



COMMUNITY DEVELOPMENT DEPARTMENT

Council Meeting Date: December 14, 2010

Staff Report #: 10-173

Agenda Item #: D-6

CONSENT CALENDAR: Authorize the City Manager to Enter into a Contract with LSA Associates, Inc. for the Preparation of an Environmental Impact Report for a Proposed Project at 389 El Camino Real

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to enter into a contract with LSA Associates, Inc. for the preparation of an Environmental Impact Report (EIR), which is defined as Phase II, Tasks B-K of the environmental review, for a proposed project located at 389 El Camino Real.

BACKGROUND

The development proposed for the property located at 389 El Camino Real consists of the demolition of an existing single-family residence and triplex building and the construction of 26 residential units and related site improvements on property located in the R-3 (Apartment) and C-4 ECR (General Commercial, Applicable to El Camino Real) zoning districts.

Although the review of the proposed development is ongoing, the focus of this report is the authorization of a proposal for an environmental review consultant to prepare the EIR for the project. All previous reports and related items for this project are available on the City maintained project page at the following website address:

http://www.menlopark.org/projects/comdev_389ecr.htm

ANALYSIS

As part of staff's review of the proposed project, it was decided in conjunction with the project sponsor to conduct preliminary work to determine if an EIR would be required for the project. The applicant elected to have staff work with LSA Associates, an environmental consulting firm, and DKS Associates, a transportation engineering firm, on a Phase I environmental review, due to both firms familiarity with the project area. Staff has worked with LSA on a few recent EIRs, including the 1300 El Camino Real project, the Derry project, and the Burgess Gymnasium and Gymnastics Center. DKS

has recently worked on the Menlo Gateway EIR, and conducted traffic studies for projects at 1706 El Camino Real and 1906 El Camino Real, as well as prepared the Linfield/Middlefield/Willow traffic study.

Phase I of the project environmental review included the preparation of a Traffic Impact Analysis (TIA) and focused cultural resources assessment. The TIA concluded the project would adversely affect two roadway segments and there may be no feasible mitigation measures. Therefore, the impacts may be significant and unavoidable, and thus require the preparation of an EIR. The Cultural Resources Assessment concluded that the buildings on the project site are not eligible for the National Register of Historic Places or the California Register of Historic Resources, and are not otherwise considered significant cultural resources under CEQA. Additionally, during Phase I, LSA concluded that the project would not exceed the thresholds for significant air quality and global climate change impacts established by the Bay Area Air Quality Management District. The cost of Phase I was less than \$30,000, and therefore, within the City Manager's authority.

Because the requirement to prepare an EIR is being triggered by significant environmental impacts in one topic area, staff is proposing to prepare a Focused EIR (Phase II) that analyzes only the following environmental topics in detail: 1) Land Use and Planning Policy (to provide background information about the project site and the project's planning context); and 2) Transportation and Circulation. This approach will allow for a legally adequate and cost-effective environmental review of the proposed project. Topics determined to be less than significant would be addressed in the CEQA-Required Assessment Conclusions chapter of the EIR.

Staff is recommending that LSA continue working on the project and prepare the Focused EIR with DKS working as a sub-consultant. To expedite processing and initiate work on the Notice of Preparation for the EIR, the Phase II proposal has been split so that Task A (project initiation and distribution of the Notice of Preparation) and Tasks B-K (preparation and distribution of the DEIR and FEIR) are separate proposals. Because the cost of Task A is less than \$10,000, the combined cost of the work on Phase I and Task A is within the \$50,000 contract authority of the City Manager. The contract for Task A is currently being authorized. Tasks B-K for the Focused EIR preparation will need to be approved by the City Council.

LSA's proposal for Tasks B-K of Phase II of the environmental review is included as Attachment A. The following is a summary of the tasks for the proposed scope of work:

- Document the setting, impacts, and mitigation measures for the two issue areas;
- Evaluate alternatives to the proposed project;
- Evaluate potential environmental impacts that are individually limited but cumulatively significant;
- Prepare CEQA-required assessment conclusions;
- Prepare the Draft EIR;

- Prepare the Responses to Comments document;
- Prepare a Mitigation and Monitoring Reporting Program;
- Prepare the Findings of Fact and Statement of Overriding Considerations;
- Attendance at public hearings and meetings as needed; and
- Manage the project.

The proposed budget for Tasks B-K is \$94,630, the cost of which would be borne by the applicant, although the applicant would have no control or direction over the work of the consultant. The applicant is in agreement with the scope and is prepared to pay the contract amount.

Based on Council's recognition in 2007 that staff would be requiring a Fiscal Impact Analysis (FIA) for all projects that require an EIR, a FIA will also be prepared for the project. The scope and budget for the FIA is expected to be less than \$50,000, and therefore, staff anticipates that it will be authorized by the City Manager.

IMPACT ON CITY RESOURCES

The applicant is required to pay planning permit fees, based on the Master Fee Schedule, to fully cover the cost of staff time spent on the review of the project. The applicant is also required to bear the cost of the associated environmental review and FIA. For the environmental review and FIA, the applicant deposits money with the City and the City pays the consultants.

POLICY ISSUES

The proposed project will ultimately require the Council to consider a use permit, architectural control and major subdivision. Staff will be identifying policy issues during the Council's review of the project.

ENVIRONMENTAL REVIEW

An EIR will be prepared for the development.

Megan Fisher
Associate Planner
Report Author

Arlinda Heineck
Community Development Director

PUBLIC NOTICE

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

In addition, the City has prepared a project page for the proposal, which is available at the following address: http://www.menlopark.org/projects/comdev_389ecr.htm. This page provides up-to-date information about the project, allowing interested parties to stay informed of its progress. The page allows users to sign up for automatic email bulletins, notifying them when content is updated.

ATTACHMENT

- A. LSA Associates, Inc. Scope and Budget to conduct Tasks B-K of phase II of the 389 El Camino Real Project Environmental Review, dated

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POINT RICHMOND
RIVERSIDE
ROCKLIN

SAN LUIS OBISPO
S. SAN FRANCISCO

December 1, 2010

Megan Fisher, Associate Planner
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025

Subject: Scope and Budget to Conduct Tasks B – K of Phase II of the 389 El Camino Real Project Environmental Review

Dear Megan:

LSA Associates, Inc. (LSA) is pleased to submit this scope and budget to prepare the Environmental Impact Report (EIR) for the 389 El Camino Real Project. To-date, we have submitted a scope and budget for Task A, comprising the project initiation tasks that would set the stage for the preparation and completion of the EIR. This proposal includes the scope, schedule and estimated cost for completion of Phase II of the project environmental review (specifically, the completion of Tasks B through K). (Phase I of the project environmental review included the preparation of a Traffic Impact Analysis (TIA) and focused cultural resources assessment.)

The following bullet points summarize the reasons for proceeding with a Focused EIR for the project:

- Based on the Phase I work, it was determined that the buildings on the project site are not eligible for the National Register of Historic Places or the California Register of Historic Resources, and are not otherwise considered significant cultural resources pursuant to CEQA. Therefore, the demolition of these structures as part of the project would not be considered a significant unavoidable environmental impact.
- The project would not exceed the thresholds for significant air quality and global climate change impacts established by the Bay Area Air Quality Management District (BAAQMD) in June 2010.
- The Traffic Impact Analysis (TIA) indicates that the project as proposed would significantly adversely affect two roadway segments. Mitigation measures to reduce these impacts to a less-than-significant level may require right-of-way acquisition, which could be infeasible. Therefore, the impacts may be significant and unavoidable, and thus require preparation of an Environmental Impact Report (EIR), per *CEQA Guidelines* Section 15064.

Because the requirement to prepare an EIR is being triggered by significant environmental impacts in one topic area, our approach to conducting the environmental review for the project is to prepare a Focused EIR that analyzes only the following environmental topics in detail: 1) Land Use and Planning Policy (to provide background information about the project site and the project’s planning context) and 2) Transportation and Circulation. This approach will allow for a legally adequate and cost-effective environmental review of the proposed project. Topics determined to be less than significant would be addressed in the CEQA-Required Assessment Conclusions chapter of the EIR.



The environmental review would utilize the background analysis already completed for the project, including the cultural resources assessment and TIA.

Primary LSA staff on this project will be **Adam Weinstein, Associate**, who will function as the Project Manager and primary research/writer of the non-technical EIR sections. Adam will also serve as the day-to-day contact for project-related concerns. **David Clore, Principal**, will oversee the environmental review and review all outgoing written and graphic materials. **Phil Ault, Noise/Air Quality Specialist**, and **Dave Morrow, Senior Air Quality/Noise Specialist**, will assist with the noise, air quality, and global climate change analyses in the CEQA-Required Assessment Conclusions chapter of the EIR. Adam, David, Phil, and Dave will also be assisted by other support staff and technical staff, as needed.

This chapter outlines LSA’s specific work program for completing an EIR for the project, in compliance with CEQA. A summary of the work program is provided in Table 1. Our proposed work schedule is provided in Table 2, at the end of this proposal. Our budget is provided in Table 3.

TASK A. PROJECT INITIATION

LSA submitted an independent scope and budget for Task A on November 16, 2010. Task A includes a start-up meeting, data gathering and evaluation, base map preparation, project description, criteria of significance, and notice of preparation and a scoping session.

TASK B. SETTING, IMPACTS, AND MITIGATION MEASURES

The documentation of setting, impacts, and mitigation measures for each of the two issue areas described below will be incorporated into the EIR. This analysis will clearly describe the affected environment and the environmental consequences of project implementation. LSA proposes to utilize the significance thresholds developed as part of Task A for evaluation of the project’s environmental effects. Feasible mitigation measures will be identified in a way that they can be ultimately incorporated into the plans for the project.

1. Land Use and Planning Policy

The proposed project would change the land use of the project site to a medium-density residential use. Although the project is not

Table 1: Work Program Summary

<p>TASK A: PROJECT INITIATION (Please refer to November 16, 2010 proposal.)</p> <p>TASK B: SETTING, IMPACTS AND MITIGATION MEASURES</p> <ol style="list-style-type: none"> 1. Land Use and Planning Policy 2. Transportation, Circulation and Parking <p>TASK C: ALTERNATIVES ANALYSIS</p> <p>TASK D: CUMULATIVE AND GROWTH-INDUCING IMPACTS</p> <p>TASK E: CEQA-REQUIRED ASSESSMENT CONCLUSIONS</p> <p>TASK F: PREPARE DRAFT EIR</p> <ol style="list-style-type: none"> 1. Administrative Draft EIR 2. Screencheck Draft EIR 3. Public Review Draft EIR <p>TASK G: PREPARE RESPONSES TO COMMENTS DOCUMENT</p> <ol style="list-style-type: none"> 1. Administrative Draft RTC Document 2. Screencheck Draft RTC Document 3. Final RTC Document <p>TASK H: MITIGATION MONITORING AND REPORTING PROGRAM</p> <p>TASK I: FINDINGS OF FACT AND STATEMENT OF OVERRIDING CONSIDERATIONS</p> <p>TASK J: PUBLIC HEARINGS AND MEETINGS</p> <p>TASK K. PROJECT MANAGEMENT</p>

expected to be incompatible with surrounding uses, there may be concern about the project's potential to affect the scale and type of development along the El Camino Real corridor. The City is in the process of reviewing the Draft El Camino Real/Downtown Specific Plan, which calls for higher-density, transit-oriented, mixed used development along El Camino Real. The project could affect the implementation of the land use vision identified in the Specific Plan.

LSA will conduct the following tasks as part of the land use and planning policy analysis:

- Document existing and planned land uses within and around the project site.
- Describe the site in the context of planning and development trends in Menlo Park.
- Identify potential land use conflicts that could result from implementation of the proposed project and other project components.
- Analyze the consistency of existing planning and documents with the project. Policy documents that will be analyzed include the General Plan, Zoning Ordinance, and Draft El Camino Real/Downtown Specific Plan.
- Analyze the project in relation to other relevant State and local laws, including the State Density Bonus Law.
- Identify short- and long-term impacts to land use patterns in the vicinity of the project site, including future development along the El Camino Real Corridor as envisioned in the Draft El Camino Real/Downtown Specific Plan.

2. Transportation, Circulation and Parking

DKS Associates will prepare the Transportation, Circulation and Parking section of the EIR in close collaboration with LSA. The section will be based on the TIA already prepared as part of Phase I, and will be supplemented with additional analysis, including an evaluation of parking, bike, and pedestrian issues relevant to the project, and the development of 27 residential units. Please refer to Attachment 1 for DKS Associates' detailed scope of work.

TASK C. ALTERNATIVES ANALYSIS

The alternatives analysis is expected to be a focus of public interest. The LSA team will identify and evaluate up to four alternatives to the proposed project, one of which will be the CEQA-required No Project alternative. An alternative in accordance with the Draft Specific Plan may also be considered. The alternatives will be developed in consultation with City staff, and will be informed by the input we receive in the scoping session and in response to the NOP.

According to the *CEQA Guidelines*, alternatives may be evaluated in less detail than the project; therefore, the environmental analysis in the EIR would be undertaken mainly at a qualitative level. Alternatives can be a key issue of community concern. Therefore, the discussion will be of sufficient detail to evaluate the benefits and drawbacks of each alternative, and to provide some qualitative conclusions regarding the alternatives. Supplemental technical analysis (for instance, to ascertain the transportation-related impacts of each alternative) will be provided, where warranted. This proposal allocates a small amount of time for certain technical staff to assist with the alternative analysis. Based on the alternatives evaluation, the Environmentally Superior Alternative will be identified (as required by CEQA).

TASK D. CUMULATIVE AND GROWTH-INDUCING IMPACTS

Section 15130 of the *CEQA Guidelines* requires that an EIR evaluate potential environmental impacts that are individually limited but cumulatively significant. These impacts can result from the proposed project alone or together with other projects. The analysis of cumulative effects will address the potential impacts associated with the project in conjunction with other off-site, permitted, under-construction, or probable future projects. Mitigation measures will be developed to mitigate the project's contribution to significant cumulative effects.

The potential growth-inducing impacts of the proposed project will also be evaluated. CEQA considers a project to be growth-inducing if it would foster economic or population growth. Examples of projects that typically would have significant growth-inducing impacts include extensions or expansions of infrastructure beyond that needed to serve project-specific demand and development of industrial parks in undeveloped or sparsely developed areas. Although the project is not expected to result in significant adverse growth-inducing effects, direct and indirect population and employment growth generated by the project will be identified and compared to growth trends in the City of Menlo Park and the region.

TASK E. CEQA-REQUIRED ASSESSMENT CONCLUSIONS

LSA will prepare the appropriate conclusions to fulfill CEQA requirements by providing an assessment of three mandatory impact categories:

- Unavoidable significant environmental impacts;
- Significant irreversible environmental changes; and
- Effects found not to be significant.

TASK F. PREPARE DRAFT EIR

1. Administrative Draft EIR

The information developed in Tasks A through E will be organized into an Administrative Draft EIR. The EIR will include the following components. The project's less-than-significant impacts will be documented in the CEQA-Required Assessment Conclusions chapter.

- Title/Cover Page
- Table of Contents
- Introduction
- Executive Summary
- Project Description
- Setting, Impacts, and Mitigation Measures
- Alternatives to the Proposed Project
- Cumulative and Growth-Inducing Impacts

- CEQA-Required Assessment Conclusions
- List of Persons and Organizations Contacted
- Bibliography
- Technical Appendices (as needed)

Three paper copies and one digital version of the Administrative Draft EIR will be submitted to City staff for review and comment. LSA will discuss comments on the Administrative Draft with the City over the phone or in person.

2. Screencheck Draft EIR

Based on a single set of consolidated and non-contradictory comments, LSA will amend the Administrative Draft EIR and prepare a Screencheck Draft EIR for final review by City staff. One paper copy and one digital copy of the Screencheck Draft EIR will be provided for review by City staff to verify that all requested changes have been made and all appendix materials, references, and final graphics are acceptable.

3. Public Review Draft EIR

Working from a single set of consolidated and non-contradictory comments (to be provided by City staff), LSA will amend the Screencheck Draft EIR. 15 paper copies of the Draft EIR, 15 CD copies (with paper copies of Executive Summary), and one digital copy will be sent to the City for distribution to responsible agencies, the State Clearinghouse, and the public. Digital versions of the document in PDF format will also be created for posting on the City's web site. In addition, LSA will provide the City with a copy-ready paper version of the document.

TASK G. PREPARE RESPONSES TO COMMENTS DOCUMENT

LSA will prepare the Responses to Comments Document on the project within 4 weeks of the end of the public review period. The Responses to Comments Document, together with the Draft EIR, will comprise the Final EIR.

1. Administrative Draft Responses to Comments Document

The LSA team will formulate responses to comments on the Draft EIR, including review period comments received from the public and agencies, and will prepare a Responses to Comments Document. Included in the document will be: 1) a list of persons, organizations, and public agencies that commented on the Draft EIR; 2) written comments received and minutes of any public hearings where verbal comments were received; 3) responses to comments raised in the review process; and 4) any necessary text, table or figure changes to the Draft EIR. LSA will discuss the best approach to the responses document with City staff at a meeting following the close of the comment period.

Our budget estimate in Table 2 shows the level of professional effort assumed for this task. Should an unexpectedly large volume of comments be submitted, an adjustment in the budget to cover work beyond the assumed level may be required. Five paper copies and one digital version of the Administrative Draft Responses to Comments Document will be provided to the City for review.

2. Screencheck Draft Responses to Comments Document

After review by City staff and the transmittal of one set of consolidated, non-contradictory comments, LSA will amend the Administrative Draft Responses to Comments Document and prepare a Screencheck version for final review by City staff. One paper copy and one digital version of the Screencheck Draft Responses to Comments Document will be provided for review by City staff.

3. Final Responses to Comments Document

After incorporating final comments on the Screencheck Draft, LSA will prepare 20 paper copies and one digital version of the Final Responses to Comments Document for agency/public distribution. A digital version in PDF format will also be created for posting on the City's web site. In addition, a copy-ready version of the document will be provided to the City.

TASK H. MITIGATION MONITORING AND REPORTING PROGRAM

LSA will prepare a Mitigation Monitoring and Reporting Program. We will identify responsibility for implementing and monitoring each mitigation measure, along with monitoring triggers and reporting frequency, subject to approval by City staff. Monitoring will be dovetailed with existing processes of project development and review.

An administrative draft Mitigation Monitoring and Reporting Program will be submitted to City staff for review with the Administrative Draft Responses to Comments Document. The final Mitigation Monitoring and Reporting Program will be included in the Final Responses to Comments Document.

TASK I. FINDINGS OF FACT AND STATEMENT OF OVERRIDING CONSIDERATIONS

LSA will prepare the Findings of Fact and a Statement of Overriding Considerations (if necessary). The Findings will include the following: a record of proceedings for the City's decision on the project; a summary description of the project; identification of potentially significant effects of the project which were determined to be mitigated to a less-than-significant level; identification of significant impacts that cannot be mitigated to a less-than-significant level even though all feasible mitigation measures have been identified and incorporated into the project; identification of the project's potential environmental effects that were determined not to be significant, and do not require mitigation; cumulative effects; feasibility of project alternatives; and the City's Statement of Overriding Considerations (if significant unavoidable impacts are identified).

TASK J. PUBLIC HEARINGS AND MEETINGS

LSA staff, including Adam Weinstein and David Clore, will be available to attend working sessions with City staff and the project team to gather information, review progress, arrive at a reasonable range of alternatives, review preliminary findings, and discuss staff comments. The proposed cost estimate includes attendance by Adam and David at the project initiation meeting, the scoping session, and three public hearings/meetings. LSA will prepare and file the Notice of Determination (NOD) within 5 days of project approval/EIR certification.

The estimated cost for Adam and David to attend an additional meeting would be about \$1,300 per meeting (based on standard hourly billing rates and travel expenses).

TASK K. PROJECT MANAGEMENT

Adam will be the primary contact for City staff, but Adam and David will both take part in conference calls and discussions on strategy. Adam’s responsibilities will include: oversight of subconsultants and team members, schedule coordination, and research/writing. Adam will provide direction to all team members that will ensure an internally-consistent, coherent document.

David will focus on macro-level procedural and CEQA issues, ensure quality control of all outgoing materials, and will be available for consultation on CEQA procedural matters as well as application of the *CEQA Guidelines* to this project. He will oversee all technical studies and will review all subconsultant submittals and in-house prepared text, tables, and graphics before these materials are presented to the City as administrative review documents.

SCHEDULE AND BUDGET

The work schedule for this scope of work is shown in Table 2. Based on this schedule, we would submit the Administrative Draft EIR within 5 weeks of authorization to proceed. The Final EIR would be available for certification within less than 8 months of authorization to proceed.

Table 2: EIR Schedule

Milestone	Responsible Party	Weeks to Complete	Cumulative Weeks
Authorization to Proceed	City	--	
Prepare Administrative Draft EIR	LSA	5 weeks	5 weeks
Review Administrative Draft EIR	City	2 weeks	7 weeks
Prepare Screencheck Draft EIR	LSA	2 weeks	9 weeks
Review Screencheck Draft EIR	City	1 week	10 weeks
Prepare and Reproduce Draft EIR	LSA/City	1 week	11 weeks
Public Review Period	--	45 days	18 weeks
Public Hearing on Draft EIR	LSA/City	1 day	
Prepare Administrative Draft RTC Document	LSA	4 weeks	22 weeks
Review Administrative Draft RTC Document	City	2 weeks	24 weeks
Prepare Screencheck Draft RTC Document	LSA	1 week	25 weeks
Review Screencheck Draft RTC Document	City	1 week	26 weeks
Prepare and Reproduce Final RTC Document	LSA/City	1 week	27 weeks
Begin Hearings to Consider Certification	City	10 days (min.)	29 weeks

For completion of the scope of work set forth in this proposal and accomplished according to the schedule outlined in Table 2, the LSA team proposes a total budget not to exceed \$94,630. A detailed breakdown of the budget is included in Table 3.



We appreciate the City's need to proceed in phases on this project and hope that our approach is consistent with your process. As always, feel free to call us if you have any questions.

Sincerely,

LSA ASSOCIATES, INC.



Adam Weinstein, AICP
Associate



David Clore, AICP
Principal

Table 3- 389 El Camino Real EJR Tasks B-K Cost Estimate

PHASE/TASKS	Hourly Rate:		LSA Associates		DPS Associates		Team Total
	\$225	\$120	\$90	\$105	\$115	\$120	
TASK V: PROJECT INITIATION							
TASK V-1: MEETING, TRAVEL AND MITIGATION MEASURES							
1. Initial Meeting, Travel and Mitigation	4	23	1	2	\$3,810	0	\$3,810
2. Transportation, Circulation and Parking	6	32	4	6	\$6,180	0	\$6,180
Subtotal for Task B	10	54	5	8	\$10,020	0	\$10,020
TASK V-2: ALTERNATIVES ANALYSIS							
Subtotal for Task C	4	24	1	3	\$4,635	0	\$4,635
TASK V-3: EVALUATIVE AND GROWTH INDICATING IMPACTS							
Subtotal for Task D	4	6	0	0	\$1,620	0	\$1,620
TASK V-4: EQU-REQUIRED ASSESSMENT CONCLUSIONS							
Subtotal for Task E	3	22	0	0	\$3,315	16	\$4,220
TASK V-5: PREPARE DRAFT EIR							
1. Administrative Draft EIR	10	16	4	3	\$4,845	0	\$4,845
2. Circulation Draft EIR	6	18	4	3	\$4,185	0	\$4,185
3. Public Review Draft EIR	2	12	4	3	\$2,565	0	\$2,565
Subtotal for Task F	18	46	12	9	\$11,595	0	\$11,595
TOTAL FOR DRAFT EIR	41	152	18	20	\$31,185	16	\$38,220
TASK V-6: PREPARE RESPONSES TO COMMENTS DRAFT EIR							
1. Administrative Draft Responses to Comments Document	16	28	6	3	\$7,915	2	\$9,275
2. Circulation Draft Responses to Comments Document	12	20	6	2	\$5,850	0	\$5,850
3. Final Responses to Comments Document	4	16	4	2	\$3,390	0	\$3,390
Subtotal for Task G	32	64	16	7	\$17,055	2	\$17,655
Subtotal for Task H	2	4	1	0	\$1,020	0	\$1,020
TASK V-7: FINDINGS OF FACT AND STATEMENT OF OVERRIDING CONSIDERATIONS							
Subtotal for Task I	4	16	1	0	\$2,910	0	\$2,910
TASK V-8: PUBLIC HEARINGS AND MEETINGS							
Subtotal for Task J	24	28	0	0	\$8,760	0	\$8,760
TASK V-9: PROJECT MANAGEMENT							
Subtotal for Task K	12	20	0	0	\$5,100	0	\$5,100
TOTAL LABOR (ALL TASKS)	115	284	26	27	\$66,030	18	\$71,010
MISCELLANEOUS COSTS							
Mailing Postage					\$50	\$50	\$50
Travel					\$150	\$150	\$150
Maps, Plans, Reports, Misc. Photocopying and Graphic Reproduction					\$100	\$100	\$100
Report Printing					\$500	\$500	\$500
TOTAL MISCELLANEOUS COSTS					\$850	\$850	\$850
TOTAL TEAM COSTS					\$55,180	\$72,010	\$127,190

ATTACHMENT 1

TRAFFIC IMPACT ANALYSIS PROPOSAL (DKS)

A10

August 3, 2010

Adam Weinstein, AICP
LSA Associates, Inc.
6218 6th Avenue NW
Seattle, WA 98107

**Subject: Revised Proposal for Additional Traffic Analysis to Support
an EIR for 389 El Camino Real**

A 09x03-127

DKS is pleased to present this revised proposal for an expanded traffic analysis of 389 El Camino Real in Menlo Park CA. DKS has already prepared a Traffic Impact Analysis for this project and this proposal would expand the analysis to support an Environmental Impact Report. We are very familiar with the transportation issues and the regulatory requirements for conducting traffic studies in Menlo Park.

For this project, DKS will assign Mark Spencer as Principal-in-Charge and Paul Stanis as Project Manager. Mark and Paul have worked together on several projects in Menlo Park and both have extensive experience preparing traffic studies throughout San Mateo County.

Task 1: Revised Transportation Analysis

With the increase of housing units increasing from 26 to 27, the transportation analysis will be accordingly revised. This will include revising the trip generation, intersection analysis and roadway segment analysis. In addition, the Preliminary Analysis Memo will be updated based on the revised project description.

Task 2: Additional Intersection and Roadway Segment Analysis

If a determination is made by the City that additional intersection and roadway segment locations are needed for the EIR, then the number and locations of these intersections and roadway segments will be determined. As a result, the scope and budget for this task will be determined at that time. Additional intersection and roadway segment analysis will be consistent with the analysis performed in the initial TIA and will conform for the City of Menlo Park Transportation Impact Analysis Guidelines.

Task 3: Alternatives Analysis

Based on the requirements of the San Mateo County Congestion Management Program and the City of Menlo Park, the EIR traffic study will include the conditions analyzed in the previous TIA with the addition of two Alternatives. These Alternatives will be analyzed as follows:

1. Near-Term with Alternative 1 Condition (Near-Term Condition + Alternative 1)
2. Near-Term with Alternative 2 Condition (Near-Term Condition + Alternative 2)
3. Long-Term with Alternative 1 Condition (Long-Term Condition + Alternative 1)
4. Long-Term with Alternative 2 Condition (Long-Term Condition + Alternative 2)

Task 4: Parking, Transit, Bicycle, and Pedestrian Facilities Analysis

Parking Analysis. DKS will review the proposed parking supply in light of the anticipated demand (per the ITE *Parking Generation Manual*), and compare these figures to the requirements of the City of Menlo Park Parking Code. If necessary, we will evaluate parking management strategies.

Transit, Bicycle, and Pedestrian Impact Analysis. DKS will evaluate the potential additional transit use resulting from the proposed project. Bicyclist and pedestrian impact analysis will also be included in the traffic study. It is anticipated that this task will be conducted and presented in a qualitative, narrative manner.

Task 5: Mitigation Measures

DKS staff will make recommendations for mitigation or suggested improvements to the site and/or surrounding roadway network as warranted based on the results of the additional analysis (e.g. alternatives).

Should significant impacts be identified, DKS will recommend the mitigation measures needed to alleviate such impacts and improve operational conditions. Consideration will be given to the City's Transportation Demand Management (TDM) Plan requirements and any proposed TDM measures that are proposed for the proposed project. This proposal does not include the preparation of a TDM Plan.

Task 6: EIR Transportation Chapter Assistance

DKS will review the transportation chapter completed by LSA once it is completed for quality assurance. DKS will provide assistance for the transportation chapter up to the allocated budget.

Task 7: Meetings

DKS staff has assumed attendance at two (2) total meetings in connection with this study. These include meetings with the project sponsor, City staff and/or attendance at public hearings. Additional meetings will be considered extra work and can be arranged through an amendment to this contract.

SCHEDULE and DELIVERABLES

DKS is prepared to commence work on this project immediately after receiving written authorization to proceed and indication of whether additional intersection and roadway segment analysis is needed.

BUDGET

The following table summarizes the proposed budget for this work program.

	Principal	Project Manager	Senior Engineer	Admin/ Graphics Support	Labor Hrs	Labor \$\$	Other Direct Costs (ODCs)	DKS Fee
Billing Rate	\$180	\$115	\$120	\$115				
1 Revised Transportation Analysis	8	32	2	8	50	\$6,280	\$0	\$6,280
2 Additional Intersection and Roadway Analysis*						\$0	\$0	\$0
3 Alternatives Analysis	8	24	2	8	42	\$5,360	\$0	\$5,360
4 Parking, Transit, Bicycle, and Pedestrian Facilities Analysis	8	16	2	0	26	\$3,520	\$0	\$3,520
5 Mitigation Measures	2	8	0	0	10	\$1,280	\$0	\$1,280
6 EIR Transportation Chapter Assistance	2	16	2	4	24	\$2,900	\$0	\$2,900
7 Meetings (2)	8	8	6	0	22	\$3,080	\$200	\$3,280
TOTAL	36	104	14	20	174	\$22,420	\$200	\$22,620

*Additional Intersection and Roadway Analysis - to be scoped if a determination of need is made.

Any items not specifically noted in this proposal are excluded in this budget estimate, and would require a written contract modification prior to additional work commencing.

Note: Costs include all technical, administrative, indirect and other direct costs. Other direct costs are included in the cost estimate indicated above (i.e., mileage, delivery charges, etc.)

Thank you for considering DKS for this project.

Sincerely,

DKS Associates
A California Corporation



Mark E. Spencer, P.E.
Principal