



# PUBLIC WORKS DEPARTMENT

Council Meeting Date: July 15, 2008

Staff Report #: 08-095

Agenda Item #: D2

**CONSENT:** Authorization of the City Manager to Enter into an Agreement with LSA in the Amount of \$75,505 to Perform an Environmental Study and Develop a Focused Environmental Impact Report for the Burgess Gymnasium and Gymnastics Center Project and Approve a Budget of \$83,000 for the Contract and Contingency.

---

## RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to enter into an agreement with LSA in the amount of \$75,505 to perform an environmental study and develop a Focused Environmental Impact Report for the Burgess Gymnasium and Gymnastics Center Project and approve a budget of \$83,000 for the contract and contingency.

## BACKGROUND

The Burgess Gymnasium and Gymnastics Center Project involves the proposed construction of at least one new building structure having a floor area of at least 20,000 square feet. New construction of this magnitude has the potential to result in a direct or indirect physical change in the environment. Consequently, it is deemed a "project" under the California Environmental Quality Act (CEQA) and must therefore comply with CEQA requirements to determine its potential impacts on the community.

One of the more significant considerations for this project is its potential impact on traffic and parking. This particular component typically requires specialized expertise and the longest lead time for review and study. On May 20, 2008, Council authorized a contract with DKS Associates, Inc., a transportation engineering consultant, to perform the Traffic Impact Analysis (see Attachment A). DKS has already begun this work, and their findings will be incorporated into this CEQA study and report.

## ANALYSIS

At this time, the City does not have sufficient in-house resources to perform the required CEQA study and Environmental Impact Report. Therefore, staff has sought the assistance of a professional environmental consultant.

## **Summary of Selection Process**

Staff contacted four of the environmental consulting firms having master agreements with the Community Development Department to determine if they were willing and able to perform the required work. Two of the firms, Impact Sciences, Inc., of Oakland and LSA Associates, Inc. (LSA) of Berkeley, indicated possible availability and were provided with a written Request for Proposal (RFP). LSA submitted a proposal (Attachment B) that meets the requirements for the project. Impact Sciences, Inc., did not submit a proposal due to their current workload and staffing levels.

LSA is well qualified to perform the required work. The proposed project team has a full range of expertise, and LSA has experience working with the City on EIR preparation. LSA recently prepared the Derry Lane Mixed-Use Development EIR and is currently preparing the 1300 El Camino Real Mixed-Use Development EIR. LSA intends to use select background research and analysis conducted for these two EIRs in the Initial Study and Focused EIR for the Burgess Gymnasium Expansion Project. The use of this data will enable LSA to prepare the environmental documents for the proposed project efficiently and expedite the schedule.

## **Scope of Work**

As part of its scope of work LSA proposes the following:

- Task 1. Kick-off meeting, scoping, and team meetings
  - Start-up Meeting
  - Site Visit
  - Base Map Preparation
  - Data Gathering and Evaluation
  - Scoping Session
  - Work Program Refinement/Technical Memo
- Task 2. Initial Study
  - Administrative Draft Initial Study
  - Screencheck Draft Initial Study
  - Public Review Draft Initial Study/Notice of Preparation
- Task 3. Draft Focused EIR
  - Administrative Draft Focused EIR
    - Project Description
    - Land Use and Planning Policy
    - Transportation, Circulation, and Parking
    - Impacts Found Not to be Significant
    - Cumulative Impacts/CEQA-Req. Conclusions
    - Alternatives
  - Screencheck Draft Focused EIR
  - Draft Focused EIR
- Task 4. Final Focused EIR
  - Response to Comments (RTC) Document
    - Administrative Draft RTC Document
    - Screencheck Draft RTC Document
    - RTC Document
  - Mitigation Monitoring and Reporting Program
  - Final Focused EIR

- Task 5. Certification Documents
  - Findings of Fact
  - Statement of Overriding Considerations
  - Final Focused EIR Certification Resolutions
- Task 6. Meetings and Project Management

Each task is described in more detail in the scope of work of the proposal provided as Attachment B.

The EIR will follow the City's standard requirements, will meet the requirements of CEQA, and will provide information to evaluate all 4 alternative schemes for the Gymnasium/Gymnastics Center project previously presented to Council. Should Council adopt staff's recommendation to award this contract, LSA would commence work immediately with a proposed completion date in February 2009.

### **IMPACT ON CITY RESOURCES**

The cost to perform the proposed scope of work is \$75,505. In addition, a contingency amount of \$7,495 (approximately 10 percent) is recommended for additional, unforeseen work. The total project amount will not exceed \$83,000. Sufficient funds are available as part of the \$1.25 million FY 2007-08 budget for the Burgess Gymnasium and Gymnastics Center Project. The source of funds is the Measure T Bond fund.

### **POLICY ISSUES**

This recommendation does not represent any change to existing City policy.

### **ENVIRONMENTAL REVIEW**

This purpose of this contract is to satisfy the environmental review requirements for the Burgess Gymnasium and Gymnastics Center Project.

---

Lawrence Johmann  
Senior Civil Engineer

---

Lisa Ekers  
Engineering Services Manager

**PUBLIC NOTICE:** Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

- ATTACHMENTS**
- A. [Staff Report #08-069](#)
  - B. Proposal for Services - Burgess Gymnasium and Gymnastics Center Focused Environmental Impact Report

# ATTACHMENT B

PROPOSAL FOR SERVICES

## BURGESS GYMNASIUM AND GYMNASTICS CENTER FOCUSED ENVIRONMENTAL IMPACT REPORT

Submitted to:

Lawrence M. Johmann, Senior Civil Engineer  
City of Menlo Park, Engineering Division  
701 Laurel Street  
Menlo Park, CA 94025

Prepared by:

LSA Associates, Inc.  
2215 Fifth Street  
Berkeley, CA 94710  
510.540.7331

LSA

## TABLE OF CONTENTS

I.	INTRODUCTION .....	1
	A. PROJECT UNDERSTANDING .....	1
	B. APPROACH.....	2
	C. PROJECT TEAM.....	3
II.	PROPOSED WORK PROGRAM .....	5
III.	PROJECT SCHEDULE AND BUDGET .....	17
	A. SCHEDULE .....	17
	B. PROJECT BUDGET .....	17
IV.	STATEMENT OF QUALIFICATIONS AND RESUMES .....	21
	A. MANAGEMENT AND ORGANIZATION .....	23
	B. REFERENCES .....	26
	C. STATEMENT OF UNDERSTANDING .....	27
	D. OTHER PROJECTS.....	29

## LIST OF TABLES

Table 1:	Work Program Outline .....	5
Table 2:	Proposed Focused EIR Schedule.....	18
Table 3:	Budget Table .....	19
Table 4:	Major Contract Commitments .....	26

# I. INTRODUCTION

## A. PROJECT UNDERSTANDING

The City of Menlo Park is seeking a consultant to prepare a Focused Environmental Impact Report (EIR) for the proposed Burgess Gymnasium and Gymnastics Center project (project), pursuant to the California Environmental Quality Act (CEQA). The analysis in the EIR will focus on the project's effects on transportation, circulation and parking and will include a Land Use and Planning Policy section to provide greater project context. The environmental topics not analyzed in detail in the Focused EIR will be evaluated in an Initial Study, which will be circulated for comment with the Notice of Preparation at the beginning of the environmental review period.

Burgess Park is a 9.31-acre site located adjacent to the City of Menlo Park offices and administrative buildings in the Civic Center Complex. The site was purchased by the City in 1948 and was one of the first City-owned recreation areas in Menlo Park. Burgess Park contains a recreation center, aquatics area, gymnasium and gymnastics building, two baseball fields, a soccer field, tennis courts, open tennis courts, basketball courts, a playground, and picnic areas. The land use designation for the Burgess Park is "Public Facilities" in the Menlo Park General Plan and is "Public Facilities District" in the Zoning Ordinance. The proposed project involves changes to two sites in Burgess Park. The first site is located in the northern portion of the park where the existing gymnasium and gymnastics building is located (north project site). The second site is located in the southern portion of the park in between the recreation center and Alma Street (south project site).

The approximately 17,400 square-foot Burgess Gymnasium and Gymnastics Center is located at 501 Laurel Street (north project site). The single-story gymnasium was originally constructed in 1974, and was expanded in 1987. The aquatics area, located immediately west of the project site, was added in 2004. The brick and wood building has low sloping roofs of varying heights. The building currently contains the main gymnasium, two large gymnastics rooms, office, entry lobbies, restrooms, locker and shower rooms, storage rooms, and a mechanical room. The existing Burgess Gymnasium and Gymnastics Center is bordered by Laurel Street and residential uses to the north, the aquatics area and Burgess Drive to the east, baseball and soccer fields to the south, and a parking lot and the police station to the west.

The south project site, located immediately south of the Recreation Center, currently consists of a large lawn and a paved roadway that is used for parking and as a turn-around area. The south project site is bordered by the Recreation Center to the north, a skate park and recreation fields to the east, Alma Road and Caltrain tracks to the south, and a parking lot to the west.

In November 2001, Menlo Park voters approved Measure T which will issue a total of \$38 million in general obligation bonds phased over several years, for the renovation and expansion of City parks and recreation facilities. In 2007, the Parks and Recreation Commission recommended the reconstruction of the Burgess Gymnasium and Gymnastics Center as a priority project.

The City of Menlo Park as project applicant is proposing to construct new gymnasium and gymnastics centers on two sites in Burgess Park. The project includes the following components:

- Demolition of the existing 17,400 square foot gymnasium and gymnastics center;
- Construction of a new 18,700 square-foot gymnastics facility at the north project site; and
- Construction of a new 26,900 square-foot gymnasium, including two basketball courts, at the south project site.

The project would result in the construction of approximately 28,200 net new square feet of gymnasium and gymnastics uses on the south and north project sites, and would result in a total floor area of 45,600 square feet.

The City has also identified three alternative schemes to the proposed project described above. The alternative schemes to the proposed project are as follows:

- Scheme 1 proposes to renovate the existing 17,400 square-foot facility exclusively for gymnastic use. In addition, it proposes a new 20,800 square-foot gymnasium in the space on the south project site. This scheme would result in the construction of 20,800 net new square feet of gymnasium and gymnastics uses on the south project site and would result in a total floor area of 38,200 square feet.
- Scheme 2 proposes to raze the existing gymnasium and gymnastics center in the north project site and replace it with a new 37,500 square-foot facility at the same location. This scheme would result in the construction of 20,100 new square feet of gymnasium and gymnastics space at the north project site. At the south project site, Scheme 2 would designate 40 new parking spots in the paved area currently used as a turn-around area. In total, this scheme would result in the construction of 20,100 net new square feet of gymnasium and gymnastics space on the north project site with a total floor area of 37,500 square feet.
- Scheme 3 proposes to raze the existing gymnasium and gymnastics facility on the north project site and replace it with a new 22,700 square-foot gymnasium facility at the same location. Scheme 3 would also include the construction of a new 18,700 square-foot gymnastics center on the south project site. This scheme would result in the construction of 24,000 net new square feet of gymnasium and gymnastics space at both sites and a total floor area of approximately 41,400 square feet.

## **B. APPROACH**

LSA recently prepared the Derry Lane Mixed-Use Development EIR (a transit-oriented project on a 3.5-acre site on Oak Grove Avenue across from the Menlo Park Caltrain station), and is currently preparing the 1300 El Camino Real Mixed-Use Development EIR (a transit-oriented project on a 3.4-acre site north of the Derry Lane site). The Derry Lane EIR was certified by the City in 2006, but changes to the project have required addenda to the EIR. LSA has prepared the 2nd Administrative Draft of the 1300 El Camino Real EIR, though the release date of the public review Draft EIR has not yet been determined. Much of the information in these EIRs, particularly that pertaining to background, land use, geology, hazards, utilities, services, and hydrology conditions, is still current, or will require only minor updating.

LSA is proposing to use select background research and analysis conducted for the two Menlo Park EIRs in the Initial Study and Focused EIR for the Burgess Gymnasium and Gymnastics Center project. In addition, LSA will review the Revised Mitigated Negative Declaration prepared for the Burgess Park Recreational Facility Improvements. The use of this data will enable LSA to prepare the environmental documents for the proposed project efficiently and on an expedited schedule.

The approach to environmental review of the project described below includes the preparation of an Initial Study as a preliminary environmental document containing a discussion of environmental topics to be excluded from full analysis in the Focused EIR. The Initial Study will fully document the finding that topics not addressed in detail in the Focused EIR would not be associated with significant environmental impacts.

Because the proposed project would be located within the Civic Center complex, and involves the construction of a gymnastics facility on the site of an existing gymnasium and gymnastics center, along with the construction of a gymnasium next to an existing recreation center, the proposed project is not expected to result in significant environmental impacts often associated with infill developments. While the project is not expected to generate many new users, it would result in an increase in total square footage, which could affect circulation and parking on a site with perceived circulation and parking issues. Therefore, the key topic analyzed in the Focused EIR will be Transportation, Circulation, and Parking. Due to the critical importance of potential traffic and parking impacts, the City has contracted separately with DKS Associates to develop the traffic impact analysis (TIA). LSA Associates will use the TIA prepared by DKS to write the Transportation, Circulation, and Parking section of the Focused EIR. We have also included a Land Use and Planning Policy section, in the EIR, to provide a richer context for the decision-makers' and public's evaluation of the project.

If during the preliminary environmental review of the project and draft TIA, the City and LSA determine that construction of the project is not expected to result in significant impacts to transportation, circulation, and parking, we would consult with the City about the possibility of preparing a Mitigated Negative Declaration to be circulated with the Initial Study. Preparation of an Initial Study/Mitigated Negative Declaration would eliminate the need to prepare a Focused EIR. If this approach is taken, LSA would submit a revised scope and budget.

### C. PROJECT TEAM

LSA has assembled a project team that provides the full range of required expertise to undertake this assignment.

Primary staff on this project will be **Judith Malamut, Principal**, who will serve as Principal-in-Charge and will oversee the project, review all outgoing products, and be available for meetings and hearings. Judith will be assisted by **Shannon Allen, Associate and Project Manager** who will serve as the primary author of the Initial Study, prepare the non-technical sections of the Focused EIR, and serve as the day-to-day contact for project-related concerns. Judith and Shannon have previously conducted numerous environmental analyses for park projects and public facility projects in the Bay Area. The Statement of Qualifications, included in Chapter IV of this proposal, describes our team's experience and includes references and resumes.



## II. PROPOSED WORK PROGRAM

This chapter outlines the work program for completing the environmental documentation for the Burgess Gymnasium and Gymnastics Center project in compliance with CEQA. A summary of the work program is provided in Table 1. Our proposed work schedule and budget are presented in Chapter III.

### TASK 1. KICK-OFF, SCOPING, AND TEAM MEETINGS

Task 1 includes preliminary environmental review tasks, including a start-up meeting and site visit, preparation of a base map, preliminary data gathering and evaluation, the scoping session, and preparation of a technical memorandum after preliminary review of project materials and background reports that outlines possible refinements to the scope of work.

#### 1. Start-Up Meeting

LSA will meet with City staff to discuss expectations regarding the tasks to be undertaken as part of the environmental documentation effort for the Burgess Gymnasium and Gymnastics Center project. As part of these meetings, LSA will:

- Gather relevant information and data regarding the site and environmental issues beyond that which the City has already submitted to LSA;
- Discuss the City's desired schedule for the planning process; and
- Discuss the possibility of preparing an Initial Study/Mitigated Negative Declaration instead of a Focused EIR.

#### 2. Site Visit

As one of the initial steps in this scope of work, and in conjunction with the start-up meeting, LSA will undertake a site visit with as many members of our project team as possible. Due to our work on the Derry Lane and 1300 El Camino Real EIRs, we already have considerable familiarity with the area. For this project, we will walk through and photograph the project area and its surroundings in order to document existing conditions and site features. We encourage attendance by City staff at our initial site visit to allow for sharing of observations.

**Table 1: Work Program Outline**

<b>TASK 1. KICK-OFF, SCOPING, AND TEAM MEETINGS</b> <ol style="list-style-type: none"><li>1. Start-Up Meeting</li><li>2. Site Visit</li><li>3. Base Map Preparation</li><li>4. Data Gathering and Evaluation</li><li>5. Scoping Session</li><li>6. Work Program Refinement/Technical Memo</li></ol>
<b>TASK 2. INITIAL STUDY</b> <ol style="list-style-type: none"><li>1. Administrative Draft Initial Study</li><li>2. Screencheck Draft Initial Study</li><li>3. Public Review Draft Initial Study/NOP</li></ol>
<b>TASK 3. DRAFT FOCUSED EIR</b> <ol style="list-style-type: none"><li>1. Administrative Draft Focused EIR<ol style="list-style-type: none"><li>a. Project Description</li><li>b. Land Use and Planning Policy</li><li>c. Transportation, Circulation, and Parking</li><li>d. Impacts Found Not to be Significant</li><li>e. Cumulative Impacts/CEQA-Req. Conclusions</li><li>f. Alternatives</li></ol></li><li>2. Screencheck Draft Focused EIR</li><li>3. Draft Focused EIR</li></ol>
<b>TASK 4. FINAL FOCUSED EIR</b> <ol style="list-style-type: none"><li>1. Response to Comments Document<ol style="list-style-type: none"><li>a. Administrative Draft RTC Document</li><li>b. Screencheck Draft RTC Document</li><li>c. RTC Document</li></ol></li><li>2. Mitigation Monitoring and Reporting Program</li><li>3. Final Focused EIR</li></ol>
<b>TASK 5. CERTIFICATION DOCUMENTS</b> <ol style="list-style-type: none"><li>1. Findings of Fact</li><li>2. Statement of Overriding Considerations</li><li>3. Final Focused EIR Certification Resolutions</li></ol>
<b>TASK 6. MEETINGS AND PROJECT MANAGEMENT</b>

### **3. Base Map Preparation**

A base map of the project site and vicinity will be prepared by LSA. The project site base map will be used to illustrate street and lot layouts in the project site vicinity and the project site's relationship to adjacent facilities, surrounding blocks, surrounding land uses, and General Plan and Zoning designations. The base map will also be available to the City for use during meetings and presentations.

### **4. Data Gathering and Evaluation**

Existing data and analyses applicable to the project site and vicinity will be collected and evaluated. Background planning documents such as the Menlo Park General Plan and Zoning Ordinance have already been collected and reviewed as part of our work on the Derry Lane and 1300 El Camino Real EIRs.

LSA will contact responsible or potentially affected agencies to identify concerns about the proposed project for those environmental topics on which the EIR will focus. In addition to City departments, these agencies could include: the Bay Area Air Quality Management District; the San Francisco Regional Water Quality Control Board; the California Water Service Company; West Bay Sanitary District; San Mateo County Health Services Agency; and Caltrans.

### **5. Scoping Session**

Judith Malamut and/or Shannon Allen will attend the EIR scoping session and Planning Commission Study Session. After the meeting, LSA will review all comments made by the public and Planning Commissioners to ensure that the scope of work comprehensively addresses environmental issues. This scope and budget assumes that LSA will make a short presentation at the scoping session that outlines the project's environmental review requirements and process, if desired by the City.

### **6. Work Program Refinement/Technical Memorandum**

LSA will review the technical studies and other background reports applicable to the project and will prepare a technical memorandum outlining: 1) existing conditions (and assumptions about existing conditions) at and around the project site; 2) a discussion of additional materials needed from the City to complete the environmental review; and 3) possible refinements to our scope of work/budget, based on comments from the scoping/study session and Notice of Preparation and Initial Study comment period.

## **TASK 2. INITIAL STUDY**

LSA will prepare an Initial Study to focus out environmental topics that do not warrant detailed analysis in the Focused EIR. LSA will prepare three drafts of the Initial Study: an Administrative Draft, for review by the City, a Screencheck Draft, for review by the City, and a Public Review Draft, for circulation with the Notice of Preparation (NOP) for the Focused EIR.

## **1. Administrative Draft Initial Study**

LSA will prepare the Administrative Draft Initial Study. The draft will include a brief project description, the CEQA Environmental Checklist Form, mandatory findings, and a determination that an EIR will be the appropriate CEQA documentation for the project, if appropriate. In preparing the checklist, LSA will respond to the checklist questions for the various impact topics and add concise explanatory comments related to each topic. The comments will describe potentially significant impacts and, where appropriate, mitigation measures that would reduce impacts to less-than-significant levels. Eight (8) bound copies, one (1) camera-ready copy, and one (1) electronic copy of the Administrative Draft Initial Study will be submitted to the City. The topics that will be analyzed in the Initial Study are discussed briefly below.

### **a. Aesthetics**

LSA will evaluate existing visual conditions in and around the project site, including views of and from the project site. The change in views of the park after the facilities have been constructed will be described, along with an analysis of the project's impact on scenic vistas and the visual character of surrounding neighborhoods.

### **b. Agricultural Resources**

Menlo Park is characterized as urban and built-up land by the California Department of Conservation, Farmland Mapping and Monitoring Program. In addition, the project area is located in a developed area near downtown Menlo Park. As such, LSA anticipates that the proposed project would not impact agricultural resources.

### **c. Air Quality**

LSA will prepare the air quality impacts analysis for the proposed project based on the Bay Area Air Quality Management District (BAAQMD) CEQA Guidelines. The air quality analysis will include the following components: 1) assessment of baseline air quality in the area, as documented by the closest air monitoring stations; 2) assessment of construction impacts; 3) a qualitative assessment of traffic and operational impacts; and 4) recommendation of mitigation measures consistent with BAAQMD guidelines, if applicable. LSA does not propose to conduct CO hot spot modeling for this project.

LSA's Air Quality section will also discuss the topic of Global Climate Change. The section will include a description of climate change, and a discussion of its causes and the contribution of human activities. In addition to the quantification of regional project air pollutant emissions, LSA will quantitatively address the project's contribution to climate change. LSA will compile and summarize recent approaches to this issue and current regulatory requirements. LSA will coordinate with the City to determine the appropriate approach for the CEQA document.

### **d. Biological Resources**

The project site is located on an existing park, which is located in a developed area near downtown Menlo Park. LSA anticipates that any wildlife and other biological resources on the park are adapted to current urban conditions, and as such, the project would have a less-than-significant impact biological resources. A discussion of Heritage trees will be included in the Cultural Resources section of the Initial Study.

#### **e. Cultural Resources**

The existing gymnasium and gymnastics facility was built in 1974, and therefore is not likely to be considered a historic resource. Ground disturbance within the project site could result in the identification of archaeological and paleontological resources. LSA will use background materials prepared for the Derry Lane and 1300 El Camino Real EIRs to evaluate the potential for such resources to be uncovered during the construction period, and will recommend mitigation measures to reduce potential significant impacts, if applicable. Based on LSA's initial review of the proposed project, several trees on the site could be classified as heritage trees, per the City's Heritage Tree Ordinance, and any impacts to these trees would result in a significant impact to cultural resources.

**Optional Task:** LSA's certified arborist could prepare a brief letter report with a tree table and associated map showing the approximate location of each tree or group of trees. The report will include the following components: identify each tree species; position each tree on a base map of the project site; measure the diameter of each tree at a point 54 inches above the natural grade; and evaluate of the health and structural condition of each tree. This letter would provide a summary of our findings and would discuss potential impacts that may occur to subject trees as a result of development. Estimated cost for the arborist's report is \$2,600 for approximately 30 hours of work.

#### **f. Geology and Soils**

For this section, LSA will summarize the site's potential for geologic impacts based on information available in the City's General Plan, and background information from published and unpublished technical reports, to prepare written responses to the Initial Study checklist questions. LSA will provide practical mitigation measures that would reduce or eliminate any identified potential impacts related to Geology, Soils or Seismicity to a less-than-significant level, if necessary. It is likely that mitigation measure(s) will require a preparation of a preliminary geotechnical report, and LSA recommends that this report be completed and incorporated into the Initial Study.

#### **g. Hazards and Hazardous Materials**

It is our understanding that a Phase I Environmental Site Assessment has not been prepared for this project. For this section, LSA will order and review an Environmental Database Report to identify known hazardous materials sites within 1/4 mile of the project site. LSA will evaluate potential threats from hazardous materials and other hazards that could result from implementation of the proposed project. LSA will describe known and potentially hazardous materials issues in the project area and immediate vicinity based on information collected from available reports. Other tasks will include a description of any potential project-related interference with emergency response or emergency evacuation plans and a description of local fire hazards. Project impacts associated with fire hazards will be identified.

#### **h. Hydrology and Water Quality**

Information for this section of the Initial Study will be drawn from review of United States Geological Survey (USGS) and California Geological Survey (CGS) reports and maps; hazard maps as prepared by the Association of Bay Area Governments (ABAG) and the City of Menlo Park, published materials from the Regional Water Quality Control Board (RWQCB); San Mateo Stormwater Pollution Prevention Program (SMSPPP) materials; and other published materials. Based on ABAG mapping, the site does not lie within a FEMA-defined floodzone or a defined dam failure

inundation zone. In addition, the proposed project would not be expected to locally alter drainage patterns. However, construction-period impacts to surface water quality could occur if on-site grading and excavation were not properly managed.

**i. Land Use and Planning Policy**

LSA will briefly discuss the Land Use and Planning Policy setting in the Initial Study. Land use compatibility and policy consistency issues will be discussed in the Focused EIR.

**j. Mineral Resources**

As the project site is located in a developed urban area, it is assumed that there are no known mineral resources on or in the vicinity of the project site. As such, the project would not be expected to affect mineral resources.

**k. Noise**

LSA will identify noise sensitive land uses in the project area and describe the general noise environment based on available data. Applicable State of California and City of Menlo Park noise and land use criteria will be identified. Short term noise monitoring will be conducted at up to six locations in the project vicinity. These ambient noise level measurements will be taken with a Larson-Davis 720 sound level meter for 20 minutes at the selected locations. This noise monitoring effort would document the noise levels generated by typical activity use of the existing facilities as well as to measure the daytime ambient noise levels in the project vicinity. Noise impacts to on- and off-site sensitive land uses from increased traffic noise would be assessed qualitatively. Mitigation measures consistent with best practice standards will be provided, as appropriate.

**l. Public Services**

This section will evaluate the potential impacts on public services, including police, fire, and schools. LSA will determine if the proposed project would result in increased demand for public services and would require an expansion of existing infrastructure or facilities.

**m. Recreation**

LSA will analyze the effects of the proposed project on existing and planned recreational facilities, including Burgess Park and the Civic Center complex. The temporary impacts associated with the loss of facilities during project construction will be analyzed as well.

**n. Transportation, Circulation, and Parking**

LSA will briefly describe the Transportation, Circulation, and Parking setting in the Initial Study. An in-depth analysis of transportation, circulation, and parking impacts will be provided in the Focused EIR.

**o. Utilities**

LSA will summarize the impacts that could result from implementation of the proposed project to the following utilities and service systems: water supplies; wastewater treatment and capacity; stormwater facilities; and solid waste disposal.

## **2. Screencheck Draft Initial Study**

LSA will amend the Administrative Draft Initial Study based on any last-minute comments received from the City. One (1) copy of the Screencheck Draft Initial Study will be provided to the City to verify that all requested changes have been made and all references and final graphics are acceptable.

## **3. Public Review Draft Initial Study/Notice of Preparation**

Based on one set of consolidated, non-contradictory comments submitted by the City, LSA will make any necessary revisions to the Initial Study and prepare the public review Initial Study. Seventy-five (75) bound copies, one (1) camera-ready copy, and one (1) electronic version for distribution will be prepared. LSA could also provide copies of the Draft Initial Study on CD. Concurrently with preparation of the Initial Study, LSA will prepare a Notice of Preparation (NOP) in accordance with the requirements of CEQA for distribution to the State Clearinghouse and all other appropriate recipients. The City will distribute the Initial Study and the NOP per standard City practices.

### **TASK 3. DRAFT FOCUSED EIR**

LSA will prepare three drafts of the Focused EIR: an Administrative Draft and Screencheck Draft, for review by the City, and a Public Review Draft, which will be released for the 45-day review period. The following discussion summarizes the tasks that LSA will conduct to prepare the Focused EIR.

#### **1. Administrative Draft Focused EIR**

The information developed in Tasks 1 and 2 will be refined and organized into an Administrative Draft Focused EIR. The Focused EIR is expected to include the following components:

- Table of Contents
- Introduction
- Executive Summary and Impacts and Mitigation Measures Summary Table
- Project Description
- Environmental Setting, Impact Analysis, and Mitigation Measures
- Project Alternatives
- Cumulative and Growth-Inducing Impacts
- CEQA-Required Assessment Conclusions
- List of Persons and Organizations Contacted
- Bibliography
- Technical Appendices (as needed)

Eight (8) bound copies, one (1) camera-ready copy, and one (1) electronic version of the Administrative Draft Focused EIR will be submitted to the City for review and comment. At the end of the review period, LSA will discuss comments on the Administrative Draft with the City, either in a meeting or via a conference call.

The setting, impacts, and mitigation measures documentation for the land use and transportation sections will be incorporated into the Focused EIR. This analysis will clearly describe the affected environment and the environmental consequences of project implementation. A set of feasible mitigation measures will be identified to reduce significant impacts to a less-than-significant level.

The following discussion summarizes the tasks that LSA would conduct to prepare each section of the Focused EIR.

#### **a. Project Description**

LSA will prepare a project description that discusses the key elements of the project, including project objectives, proposed uses, temporary relocation of existing uses, building design, circulation and parking, demolition and grading, construction schedule, and requested entitlements. The project description, which will be based upon the description prepared for the Initial Study, will also include a description of the project site, surrounding land uses, and the background of the project. Recent enhancements to Burgess Park, as well as approved projects for Burgess Park, such as the improvements to the Community Recreation Center, will be included a background discussion in the Project Description.

#### **b. Land Use and Planning Policy**

The land use and planning policy analysis will focus on the project's relationship to local land use patterns including other recreation uses and facilities within the park itself. The section will also include a brief discussion of existing and planned land uses in the project vicinity.

- ***Compile, identify, and present existing land uses.*** Existing on-site and surrounding land uses (extending approximately 2 blocks outside the project site boundaries) will be described and mapped. Potential projects planned in the foreseeable future in the vicinity of the project site will also be described as part of this task.
- ***Describe relevant policies and regulations.*** LSA will summarize relevant land use plans and policies. Documents that LSA will describe include the existing General Plan, Zoning Ordinance, and other applicable local, regional, State, and federal plans and policies.
- ***Evaluate division of a community and land use compatibility.*** The proposed project's potential to disrupt or divide the existing community will be evaluated and described. The compatibility of the proposed project's land uses with existing and planned area land uses will be evaluated and described. Compatibility between land uses proposed within the study area will also be evaluated.
- ***Determine policy consistency.*** The project's consistency with applicable land use plans and policies will be evaluated.

If necessary, mitigation measures will be recommended to reduce significant land use impacts to less than significant levels.

#### **c. Transportation, Circulation, and Parking**

LSA will prepare the Transportation, Circulation, and Parking section of the Focused EIR, utilizing the TIA prepared by DKS Associates. This section will incorporate all applicable background and setting information, analysis, and any significant impacts and mitigation measures identified by DKS. LSA will also work with DKS on transportation demand management mitigation or improvement

measures, if necessary. The elements of the TIA to be summarized in the Draft EIR include the following:

- Existing transportation, circulation, and parking setting.
- Project trip generation.
- Study intersection traffic analysis.
- Site circulation, access, and parking evaluation.
- Development of mitigation measures.

**d. Impacts Found Not To Be Significant**

It is assumed that the following topics can be scoped out of the Focused EIR by means of the Initial Study (described above in Task 2): aesthetics; agricultural resources; air quality; biological resources; cultural and paleontological resources; geology and soils; hazards and hazardous materials; hydrology and water quality; mineral resources; noise; population and housing; public services; and utilities and service systems. The project's non-significant impacts in these environmental issue areas will be summarized, and the analysis included in the Initial Study will be cross-referenced.

**e. Cumulative Impacts and CEQA-Required Assessment Conclusions**

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 proposed project in conjunction with other off-site, permitted, under-construction, or probable future projects.

LSA will prepare the appropriate conclusions to fulfill CEQA (Sections 15126.2 of the *CEQA Guidelines*) requirements by providing assessment of mandatory impact categories:

- Unavoidable significant environmental impacts;
- Significant irreversible environmental changes that would be caused by the proposed project, if it is implemented; and
- Growth-inducing impacts.

**f. Alternatives**

The alternatives chapter of the Focused EIR for the proposed project will begin by describing the CEQA requirements for evaluation of alternatives. The LSA team will evaluate up to four alternatives for the project, one of which will be the CEQA-required "No Project Alternative," under which the Burgess Gymnasium and Gymnastics Center will remain in its existing condition. Other alternatives to be evaluated are the three schemes described in the RFP and summarized on page 2 of this proposal. LSA will describe each alternative and provide an analysis of the potential impacts relative to the proposed project associated with each environmental topic addressed in the Focused EIR. The discussion provided will be of sufficient detail to evaluate the benefits and drawbacks of each alternative and provide qualitative conclusions regarding the alternatives compared to the proposed project. Based on this analysis, the Environmentally-Superior Alternative will be identified, as required by CEQA.

## **2. Screencheck Draft Focused EIR**

LSA will amend the Administrative Draft Focused EIR based on comments received from the City. One (1) copy of the Screencheck Draft Focused EIR will be provided to the City to verify that all requested changes have been made and all appendix materials, references, and final graphics are acceptable.

## **3. Draft Focused EIR**

Seventy-five (75) bound copies, one (1) camera-ready copy, and one (1) electronic version of the Draft Focused EIR will be produced for public distribution and submittal to the State Clearinghouse. LSA will prepare a Notice of Completion, in accordance with the *CEQA Guidelines*, and coordinate with the City to distribute the Draft Focused EIR pursuant to CEQA and City review procedures.

## **TASK 4. FINAL FOCUSED EIR**

After the 45-day public review period, and prior to hearings for certification of the EIR, LSA will prepare a Response to Comments document and Mitigation Monitoring and Reporting Program. These documents, along with any text changes to the Draft Focused EIR, will be consolidated into a Final Focused EIR.

### **1. Response to Comments Document**

LSA will prepare the Responses to Comments document on the project following the public review period. One Administrative Draft, one Screencheck Draft, and one final document will be prepared.

#### **a. Administrative Draft Responses to Comments Document**

The LSA team will formulate responses to comments received on the Draft Focused EIR, including written comments received from the public and agencies, and prepare a Response to Comments document. Included in the Administrative Draft Response to Comments document will be: 1) a list of persons, organizations, and public agencies commenting on the Draft Focused EIR; 2) copies of all written comments, and the responses to these comments; 3) written comments and any verbal comments received at a public hearing and responses to these comments; 4) and any necessary revisions to the Draft Focused EIR. LSA will discuss the best approach to the responses with the City at a meeting or conference call following the close of the comment period. The budget estimate in Table 2 shows the level of professional effort assumed for this task. Should an unexpectedly large volume of comments be submitted, LSA may request an adjustment in the budget to cover work beyond the assumed level.

Eight (8) bound copies, one (1) camera-ready copy, and one (1) electronic version of the Administrative Draft Response to Comments document will be submitted to the City for review and comment.

#### **b. Screencheck Draft Responses to Comments Document**

After review by the City and transmittal of a single set of consolidated non-contradictory comments to LSA, we will amend the Administrative Draft Response to Comments document and prepare a Screencheck version for final review by City staff. We have allotted time for responding to changes;

however, if this task were to exceed the cost allotted in the budget, LSA may request an adjustment in the budget to cover work beyond the assumed level. One (1) copy of the Screencheck version will be provided to the City.

### **c. Responses to Comments Document**

After submittal by the City of one set of consolidated non-contradictory comments on the Administrative Draft Response to Comments document, LSA will prepare a final version of the document. This document will be part of the Final Focused EIR (see subtask 3).

## **2. Mitigation Monitoring and Reporting Program**

LSA will prepare a Mitigation Monitoring and Reporting Program (MMRP) for this project and will identify responsibility for implementing and monitoring each mitigation measure, along with monitoring triggers and reporting frequency. LSA will also work closely with the City to ensure that the MMRP is prepared in a format that will be easy to implement and is tailored to the City's approval procedures. A checklist will be prepared listing the mitigation measures and providing a column for verification of compliance.

The MMRP will be submitted to the City for review with the Administrative Draft Responses to Comments document. The Final MMRP will be included in the Responses to Comments document and Final Focused EIR.

## **3. Final Focused EIR**

LSA will combine the Draft Focused EIR, any text changes made to the Draft Focused EIR after the public review period, the Responses to Comments document, and the Mitigation Monitoring and Reporting Program into a Final Focused EIR. LSA will produce seventy-five (75) bound copies, one (1) camera-ready copy, and one (1) electronic version of the Final Focused EIR.

## **TASK 5. CERTIFICATION DOCUMENTS**

LSA will prepare a Findings of Fact and Statement of Overriding Considerations (if necessary), as required by CEQA. In addition, LSA will work with the City to prepare the Final Focused EIR certification resolutions for consideration by the Planning Commission.

### **1. Findings of Fact**

LSA will prepare a Findings of Fact document prior to certification of the Final Focused EIR, consistent with Section 15091 of the *CEQA Guidelines*. The document will describe the mitigation measures that have been incorporated into the project to reduce the significant environmental impacts, and will describe why these measures would reduce the significant environmental effects of the project. LSA will provide eight (8) paper copies and one (1) electronic copy of the Findings of Fact document (see below) for City review and publication.

### **2. Statement of Overriding Considerations**

If the project would result in significant unavoidable impacts, LSA will prepare a Statement of Overriding Considerations that discusses the benefits of the project in the context of its unavoidable

impacts. This statement would be supported by substantial evidence in the record as required by the *CEQA Guidelines*.

### **3. Final Focused EIR Certification Resolutions**

LSA will prepare the Final Focused EIR certification resolutions for consideration by the Planning Commission, as directed by the City.

### **TASK 6. MEETINGS AND PROJECT MANAGEMENT**

Judith Malamut and Shannon Allen will be available throughout the EIR preparation period to meet with the project team to gather information, review progress, review preliminary findings, discuss staff comments, offer input into discussions on project modifications, and consult on CEQA procedural matters. The cost estimate includes attendance by both Judith and/or Shannon at the following meetings: project start-up meeting (and site visit/field survey) and scoping meeting under Task 1; meeting or conference call to review comments on the Draft Focused EIR under Task 3; and meeting to strategize on a response to comments under Task 4.

Under Task 6, LSA has budgeted for attendance of two public hearings before the Planning Commission (one for review of the Draft Focused EIR and one for review and certification of the Final Focused EIR) and one public hearing before the City Council. Attendance by LSA at additional meetings will be billed on a time-and-materials basis. Our estimated cost for each additional meeting (assuming a four-hour meeting, including travel time) is: \$620 for Judith and \$520 for Shannon.

Judith and Shannon will also undertake a variety of general project management tasks throughout the process of preparing the Focused EIR and presenting it to decision-makers. Judith will provide input on and monitor the scope, budget, and scheduling of the project. She will also be responsible for quality assurance for all work undertaken and will review all prepared text, tables, and graphics before these materials are presented as administrative review documents.

Shannon will coordinate the day-to-day activities associated with the project. Project management tasks include regular client contact; contract negotiation and management; assistance to team members; schedule coordination; and development of products. LSA will provide the direction to all team members that will ensure an internally-consistent, and coherent document.



### **III. PROJECT SCHEDULE AND BUDGET**

#### **A. SCHEDULE**

The preliminary work schedule for preparation and completion of the Focused EIR is shown in Table 2. LSA will finalize the schedule with the City at the project kick-off meeting. Based on this schedule, an Administrative Draft Initial Study would be ready for review by the City approximately 4 weeks after authorization to proceed; an Administrative Draft Focused EIR would be available within approximately 3 months of authorization to proceed (including the NOP comment period); and the Final Focused EIR would be ready for certification within approximately 7 months of authorization to proceed.

#### **B. PROJECT BUDGET**

For completion of the scope of work set forth in this proposal and accomplished according to the schedule outlined, the LSA team proposes a total budget not to exceed \$75,505. A detailed breakdown of the budget is provided in Table 3.

This proposed budget and scope are effective for 90 days.

**Table 2: Proposed Focused EIR Schedule**

<b>Milestone</b>	<b>Responsible Party</b>	<b>Duration</b>	<b>Date</b>
Authorization to Proceed	City	--	July 21, 2008
Project Kick-off Meeting	City/LSA	--	TBD
Prepare Administrative Draft Initial Study	LSA	4 weeks	August 15, 2008
Review Administrative Draft Initial Study	City	2 weeks	August 24, 2008
Prepare Public Review Draft Initial Study and Notice of Preparation	LSA	1 week	August 31, 2008
Notice of Preparation Comment Period	--	30 days	September 30, 2008
Scoping Meeting	City/LSA	--	TBD
Prepare Administrative Draft Focused EIR	LSA	3 weeks	October 24, 2008
Review of Administrative Draft Focused EIR	City	2 weeks	November 7, 2008
Prepare and Reproduce Draft Focused EIR	LSA	1 week	November 14, 2008
Public Review Period	--	45 days	December 31, 2008
Public Hearing on Draft Focused EIR	City/LSA	--	TBD
Prepare Administrative RTC Document	LSA	2 weeks	January 16, 2009
Review Administrative RTC Document	City	1 week	January 23, 2009
Prepare and Reproduce Final Focused EIR	LSA	1 week	January 30, 2009
Begin Hearings to Consider Certification	City	10 days (min.)	February 9, 2009

**Table 3: Proposed Focused EIR Project Budget**

LABOR COSTS								
	LSA Associates, Inc.							Team Total
	Principal (Malamut)	Associate/ Project Manager (Allen)	Assistant Planner (Harrig)	Associate/Noise and Air Quality Specialist (Lay)	Air Quality/Noise/ Transportation Analyst (Ault)	Word Processing (Morris)	Graphics and Production (Linder)	
Hourly Rate:	\$155	\$130	\$70	\$130	\$90	\$85	\$100	
<b>Task 1 Kick-Off, Scoping, and Team Meetings</b>								
(1) Start-Up Meeting	3	3	3					\$1,065
(2) Site Visit	1	1	1					\$355
(3) Base Map Preparation		1	2				4	\$670
(4) Data Gathering and Evaluation		1	6					\$550
(5) Scoping Session	4	6	4			2		\$1,850
(6) Work Program Refinement/Technical Memo	1	8						\$1,195
<b>Subtotal for Task 1</b>	<b>9</b>	<b>20</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>\$5,685</b>
<b>Task 2 Initial Study</b>								
(1) Administrative Draft Initial Study	4	12	48	18	46	4	10	\$13,360
(2) Screencheck Review Draft Initial Study/NOP	2	4	8	3	4	2	2	\$2,510
(3) Public Review Draft Initial Study/NOP	1	2	6			2	4	\$1,405
<b>Subtotal for Task 2</b>	<b>7</b>	<b>18</b>	<b>62</b>	<b>21</b>	<b>50</b>	<b>8</b>	<b>16</b>	<b>\$17,275</b>
<b>Task 3 Draft Focused EIR</b>								
(1) Administrative Draft Focused EIR								
(a) Project Description	2	4	16			2	6	\$2,720
(b) Land Use and Planning Policy	1	3	16			2	6	\$2,435
(c) Transportation, Circulation, and Parking	2	16				3	3	\$2,945
(d) Impacts Found Not to be Significant	1	2	8			1		\$1,060
(e) Cumulative Impacts & CEQA Conclusions	1	3	12	2		1		\$1,730
(f) Alternatives	1	16		2		1	6	\$3,180
(2) Screencheck Draft Focused EIR	2	8	14			4	2	\$2,870
(3) Draft Focused EIR	2	4	8			4	2	\$1,930
<b>Subtotal for Task 3</b>	<b>12</b>	<b>56</b>	<b>74</b>	<b>4</b>	<b>0</b>	<b>18</b>	<b>25</b>	<b>\$18,870</b>
<b>Task 4 Final Focused EIR</b>								
(1) Response to Comments Document								
(a) Administrative Draft RTC Document	4	10	18			4	6	\$4,120
(b) Screencheck Draft RTC Document	2	8	10			2	2	\$2,420
(c) RTC Document	1	2	4			2	2	\$1,065
(2) Mitigation Monitoring and Reporting Program	1	3	12			2		\$1,555
(3) Final Focused EIR	4	6	6			4	4	\$2,560
<b>Subtotal for Task 4</b>	<b>12</b>	<b>29</b>	<b>50</b>	<b>0</b>	<b>0</b>	<b>14</b>	<b>14</b>	<b>\$11,720</b>
<b>Task 5 Certification Documents</b>								
(1) Findings of Fact	3	10	18			2		\$3,195
(2) Statement of Overriding Considerations	2	4				1		\$915
(3) Final Focused EIR Certification Resolutions	1	6				2		\$1,105
<b>Subtotal for Task 5</b>	<b>6</b>	<b>20</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>\$5,215</b>
<b>Task 6 Meetings and Project Management</b>								
(1) Public Hearings	14	20	8					\$5,330
(2) Project Management	10	22						\$4,410
<b>Subtotal for Task 6</b>	<b>24</b>	<b>42</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$9,740</b>
<b>TOTAL LABOR (ALL TASKS)</b>	<b>70</b>	<b>185</b>	<b>228</b>	<b>25</b>	<b>50</b>	<b>47</b>	<b>59</b>	<b>\$68,505</b>
<b>MISCELLANEOUS COSTS</b>								
1. Deliveries								\$300
2. Travel								\$350
3. Maps; Plans; Reports; Databases								\$350
4. Printing								\$6,000
<b>TOTAL MISCELLANEOUS COSTS</b>								<b>\$7,000</b>
<b>TOTAL LSA TEAM BUDGET</b>								
<b>TOTAL COST</b>								<b>\$75,505</b>