 KEY MIG STAFF

The key MIG staff assigned to the Town's Cartan Field Stormwater Capture Project are identified below. All of the staff below were involved in the projects listed in Section 1.6 of this proposal. These staff would interact with the Town staff and would direct MIG staff and lead the preparation of MIG work projects. The full resumes of key staff are presented in Appendix A to this proposal.

Barbara Beard, Director of Environmental Analysis:

Ms. Beard directs the San Jose office's environmental analysts and has thirty plus years of experience in preparing documentation pursuant to CEQA. As a Senior Project Manager, Barbara has directed the preparation of CEQA documents on a wide variety of projects including those for schools, public infrastructure projects, landfills and waste processing facilities, pipelines, recreational trails, concrete and asphalt recycling facilities, a new county jail, and other municipal infrastructure projects in San Mateo and Santa Clara Counties. She is skilled in working with clients and lead agencies to determine the scope and content of environmental analysis documents and guiding complex and controversial projects through the CEQA process.

As the primary point of contact for the MIG team, Ms. Beard will coordinate scopes of work, budgets, and schedules, direct staff in the technical analysis and preparation of environmental documents, provide quality control over environmental impact analysis work products, and assign staff to projects based on

the required expertise needed for the project. She will also engage needed subconsultants and oversee the work products to ensure quality control.

Tay Peterson, Director of Biological Analysis:

As Director of Biological Analysis, Ms. Peterson would oversee all biological resources impact analyses, including the wetland delineation, and be responsible for quality control for biology orientated work. Ms. Peterson has directed, managed and conducted a broad range of studies, including wetland delineation and resource studies, biological resource inventories, special-status species surveys, environmental impact analyses, multiagency permitting, multi-parcel mitigation banking and environmental monitoring plans. Ms. Peterson has a thorough understanding of CEQA and NEPA, the federal Endangered Species Act, multiple state Endangered Species Acts, as well as state and federal regulations and permits involving biological and water resources. Ms. Peterson is a trained wetland delineator.

Chris Dugan, Director and Senior Project Manager:

Chris Dugan is a Senior Project Manager and Director of Air Quality, GHG, and Noise services. He has twelve years of experience planning, preparing, and managing environmental impact assessments and compliance documents required by local, state, and federal regulations. He is an accomplished CEQA Project Manager, having supervised the preparation of all aspects of the CEQA process.

Mr. Dugan would serve as the day-to-day project manager, ensuring the project stays on schedule and on budget. Mr. Dugan would lead the preparation of the IS air quality, GHG, and noise analyses, and have primary responsibility for overseeing and preparing the Project Description, NOP, IS, and other project deliverables.

Christina Lau, Senior Analyst: Christina Lau joined MIG in 2005 and has over 15 years' experience preparing various types of CEQA and NEPA environmental documents. Christina has managed and written CEQA and NEPA project documents ranging from categorical exemptions to EIS/EIRs, including managing the subconsultants that brought expertise to each project. She was the project manager for the Neary Tank Utilization Project IS/MND, Page Mill Water Tank Seismic Retrofit Project Categorical Exemption / Construction Monitoring, and Guadalupe Landfill Gas-to-Energy EIR projects, was a major contributor on the California Water Tank IS/MND/EIR under Barbara Beard, and is currently project manager for the San

Carlos Cal Water Melendy Water Tank project. At MIG, she has been a lead author or major contributor to a variety of public facility projects involving potable and recycled water tanks, pipelines, parks and recreation, utility infrastructure and capital improvement projects.

3.2 KEY W-TRANS STAFF

Mark Spencer, PE, Principal: Mr. Spencer would lead the evaluation of the project’s potential impacts from construction-related traffic. Mr. Spencer focuses on traffic analysis for multi-disciplinary projects, and excels at community engagement. He is registered in California as a Traffic Engineer. Mark holds a B. Eng. in Civil Engineering from McGill University and an M.S. in Civil Engineering from the University of California at Berkeley. He has been working as a consultant in the Bay Area since 1990, and joined W-Trans in 2011. His work includes managing a wide array of transportation planning projects, from EIRs and Specific Plans to parking studies and neighborhood traffic management plans. He is currently the International Transportation Consultants (ITE) Western District President, and an Executive Board Member of the ITE Council.

3.3 ABILITY TO MEET OR SHORTEN SCHEDULE

The Town’s draft schedule fast tracks the environmental review of the proposed project. To ensure the proposed project stays on or slightly accelerates its schedule MIG has incorporated / recommends the Town plan for the following:

- Coordination with the Menlo College and Menlo School to provide site access for MIG’s wetland specialist and archaeologist on the day of the kick-off meeting.
- MIG would begin CHRIS, SLF, and CNDDDB records searches immediately upon the notice to proceed. The results of the CHRIS and SLF searches can take several weeks, but can be expedited for a small additional cost. MIG has included costs to expedite the results of all records searches required for the project.
- Identification of mitigation measures as early as possible in the development of the IS so that the Town may review and approve necessary measures
- The draft schedule provides 30 days to respond to comments and publish the Final IS/MND. MIG would strive to accelerate the amount of time it takes to respond to comments. Our SOW assumes MIG would provide draft responses to comments for the Town’s review within 7 days of the close of

the public review period; however, the actual amount of time needed to prepare draft responses would be contingent on the amount of comments received.

In addition to the above considerations, the Town could also elect to request a 20-day review period for the IS pursuant to CEQA Guidelines, Appendix K. This would require the Town to receive approval from state responsible and trustee agencies such as CDFW.

3.4 FACTORS THAT MAY AFFECT SCHEDULE

Several factors that are outside of MIG’s and the Town’s control may delay the schedule the Town has set for the project’s CEQA review. These include:

- **Public Involvement:** Substantial public comment and concern (submitted during the NOP review period, Draft IS/MND public review period, or at a public hearing/meeting) may require changes to the IS/MND that could lengthen the overall project schedule. If this occurs, MIG would rapidly identify the scope, additional tasks or work products, and budget necessary to address such changes to minimize delays due to substantial public comments or concerns.
- **Local Agency Coordination and Review:** Maintaining the Town’s desired schedule may be contingent on timely and efficient coordination with regulatory and other interested agencies and entities, such as the Menlo College and Menlo School, the City of Menlo Park, and CDFW, San Francisco Bay RWQCB, and/or USACE. Although these agencies’ respective approvals and permits would be issued after the CEQA review of the proposed project is complete, additional time may be needed to ensure the CEQA document addresses these agencies’ concerns so that substantial supplemental environmental review is not undertaken by these agencies at a later date.

4 BUDGET

Table 1 below presents the estimated budget for the CEQA review of the Town’s proposed Cartan Field Stormwater Capture Project. This estimate reflects the information MIG and its team had at the time this proposal was prepared and provides a realistic estimate of the costs associated with proposed project’s CEQA review. Specifically, the budget includes sufficient time to evaluate a “preferred alternative” plus two other alternatives in the IS. The budget also reflects MIG’s proposed use of senior staff capable of keeping the project on its proposed fast tracked schedule.

Table 1 CEQA Budget Estimates		
Task	Staff Hours	Costs
1. Initiate/Kick-off Project	62	\$8,520
2. Prepare Project Description and NOP	46	\$6,960
3. Document NOP Comments and Revise Project Description	24	\$3,040
4. Prepare Admin Draft IS/MND	234	\$30,430
Wetland Delineation ^(A)	64	\$8,170
5. Finalize IS and Publish Public Draft IS/MND	40	\$4,540
6. Respond to Public Comments and Prepare Final IS/MND and MMRP	48	\$5,960
7. Attend Public Meetings and Complete CEQA Process	15	\$2,550
8. Project Administration and Management	39	\$6,370
<i>Staff Labor Subtotal</i>	<i>508</i>	<i>\$68,370</i>
Expenses		Costs
Mileage (3 site visits, 2 public meetings) ^(B)		\$131
Expedited Records Searches (CHRIS, etc.) ^(C)		\$1,600
Document Printing and Distribution ^(D)		\$2,800
W-Trans (Subcontractor, no mark-up)		\$12,860
<i>Expenses Subtotal</i>		<i>\$17,541</i>
TOTAL BUDGET ESTIMATE		
Total Budget Estimate		\$85,911
<p>(A) This line item identifies costs associated with the project’s wetland delineation; however, delineation costs are included in the Task 4 cost estimate.</p> <p>(B) Mileage is based on travel from MIG’s San Jose (4 trips) or Berkeley office (1 trip) to Cartan Field.</p> <p>(C) Records searches include CNDDDB, CHRIS, SLF, and paleontological records searches.</p> <p>(D) Printing and distribution costs assume 50 hardcopies each of the Draft and Final IS/MND and delivery of NOI, IS/MND, and NOD to the State Clearinghouse.</p>		

MIG notes the budget estimate in Table 1 does not include CEQA filing fees required pursuant to California Fish and Game Code Section 711.4(a). Effective January 1, 2018, the filing fees would be \$2,280.75 for an MND. The San Mateo County Clerk also charges a handling fee of \$50. The Town would need to provide these fees at the time the NOD is posted at the County Clerk.

4.1 FACTORS THAT MAY TRIGGER A BUDGET AMENDMENT

The budget estimate presented in Table 1 is based on MIG’s current understanding of the project and reflects our best professional estimate of the costs necessary to provide the CEQA services described in Section 2 within the timeframe outlined in the Town’s draft schedule; however, certain factors may trigger an increase in costs associated with this scope of work, including:

- Meetings, Site Visits, and Hearings: The cost estimate assumes attendance by the following MIG team staff at meetings at the project area and/or Town offices:
 - Barbara Beard and/or Chris Dugan: One kick-off meeting, one-site visit, and two public meetings (to present CEQA documents and findings to the Planning Commission, City Council, and/or the public).
 - MIG Analyst, Wetlands Specialist, and Archaeologist: One site visit to document site conditions and prepare the wetland delineation report and the IS biological and cultural resources impact analyses.
 - Mark Spencer (W-Trans): One meeting with the Town to develop the project (either prior to or during preparation of the Administrative Draft IS).

Attendance at additional meetings would be subject to additional compensation using the hourly rates: Barbara Beard (\$190/hour), Chris Dugan (\$170/hour), Mark Spencer (\$245/hour). Presuming four hours for travel and participation time, additional meeting costs would be \$760 for Barbara Beard, \$680 for Chris Dugan, and \$980 for Mark Spencer, not including mileage costs. Please refer to Appendix B for MIG’s and W-Trans’ current billing rates.

- Expense Estimates: The cost estimate is based on estimated mileage for meetings and site visits (242 miles total travel), fees for expedited database searches (e.g., CHRIS, CNDDDB), and costs to print 50 hardcopies of the Draft and Final IS MND and

distribute notices (e.g., NOI, NOD) and CDs to the State Clearinghouse as required by CEQA, as well as to mail Native American notices typically recommended by the NAHC during the SLF records search. All expense estimates are typical estimates; actual expenses are billed at cost and may exceed or be less than the amounts shown.

- Administrative Drafts: The cost estimate assumes there would be only one round of administrative review and one round of screen check review by the Town prior to formatting, printing, and/or distribution of final project documents. If more administrative drafts are required, or if changes are made to documents after notice to proceed with final document preparation, the cost of additional time and materials would be subject to negotiation with Town.
- Changes in the Project: The scope does not cover new or revised analysis needed to address changes to project design or drawing specifications made by the engineering design team of the Town after start of work. The following contingencies would be subject to additional compensation and an amendment to the SOW:
 - Details related to the design and operation of the project requires the analysis of additional environmental issues not already covered by the scope of work.
 - Changes are made to the project or the site plan once the Project Description has been completed and/or IS preparation is underway, or provides alternative site plans must be analyzed.
- Significant Impacts: The proposed scope of work assumes that all potentially significant impacts can be reduced to less than significant levels with mitigation or BMPs. If the IS determines that even with BMPs and mitigation measures the project may still have a potentially significant impact, an EIR may be required. An EIR may also be required if there is significant public controversy. This scope of work does not include the preparation of an EIR. The preparation of an EIR would be subject to additional negotiation with the Town.
- Arborists' Report: The cost estimate does not include an arborists' report since MIG proposes to rely on the report prepared for the 2013 Cartan Field Improvement Project Draft EIR. Should MIG determine site conditions have sufficiently changed since 2013, MIG could provide an arborists' report for additional services and subject to additional negotiation with the Town.
- AB 52 Consultation: The cost estimate does not include participation in AB 52 tribal consultation, as the Town has indicated no Native American tribes have request notification from the Town pursuant to AB 52.
- Biological Resources Permitting: Pursuant to Town direction, MIG has not included time to assist the Town with obtaining necessary biological resources permits. If requested, MIG can modify our SOW to include this.
- Responses to Public Comments: The cost estimates assumes approximately 22 hours of total MIG staff time to compile, provide a unique ID, and respond to comments received on the NOP and 38 hours of total staff time to compile, provide a unique ID, and respond to comments received on the Draft IS/MND (including preparing the Final IS/MND). If substantial comments are received on the project CEQA document, the cost of additional MIG staff time and materials would be subject to negotiation with the Town. W-Trans' scope of work includes up to 4 total hours to respond to public comments on the Draft IS/MND.
- Presentation Materials: MIG has allocated 14 total staff hours to prepare and present a public presentation at up to two public meetings on the project. The presentation would be supported by graphics, maps and figures as appropriate to support the presentation of the project and its potential environmental effects to the public.
- CEQA Findings: MIG's SOW does not include time to prepare draft and final copies of the resolutions and CEQA findings that the City Council needs to approve before carrying out the project. These materials document the basis for the Board's final CEQA determination. The president of MIG is a member of California State Bar and, if requested by the Town, could prepare these materials or work in concert with Town counsel to prepare and review these documents.
- Planning Services: The cost estimate includes time to assist the Town with preparing required CEQA notices as set forth above. MIG assumes the Town will maintain a mailing list of individual parties interested in receiving project notices and that the Town will distribute the NOI to those individuals on its mailing list. This scope of work does not include posting files with county agencies. This scope also assumes that town staff will be responsible for preparation of staff reports needed for public meetings.



Appendix A

Resumes of Key Staff

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Barbara Beard

DIRECTOR OF ENVIRONMENTAL ANALYSIS

AREAS OF EXPERTISE

Environmental Analysis / Project Management / CEQA
NEPA / Land Use Compatibility / Public Infrastructure

QUALIFICATIONS

Barbara Beard is a MIG Senior Project Manager and Senior Analyst with over 20 years of experience in preparing documentation pursuant to NEPA and CEQA. As a Senior Project Manager she has directed the preparation of CEQA documents on a wide variety of projects including those for landfills and waste processing facilities, pipelines, linear recreational trails, park and recreation master plans, concrete and asphalt recycling facilities, schools, low-income housing projects, a new county jail, and other municipal infrastructure projects. She is skilled in working with clients and lead agencies to determine the scope and content of environmental analysis documents and guiding complex and controversial projects through the CEQA process. She provides technical expertise on a variety of work products, including constraints analyses, Categorical Exemptions, Initial Studies, EAs and EIRs/EISs.

Ms. Beard brings numerous years of project management experience to CEQA projects. She assists clients and CEQA lead agencies in successfully navigating the sometimes complex and nuanced CEQA process. She works with clients to identify potential problem issues and works with the project team to devise an acceptable solution to CEQA issues.

In her capacity as the Director of Environmental Analysis at MIG, Ms. Beard directs staff in the technical analysis and preparation of environmental documents, provides quality control over environmental impact analysis work products, assigns staff to projects based on the required expertise needed for the project and maintains contact with the client, project engineers and the lead agency.

EDUCATION

- Bachelor of Science, Natural Resource Policy and Management, University of Michigan, Ann Arbor, 1982

RELEVANT EXPERIENCE

- San Mateo County Government Center Campus Development Project EIR
San Mateo County, California
- Delta Diablo District Treatment Plant Electrical Switchgear Replacement Project Categorical Exemption
Contra Costa County
- 2783 Melendy Drive Water Tank Project IS/MND
City of San Carlos, California
- Rosefield Village Low Incoming Housing Environmental Assessment and Finding of No Significant Impact
Housing Authority of the City of Alameda, California
- Summit Shasta Public High School Relocation IS/MND
Daly City, California
- Mercy Housing Veterans Village Low -Income Housing Project EIR/EA,
Town of Colma, California
- Half Moon Bay Building & Garden, Inc. Concrete Batch Plant Replacement Project EIR
City of Half Moon Bay, California
- City of Palo Alto Parks, Trails, Natural Open Space & Recreation Master Plan IS/MND
City of Palo Alto, California
- California Water Tank and Pump Station EIR,
Redwood City, California
- Sky Londa Fire Station Replacement Project IS/MND,
San Mateo County, California
- Maple Street Replacement Facility IS/MND (County Jail),
San Mateo County Sheriff's Office, *Redwood City, California*
- Naples Beach Sewer Project IS/MND, Coastal Development Permit, Implementation of MMRP, *Half Moon Bay, California*
- North Coast County Water District Water Transmission Pipeline IS/MND, *Pacifica, California*
- Stevens Creek Corridor Master Plan Phase 1 and 2 IS/MNDs,
Cupertino, California
- Andreini Concrete and Asphalt Recycling Facility Project IS/MND, *Half Moon Bay, California*
- Guadalupe Landfill Materials Recovery Facility IS/MND,
San Jose, California



Taylor Peterson

DIRECTOR OF BIOLOGICAL ANALYSIS

AREAS OF EXPERTISE

Biology / Endangered Species / Wetlands
Habitat Conservation / Permits / CEQA / NEPA

QUALIFICATIONS

Since joining in 1980, Taylor Peterson has applied her technical expertise to assess the impacts of a wide range of projects including storm water management, trails, sanitary landfills, materials recovery and transfer stations, quarries, commercial or housing development, wastewater treatment plant expansion, water well development, habitat conservation plans and high-voltage transmission line alignments.

Ms. Peterson is currently the Director of Biological Analysis at MIG and oversees the work of several biologists. She provides technical expertise, quality control, and guidance on a variety of work products, including constraints analyses, biological assessments, wetland delineations, Initial Studies, EAs, EIRs/EISs, mitigation monitoring plans, natural environment studies, revegetation plans and applications for US Army Corps of Engineers, California Department of Fish and Game, California Coastal Commission and Regional Water Quality Control Board permits.

Ms. Peterson has a background in biology and has been a long-time observer of California's natural history. She is experienced in plant and animal identification, vegetation mapping, wetland delineation, and in survey methods for several endangered species. She has worked on projects in sensitive habitats such as vernal pools, serpentine grassland, bay wetlands and riparian zones.

CERTIFICATIONS

- Wetland Training Institute, Wetland Delineation Certificate

EDUCATION

- Bachelor of Arts, Human Biology, Stanford University

RELEVANT EXPERIENCE

Oversight of all work products associated with:

- Caltrain Bridge Replacement at Los Gatos Creek Construction Monitoring and Biological Permit Compliance, *San Jose, California*
- Storm Drain Repair and Replacement Biological Resources Reports and CEQA Documentation, *Hillsborough, California*
- Caltrain Bridge Repair at Guadalupe River Biological Permits, Construction Monitoring, Mitigation Plan, *San Jose, California*
- Routine Storm Channel Maintenance JARPA, permits, monitoring, *San Carlos, California*
- Palo Alto Landfill Phase IIC Final Closure Plan Initial Study, *Palo Alto, California*
- Highway 1 Bridge Over San Pedro Creek Replacement Technical Documents and Permits, including USACE, USFWS, NOAA Fisheries, CDFW, RWQCB, Caltrans *Pacifica, California*
- Carnegie State Vehicle Recreation Area Corral Hollow Wetlands Delineation Project, *Livermore and Tracy, California*
- Hacienda Deep Gulch Mercury Remediation Project Biological Assessment (Steelhead and California Red-Legged Frog) and Wetland Delineation, *Santa Clara County, California*
- Biological services at the Kirby Canyon Landfill, including wetland mitigation monitoring, California red-legged frog monitoring, projects under the Kirby Canyon Bay *Checkerspot Butterfly Trust. Morgan Hill, California*
- Assisted with rare plant surveys and wetland delineation on the Eastern Kern Acquisition Project in the *Northwestern Mojave Desert (Jawbone Recreation Area)*



Christopher Dugan

DIRECTOR OF AIR QUALITY, GREENHOUSE GAS, AND NOISE SERVICES

AREAS OF EXPERTISE

Environmental Analysis / CEQA / Noise Impact Analysis /
Air Quality and Greenhouse Gas Analysis

QUALIFICATIONS

Christopher Dugan has 12 years' experience planning, preparing and managing environmental compliance documents required by local, state, and federal regulations, including the California Environmental Quality Act (CEQA), the National Environmental Policy Act, the Clean Air Act and the Occupational Safety and Health Act. Mr. Dugan has served as CEQA project manager for industrial and municipal development projects and is particularly skilled at air quality, greenhouse gas and noise impact analyses.

Mr. Dugan is skilled in consulting with regulatory agencies and preparing the permit applications and other technical economic and environmental analyses necessary to obtain regulatory approvals from these agencies. He has developed and tailored emissions inventories using CalEEMod, OFFROAD, etc., performed screening and refined dispersion modeling (e.g., SCREEN, AERMOD) and developed mitigation measures to control and reduce stationary, area, fugitive and mobile source emissions.

Mr. Dugan plans and implements ambient and source-oriented noise measurement and monitoring in support of the CEQA review process. He has collected and analyzed field data, modeled construction and roadway noise using roadway construction and highway noise prediction models, modeled stationary source noise levels using excel and other attenuation models and developed operating limits and conditions, including physical design measures such as walls, to attenuate and mitigate noise levels in accordance with noise ordinances and general plan elements.

EDUCATION

- Bachelor of Science, Natural Resource Management
Cook College, Rutgers University, New Jersey, 2002

RELEVANT EXPERIENCE

- Palo Alto Public Service Building EIR, *Palo Alto, California*
 - Skylonda Fire Station Replacement Project IS/MND, *San Mateo County, California*
 - Cal Water MPS Station 6 Water Tank Replacement IS/MND, *Hillsborough, California*
 - Page Mill Water Tank Alternatives Analysis, *Palo Alto, California*
 - Vista Tank Reconstruction Project IS/MND, *Hillsborough, California*
 - Bear Gulch Pump Station 13 Improvement Project IS/MND, *Portola Valley, California*
 - Merced Irrigation District South Transmission Line, Substation, and Interconnection Project EIR, *Merced, California*
 - Walnut Avenue Storm Drain Repair Project Categorical Exemption, *Hillsborough, California*
 - YMCA of the Foothills Expansion Project: Air Quality and Climate Change Assessment, *La Cañada Flintridge, California*
 - Half Moon Bay Building and Garden, Inc. Concrete Batch Plant Replacement Project EIR and Permit to Operate, *Half Moon Bay, California*
 - Oceano Dunes SVRA Dust Control Program EIR, *Oceano, California*
 - Guadalupe Landfill Gas to Energy Facility Relocation Project EIR, *San Jose, California*
 - Montezuma II and Shiloh IV Wind Energy Plant EIR, *Solano County, California*
-



Christina Lau

PROJECT MANAGER / SENIOR ANALYST

AREAS OF EXPERTISE

Environmental Analysis / CEQA / NEPA /

Public Infrastructure

QUALIFICATIONS

Christina Lau joined MIG in 2005 and has nearly 15 years experience managing, writing, and reviewing various types of CEQA and NEPA environmental documents. She has managed and written numerous CEQA and NEPA documents, ranging from categorical exemptions to EIS/EIRs, including managing the subconsultants that brought expertise to each project.

Ms. Lau has been a project manager, lead author, reviewer, or contributor to a variety of projects involving parks and recreation, water and sewer infrastructure, schools, renewable energy, and various private residential, industrial, commercial, and retail developments. Ms. Lau also has previous experience in the preparation of joint NEPA/CEQA documents for transportation projects while working as an environmental planner for Caltrans.

As a Project Manager, Ms. Lau maintains day-to-day communications with clients, coordinates the work of project team members, reviews and incorporates technical documents from outside contractors as well as prepares key sections of project documents. She assists clients with all aspects of the CEQA process including project scoping, notification requirements, public meetings and project findings.

EDUCATION

- Bachelor of Arts, Environmental Studies and Economics, Biology Minor, University of the Pacific, California
- Graduate study in Environmental Studies, California State University, San Jose

RELEVANT EXPERIENCE

- Kirby Canyon Recycling and Disposal Facility CEQA Assistance, *Morgan Hill, California*
 - Mariner's Church Addition IS/MND, *Half Moon Bay, California*
 - San Mateo County Government Center Campus Development EIR, *Redwood City, California*
 - Menlo Park Flow Equalization Facility Constraints Analysis, *Menlo Park, California*
 - 2783 Melendy Drive New Water Tank IS/MND, *San Carlos, California*
 - Central Park Elementary School New Two-Story Building Project, *Santa Clara, California*
 - Concrete Batch Plant Replacement Project EIR, *Half Moon Bay, California*
 - Veterans Village Affordable Housing Development EIR/EA, *Town of Colma, California*
 - Oceano Dunes State Vehicle Recreation Area Dust Control Program EIR, *Oceano, California*
 - Menlo-Atherton High School Campus Master Plan EIR, *Atherton, California*
 - Merced Irrigation District South Transmission Line, Substation, and Interconnection EIR, *Merced, California*
 - Guadalupe Landfill Gas to Energy Facility Relocation EIR, *San Jose, California*
 - Neary Tank Utilization Project IS/MND, *Los Altos Hills, California*
 - Shiloh IV Wind Energy EIR, Agriculture, Geology and Transportation Chapters, *Solano County, California*
 - Stanford University HCP EIS, *Stanford, California*
 - ACE Charter School IS/MND, *San Jose, California*
 - North Coast County Water District Caltrans Devil's Slide Tunnels Potable Water Pipelines IS/MND, *Pacifica, California*
 - Granada Sanitary District Naples Beach Sewer IS/MND and Mitigation Monitoring and Reporting Plan Implementation, *Half Moon Bay, California*
 - Stevens Creek Corridor Master Plan Phase 1 and 2 IS/MNDs, *Cupertino, California*
 - 11-acre Subdivision IS/MND, *Portola Valley, California*
-



Mark E. Spencer, PE Principal

Mark Spencer is a Principal and manager of the Oakland office, focuses on traffic analysis for multi-disciplinary projects, and excels at community engagement. He is registered in California as a Traffic Engineer.

Mark holds a B. Eng. in Civil Engineering from McGill University and an M.S. in Civil Engineering from the University of California at Berkeley. He has been working as a consultant in the Bay Area since 1990, and joined W-Trans in 2011. His work includes managing a wide array of transportation planning projects, from EIRs and Specific Plans to parking studies and neighborhood traffic management plans. He is often invited to present projects before community forums and elected officials, and is recognized for his ability to present technical topics to both general and professional audiences. When asked what he does for a living, Mark will typically respond that, through transportation, he works to make communities better, safer and more livable. He also enjoys his role in mentoring and training staff.

Mark has been an active member of ITE since he was a Student Chapter President “back in the day” and then as an elected officer in the San Francisco Bay Area Section. He was Chair of the 2010 ITE Western District Annual Meeting in San Francisco, and was elected to the Western District Board in 2014. He is the past President of the ITE Western District, and an Executive Board Member of the ITE International Transportation Consultants Council. Mark has presented papers at ITE and TRB Meetings on topics ranging from ITS to Parking Guidance Systems and ADA Training for Professionals.

Education

MS in Civil Engineering

University of California, Berkeley, 1989

B. Eng. in Civil Engineering

McGill University, Montreal, Canada, 1988

Affiliations/Activities

Institute of Transportation Engineers (ITE)

Fellow

President, *Western District Board*, 2016-2018

Chair, *ITE Western District Annual Meeting*,
San Francisco, 2010

San Francisco Bay Area Section President,
2003-2004

ITE Transportation Consultants Council Executive Board

2012-Present

South Bay Transportation Officials Association

President, 2000

City of Fremont Mobility Action Plan Task Force

2017-2018

Registration

Traffic Engineer #1737 (CA)

Professional History

2011-Present

W-Trans

1990-2011

DKS (Principal)

Publications and Presentations

The Transportation Engineering Profession is Changing: How Do Managers Keep Up?,
presented at the ITE Annual Meeting, Toronto, ON, August 2017

ADA Design vs. Practicality: Training Engineers to Go Beyond the Manuals, with L. Lim-Tsao,
presented at the ITE Western District Annual Meeting, Anchorage, AK, July 2011

Implementation of San Jose's Parking Guidance System, with J. West, presented at the TRB
Annual Meeting, Washington, DC, January 2004 and published in Transportation
Research Record, Journal of the Transportation Research Board, No. 1886, 2004

Merging ITS Into the Santa Clara County Transportation Plan 2020, with C. Emoto,
presented at the ITE Annual Meeting, Las Vegas, NV, August 1999

Spartan Stadium Parking and Transportation Plan, with D. Dagang and J. Harrison,
presented at the ITE District 6 Annual Meeting, San Jose, CA, July 1998

Representative Projects

CEQA EIR/NEPA EIS

BART – *Segment 2 Seismic Retrofit Program EIR/EIS*

Fremont – *Niles Gateway EIR*

Menlo Park – *Facebook Campus EIR, 1300 El Camino Real EIR, and 500 El Camino Real EIR*

Palo Alto – *Castilleja School EIR*

Suisun City – *Logistics Center EIR*

Transportation Planning

Campbell – *Dell Avenue Area Plan and EIR*

Fremont – *State Route 84 Truck Restriction Study*

Menlo Park – *Transportation Master Plan*

Santa Clara County – *Silicon Valley Main Street Best Practices Study*

Walnut Creek – *Shadelands Gateway Specific Plan*

Mark E. Spencer

(continued)

School Traffic and Parking Studies

Atherton – Sacred Heart Schools Master Plan Transportation Analysis

Menlo Park – Menlo-Atherton High School Monitoring and TDM Program Implementation

Menlo Park – Oak Knoll and Encinal School Safe Routes to School Plans

Oakland – Madison Park School Master Plan Transportation Analysis

San Jose – Franklin Elementary School Access Improvements

Parking Studies

Arroyo Grande – East Grand Avenue Corridor Study

Morgan Hill – Downtown Parking Management Plan

San Jose – Downtown Parking Guidance System

San Rafael – Canal Neighborhood Parking Study

Santa Clara – Santa Clara University Parking Study

VTA – El Camino BRT Parking Analysis

Transportation Impact Studies

Alameda – Fire Station No. 3 Relocation Study

Hayward – Eden Shores Transportation Impact Analysis

Pleasant Hill – Car Max Transportation Impact Analysis

South San Francisco – Centennial Village Transit Oriented Development

Walnut Creek – Marriott Hotel Traffic and Parking Study

On-Call Traffic Engineering Services

Albany – Development and design review

El Cerrito – Engineering and Traffic Surveys

Menlo Park – Development project and policy consistency analysis, mitigation plan review

Pleasanton – Traffic impact studies of mixed-use developments

Richmond – Peer review of traffic studies, neighborhood traffic control evaluation

San Bruno – Traffic signal and stop sign warrants, traffic calming toolkit

San Pablo – Parking and traffic calming studies

General Plan Circulation Elements

Belmont – General Plan

Fremont – General Plan

Milpitas – General Plan

Complete Street Corridor Projects

Atherton – El Camino Real Complete Streets Plan

Menlo Park – El Camino Real Corridor Study

Redwood City – El Camino Real Corridor Plan



Appendix B
2018 Fee Schedules

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BILLING RATES – 2018

Unless specified otherwise by prior agreement, invoices are submitted monthly showing time and charges for professional services by staff category and a separate figure for expenses. Invoices are payable upon receipt. Invoices unpaid past 30 days are subject to interest at 1 1/2% per month. MIG Inc., labor includes all overhead.

Rates subject to revision effective January 1 of each year.

STAFF BILLING RATES

CATEGORY	\$/HR	CATEGORY	\$/HR
Senior Principal/CEO	295	Associate Facilitator	100
Principal	220	Senior Biologist II/Senior Analyst II	160
Director/Senior Project Manager III	190	Senior Biologist I/Senior Analyst I	140
Senior Project Manager II	170	Biologist IV/Analyst IV	130
Senior Project Manager I	160	Biologist III/Analyst III	120
Project Manager II	140	Biologist II/Analyst II	105
Project Manager I	120	Biologist I/Analyst I	90
Senior Landscape Architect	175	Strategic Communications Expert	190
Landscape Architect	140	Arts Director	175
Landscape Designer	110	Senior Web Designer	150
Senior Planner	175	Graphic Designer	130
Senior Archeologist/Paleontologist II	150	GIS Specialist	120
Senior Archeologist/Paleontologist I	130	CAD/GIS/Graphic Analyst III	110
Project Archeologist III	120	CAD/GIS/Graphic Analyst II	100
Project Archeologist II	105	CAD/GIS/Graphic Analyst I	90
Project Archeologist I	90	Assistant Planner	85
Planner	140	Support Staff	90
ADA Specialist	130	Field Crew II	80
Associate Planner	115	Field Crew I	60
Senior Facilitator	175		
Outreach Specialist (bilingual)	115		
QSP Stormwater Compliance Inspector	90		
Qualified SWPPP Developer/Practitioner (QSD/QSP)	140		

EXPENSES

CATEGORY	BASIS
Commercial travel	Cost+10%
Automobile travel	current IRS rate
Lodging/Meals	Cost+10%
Photocopy (A and B sizes)	\$0.10/image
Color copies	\$0.50/image
Commercial report reproduction	Cost+10%
Noise meter setup	\$50/unit/day
Subcontractors	Cost+10%
Other (lab, aerial photos, etc.)	Cost+10%



Fee Schedule

2018 Staff Billing Rates

Position	Billing Rate (per hour)
Principal	\$205 – \$290
Associate Principal	\$185 – \$205
Senior Engineer/Planner	\$175 – \$200
Engineer/Planner	\$150 – \$175
Associate Engineer/Planner	\$130 – \$150
Assistant Engineer/Planner	\$100 – \$130
Technician/Administrative	\$85 – \$100
Intern	\$30 – \$80
Field Technician	\$20 – \$40

2018 Expense Charges

Item	Charge
Mileage	\$0.60/mile*
Services and Expenses	10% surcharge

These rates are valid for work initiated prior to December 31, 2018. Work initiated after January 1, 2019, and any subsequent year may be billed at the revised rates established for that year.

* Mileage charge will be based on the IRS Standard Mileage Rate (set at \$0.545 effective January 1, 2018; subject to change) plus 10 percent.

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