



STAFF REPORT

Planning Commission

Meeting Date: 3/15/2016
Staff Report Number: 16-044-CC

Consent Calendar: **Authorize the City Manager to approve a contract with ICF International in the amount of \$255,660 and future augments as may be necessary to prepare an Infill Environmental Impact Report for the Middle Plaza at 500 El Camino Real Project**

Recommendation

Staff recommends that the City Council authorize the City Manager to approve a contract with ICF International in the amount of \$255,660, and future augments as may be necessary, to prepare an Infill Environmental Impact Report (EIR) for the Middle Plaza at 500 El Camino Real Project based on the proposal included as Attachment A.

Policy Issues

The proposed project will ultimately require the Planning Commission and City Council to consider the proposed land use entitlements, including the architectural control request. The policy implications of such actions are considered on a case-by-case basis, and will be informed by additional analysis as the project review proceeds. The Infill EIR will assist the Council in making decisions on these actions. Authorizing the proposed Infill EIR contract will have no bearing on future Council action on the proposed development.

Background

Site location

With El Camino Real in a north-south orientation, the subject site is located on the east side of El Camino Real near Roble Avenue and Harvard Avenue. The project site consists of six legal parcels totaling approximately 8.4 acres, currently addressed 300 through 550 El Camino Real. The overall project site adjoins El Camino Real at the front and the Caltrain rail corridor at the rear. There are currently no active uses on the project site, with the exception of a temporary art exhibition space at 300 El Camino Real.

The project site is within the El Camino Real/Downtown Specific Plan (“Specific Plan”) area. The overall intent of the Specific Plan is to preserve and enhance community life, character and vitality through public space improvements, mixed-use infill projects sensitive to the small-town character of Menlo Park, and improved connectivity. The Specific Plan reflects the outcome of an extensive community outreach and engagement process, which took place between 2007 and 2012.

Earlier submittals

The applicant, Stanford University (“Stanford”), submitted an initial project application in November 2012 to demolish the existing buildings and site improvements, and to redevelop the site with a mixed-use development. This initial proposal included approximately 229,500 square feet of office uses (including

96,150 square feet of medical office), 10,000 square feet of retail, and residential uses in the range of 136 to 152 units. Subsequent revisions to the proposal were presented in response to feedback/recommendations from the Planning Commission, City Council, and Council subcommittee.

On August 27, 2013, the City Council accepted a final report from the subcommittee and approved proposed scopes of work for the project's traffic analysis. The traffic analysis evaluated a revised proposal that included approximately 199,500 square feet of office uses (with no medical office uses), 10,000 square feet of retail, and 170 residential units, with the intent of determining if the effects of the proposed project would be consistent with the impacts identified in the Specific Plan EIR. The analysis concluded that project-level traffic impacts would be greater than those evaluated in the Specific Plan EIR.

Stanford has since made significant refinements to the proposed development, which is described in more detail below.

Analysis

Project description

In September 2015, Stanford submitted a revised proposal to include approximately 143,226 square feet of non-medical office, 10,000 square feet of retail, and 215 residential units. The proposed development would consist of six buildings constructed above underground parking garages. A publicly-accessible open space plaza at Middle Avenue would be provided that would accommodate a future pedestrian and bicycle linkage across the railroad connecting the Middle Avenue plaza with Alma Street/Burgess Park.

Project review process

The following represents the set of public meetings required to review the project, and the likely sequencing of actions:

- City Council meeting on EIR Contract (March 15, 2016)
- Housing Commission recommendation on the Below Market Rate (BMR) proposal
- Environmental Quality Commission (EQC) review and recommendation on the Heritage Tree Removals
- Planning Commission Meeting(s) on the Draft EIR
- Planning Commission Meeting(s) on all actions
- Potential City Council Meeting(s) on all actions

Environmental review

The EIR type is designated by Senate Bill 226 guidelines as an "Infill EIR," which would allow for a streamlined environmental review process for eligible infill projects by limiting the topics subject to review at the project level. The proposed project is eligible for the Infill EIR, and the topics to be analyzed would be limited to project-level impacts that were not addressed under the Specific Plan EIR. The City has selected ICF International to prepare the Infill EIR. ICF International has extensive experience preparing environmental review analysis for other projects in Menlo Park, including the 1300 El Camino Real and Facebook Campus Expansion projects.

Based on the current proposal, the Infill EIR will analyze whether the proposed project would have significant environmental effects in the areas of:

- **Air Quality (construction):** Most air quality topics were adequately addressed in the Specific Plan EIR. However, due to the site's location, size, and relatively lengthy construction schedule, the Infill EIR will quantify construction and demolition-related emissions and include a health risk

assessment (HRA) that evaluates potential health risks to existing sensitive receptors from toxic air contaminants (TACs).

- **Noise (traffic noise):** As a result of the need to conduct additional traffic analysis (see below), the associated traffic noise will also be the subject of additional review.
- **Transportation and Traffic:** A Transportation Impact Analysis (TIA) will be prepared to evaluate potential project-level traffic impacts on neighborhood streets that were not adequately addressed in the Specific Plan EIR. Although a traffic analysis was prepared based on the earlier proposal, the current proposal and roadway conditions present significant changes from the earlier proposal and roadway conditions, to the extent that a new TIA is warranted.

As part of the streamlining efforts, the proposed Infill EIR scope anticipates that the following topics have been adequately addressed in the Specific Plan EIR, and would not be included in the EIR:

- Agricultural and Forestry Resources
- Greenhouse Gas Emissions
- Biological Resources
- Cultural Resources
- Geology and Soils
- Hazards and Hazardous Materials
- Hydrology and Water Quality
- Land Use
- Mineral Resources
- Population and Housing
- Public Services and Utilities
- Aesthetics and Parking

The following is a summary of the tasks included in the proposed scope of work:

1. Peer Review of the Environmental Checklist
2. Prepare Project Description
3. Prepare and Issue Notice of Preparation
4. Administrative Draft Infill EIR
5. Screencheck Draft Infill EIR
6. Public Draft Infill EIR
7. Public Review and Hearing
8. Draft Responses to Comments and Administrative Final Infill EIR
9. Final Infill EIR
10. Certification hearings, Mitigation Monitoring and Reporting Program (MMRP), Statement of Overriding Considerations, and Administrative Record
11. Meetings
12. Project Management

The proposed budget for the scope of work provided in Attachment A is \$255,660. The costs 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. The Infill EIR process would take approximately 13 months, and is anticipated to be completed in March 2017. The proposed schedule would accommodate potential project review by the Council.

Staff recommends that the Council provide the City Manager with the authority to approve future augments to the contract, if required. Any future augments would be done only with the consent of the project applicant and at the applicant's cost.

Impact on City Resources

The applicant is required to pay Planning, Building, and Public Works permit fees, based on the City's Master Fee Schedule, to fully cover the cost of staff time spent on the review of the project. The applicant is also required to bear the cost of the associated environmental review. For the environmental review, the applicant deposits funds with the City, and the City pays the consultant.

Environmental Review

An Infill EIR will be prepared for the proposed project.

Public Notice

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. In addition, the 500 El Camino Real project page is available at the following web address: <http://www.menlopark.org/172/500-El-Camino-Real-Project>

This page provides up-to-date information about the project, allowing interested parties to stay informed of its progress.

Attachments

- A. Middle Plaza at 500 El Camino Real Project – CEQA Review Scope of Work, prepared by ICF International, dated March 3, 2016

Exhibits to Be Provided at Meeting

None

Report prepared by:
Jean Lin, Senior Planner



March 3, 2016

Jean Lin, Senior Planner
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701 Laurel Street
Menlo Park, CA 94025

VIA EMAIL: JPLin@menlopark.org and THRogers@menlopark.org

SUBJECT: Proposal to Conduct CEQA Review for the Middle Plaza at 500 El Camino Real Project

Dear Ms. Lin,

Thank you for inviting ICF Jones & Stokes, Inc. (and ICF International company hereinafter "ICF") to submit a proposal to prepare the environmental documentation for the proposed Middle Plaza at 500 El Camino Real Project. ICF has formed our team to help the City successfully and efficiently achieve compliance with the California Environmental Quality Act (CEQA). This proposal includes our Scope of Work, Cost Estimate, and Schedule related to the preparation of an Infill Environmental Impact Report (EIR). The Scope of Work reflects the Project information provided by Menlo Park staff, vast knowledge of the area, and prior experience with similar projects. ICF's proposal is valid for 90 days from its submittal, at which time ICF reserves the right to revise the contents or extend the validity date, if needed.

The proposed Project Director is Erin Efner supported by Jessica Viramontes as Project Manager. Erin and Jessica are currently work on the Facebook Campus Expansion Project EIR together as well as several other projects throughout the Bay Area. ICF also has a strong working relationship with W-Trans, the subconsultant preparing the transportation analysis. The ICF team will work closely with City staff to coordinate, direct, and review the work and deliverables included in this scope of work.

If selected, we look forward to negotiating mutually acceptable contract terms and conditions. We look forward to working with you on this Project. If you have any questions related to this scope of services or cost estimate, please contact the Project Manager, Jessica Viramontes, at (415) 677-7108 or jessica.viramontes@icfi.com.

Sincerely,

A handwritten signature in blue ink that reads "Jodi Young".

Jodi Young
Contracts Manager

Attachments

- A. ICF Scope of Work
- B. W-Trans Scope of Work
- C. Cost Estimate
- D. Schedule



Attachment A ICF Scope of Work – 3/3/16

Infill EIR

Project Understanding

The City of Menlo Park (City) has developed the El Camino Real/Downtown Specific Plan (Specific Plan) to establish a framework for private and public improvements in the Specific Plan area for the next 30 years. The Specific Plan addresses approximately 130 acres of land and focuses on the character and density of private infill development, the character and extent of enhanced public spaces, and circulation and connectivity improvements. On June 5, 2012, the City Council certified the Menlo Park El Camino Real and Downtown Specific Plan Program EIR (Program EIR). According to the Program EIR, the Specific Plan does not propose specific private developments, but establishes a maximum development capacity of 474,000 square feet (sf) of non-residential development (inclusive of retail, hotel, and commercial development) and 680 new residential units.

Stanford University (Project Sponsor) is proposing to redevelop the properties at 300 through 550 El Camino Real into a mixed-use development consisting of housing, offices, and retail (the Project). The approximately 8.4-acre Project site includes former automotive dealerships and site features (e.g., surface parking lots). The Menlo Park and Palo Alto Caltrain stations are located near the Project site. The Project site is part of the Specific Plan's ECR SE zoning district and El Camino Real Mixed Use land use designation.

The Project would demolish the existing structures and site features and construct approximately 143,000 sf of office use, 305,000 sf of residential use (215 units), and 10,000 sf of retail use at the Project site. The units would include a mixture provided for staff/faculty and at market-rate, similar to other Project Sponsor projects. In total, the Project would include approximately 458,000 sf of mixed uses; a 120-foot-wide, publicly accessible plaza at Middle Avenue; underground parking garages; onsite linkages; and landscaping. Approximately 1,005 parking spaces would be provided within underground parking garages and some surface spaces available for the proposed retail node at Middle Plaza. The Project site is within the El Camino Real South subarea of the Specific Plan.

The Project would be consistent with the Specific Plan's "Base" level standards of a total 1.25 floor area ratio (FAR), 0.625 FAR for non-medical office space, and 40 dwelling units per acre.

SB 226 Infill Streamlining

Section 15183.3 of the CEQA Guidelines and Section 21094.5 of the Public Resources Code (PRC), adopted per Senate Bill (SB) 226, outline the steps to streamline the CEQA process for projects that qualify as infill development. In order to qualify, a project site must be in an urban area that has been

previously developed or that has urban uses on 75 percent of the site perimeter and must meet specified performance thresholds:

- Inclusion of on-site renewable generation for the non-residential portion of the project.
- Documentation of prior or planned remediation if the site has contamination issues.
- Addressing of local air quality issues if located near a high-volume roadway or other significant air pollution source.
- If residential, must have one of the following: lower vehicle miles travelled (VMT) than regional average; be within 0.5 mile of major transit stop or high-quality transit corridor; or include 300 or fewer units with 100 percent affordable or lower income housing.
- If commercial, must have one of the following: lower VMT than regional average; or be within 0.5 mile of 1,800 dwelling units.
- If office, must have one of the following: lower VMT than regional average; within 0.5 mile of a major transit stop or within 0.25 mile of a high-quality transit corridor.

If these criteria are met, then the CEQA analysis can be limited to those where the effects of infill development have not been addressed in a planning level document or by uniformly applicable development policies. The proposed residential uses would be the predominant use of the Project site. Therefore, it is anticipated that the applicable performance thresholds for residential projects, provided above, would apply to the Project. The Project site is located within 0.5 mile of a major transit stop (both the Menlo Park and Palo Alto Caltrain stations) and, therefore, meets the residential performance thresholds.

The Office of Planning and Research's (OPR) Appendix N: Infill Environmental Checklist can be used to document eligibility and a checklist for identifying if the project effects are or are not addressed in a prior planning document or by uniformly applicable development policies. If the completion of Appendix N determines that no additional environmental review is required, in accordance with Section 15062 of the CEQA Guidelines, a Notice of Exemption (NOE) can be filed and no further CEQA review is necessary. If Appendix N identifies new specific or more significant effects, and the new impacts are less than significant or can be mitigated to less than significant, then an ND or MND could be prepared. If not, then a limited scope EIR would need to be prepared focusing on the new significant impacts.

The primary virtue of SB 226 streamlining is the ability to limit the scope of any new CEQA document.

General Approach

Per discussions with the City, the Project Sponsor will prepare an Appendix N: Infill Environmental Checklist (Environmental Checklist) per SB 226 guidelines. It has been determined that the Program EIR will be used to streamline the CEQA review for the Project in accordance with SB 226. Therefore, it is anticipated that the Environmental Checklist, which will be prepared by the Project Sponsor, will scope out all topics but the following: Air Quality (during construction), Noise (increased traffic), and Transportation and Traffic. These topics will be included in the Infill Environmental Impact Report (EIR). The Infill EIR would be subject to the same procedures and noticing requirements as for any "normal" EIR, as described below.

This scope includes the work that would be conducted by ICF. Additionally, ICF has included W-Trans as a subconsultant for the transportation analysis. Although this work will be summarized below, W-Trans's complete scope is included in Attachment B.

Scope of Work

Task 1. Peer Review Environmental Checklist

ICF will conduct a peer review of the Environmental Checklist prepared by the Project Sponsor. As discussed above, the Project would be consistent with the Specific Plan's "Base" level standards of a total 1.25 FAR, 0.625 FAR for non-medical office space, and 40 dwelling units per acre. Therefore, ICF currently anticipates that the Project would not result in additional impacts related to the following topics than what was analyzed in the Program EIR. As such, for the purposes of this scope of work, ICF assumes that the following topics will be scoped out from further environmental review in the Infill EIR:

- Agricultural and Forestry Resources
- Greenhouse Gas Emissions (GHG)
- Biological Resources
- Cultural Resources
- Geology and Soils
- Hazards and Hazardous Materials
- Hydrology and Water Quality
- Land Use
- Mineral Resources
- Population and Housing
- Public Services and Utilities
- Aesthetics and Parking – SB 743 provides that "aesthetic and parking impacts of a residential, mixed-use residential, or employment center project on an infill site within a transit priority area shall not be considered significant impacts on the environment."

ICF will provide one set of comments on the Administrative Draft Environmental Checklist and one set of comments on the Screencheck Draft Environmental Checklist. This scope of work assumes that any revisions to the Environmental Checklist made by the Project Sponsor subsequent to ICF providing comments on the Administrative Draft Environmental Checklist will be shown in track changes in the Screencheck Draft Environmental Checklist.

Deliverables

- Electronic copies of Administrative Draft Environmental Checklist in MS Word format
- Electronic copies of Screencheck Draft Environmental Checklist in MS Word format with changes shown in redline/strikeout

City Involvement

Review ICF comments and provide to Project Sponsor.

Task 2. Prepare Project Description

A clear and accurate Project Description is essential to the analysis, in particular to determine whether or not an infill exemption applies. Based on discussions with City staff, the Project Sponsor's application and

plans, as well as the Project Description prepared for the Environmental Checklist, ICF will prepare a Project Description that will incorporate the following topics:¹

- Project Overview and Background
- Project Site Location
- Project Objectives (may not be necessary)
- Project Characteristics by including:
 - Site plan
 - Development area and uses
 - Employment levels
 - Site access, circulation, and parking
 - Transportation Demand Management (TDM) Program
 - Proposed design, architectural themes, massing, building design, potential sustainable design features, and materials
 - Amenities such as landscaping, lighting, signage, courtyards, and gathering spaces
 - Utilities
 - Recycling and Waste
 - OPR Appendix M Performance Standards
- Description of the Program EIR
- Phasing and Construction Scenario
- Project Approvals and Entitlements

Deliverables

- Electronic copies of the draft Project Description in MS Word and Adobe PDF format
- Electronic copies of the revised Project Description that incorporates comments from the City and the data needs responses from the Project Sponsor in MS Word and Adobe PDF format

City Involvement

Participate in Project Description meetings and information collection efforts. Review and comment on the Draft Project Description.

Task 3. Draft and Issue Notice of Preparation

Concurrent with finalization of the Environmental Checklist by the Project Sponsor, ICF will prepare the Notice of Preparation (NOP) for City staff review. The NOP will include a description of the Project, a description and map of the Project location, the probable environmental effects of the Project, and the intersections to be analyzed in the Infill EIR. The scope assumes that two drafts and a final NOP will be prepared. The scope also assumes that ICF will distribute the final NOP and Notice of Completion (NOC) to the State Clearinghouse and the County Clerk (for posting) and that the City will oversee mailing to other interested parties and public agencies. The final Environmental Checklist will be circulated with the NOP and will serve the same function as an Initial Study.

¹ Assumes that data needs outlined in ICF's data request have been fulfilled.

Deliverables

- Electronic copies of the draft and revised NOP in MS Word and Adobe PDF format
- Electronic copies of the final NOP in MS Word and Adobe PDF format
- Fifteen (15) hard copies of the final NOP to the State Clearinghouse
- One (1) hard copy of the final NOP to the County Clerk

City Involvement

Review and comment on draft NOP. Distribute the NOP and Environmental Checklist (other than to the County Clerk and State Clearinghouse), and handle any additional noticing (e.g., newspaper, posting at site).

Task 4. Administrative Draft Infill EIR

The purpose of this task is to prepare the Administrative Draft Infill EIR. This task will synthesize background information for use in the existing setting, evaluate changes to those baseline conditions resulting from implementation of the Project to identify significant impacts, and identify mitigation measures to reduce potentially significant impacts to a less-than-significant level. Where appropriate, ICF will refer to the analysis and mitigation measures presented in the Program EIR.

For this task, there will be four principal activities:

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

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

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

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

The Administrative Draft Infill EIR will incorporate the baseline conditions data as well as impact analysis and mitigation measures, plus the other CEQA considerations. It is envisioned that the City's initial review of the document will consider content, accuracy, validity of assumptions, classification of impacts, and feasibility of mitigation measures. Because the impacts and mitigations are subject to revision based on staff review of the Administrative Draft Infill EIR, the Executive Summary will be prepared only for the

Screencheck Draft. The following task descriptions summarize the data to be collected, impact assessment methodologies to be used, and types of mitigation measures to be considered, by environmental issue.

Air Quality

It is anticipated that ICF will conduct an Air Quality preliminary analysis in the Environmental Checklist. The following topics will be scoped out of review in the Infill EIR because, although some are considered significant and unavoidable, the Project impacts would not exceed those evaluated in the Program EIR:

- Conflict with or obstruct implementation of the applicable air quality plan. (Significant and Unavoidable)
- Violate any air quality standard or contribute substantially to an existing or project air quality violation. (Significant and Unavoidable)
- Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is a nonattainment area for an applicable federal state ambient air quality standard. (Significant and Unavoidable)
- Create objectionable odors. (No Impact)

Therefore, since the above topics do not need to be addressed for the Project, the Infill EIR will focus on the exposure of sensitive receptors to substantial pollutant concentrations during construction. Due to the lack of site-specific construction information, the Program EIR did not conduct an analysis related to toxic air contaminants (TAC) exposure during construction. Therefore, the Infill EIR will quantify construction and demolition-related emissions and determine health risks to existing sensitive receptors. ICF will quantify construction and demolition-related emissions of using the CalEEMod model and construction data (i.e., anticipated construction schedule and equipment) provided by the Project Sponsor.

Once construction emissions have been quantified, ICF will prepare a health risk assessment (HRA) evaluating potential health risks to existing sensitive receptors near the Project. Typical construction activities considered in HRA assessments include project-related demolition, grading, excavation, infrastructure installation, and structure construction. Health risks to nearby receptors from exposure to construction-related diesel particulate matter and PM_{2.5} exhaust emissions will be characterized using diesel-related exhaust as determined from the CalEEMod modeling, the AERMOD dispersion model or other dispersion model (e.g., ISCST3, AERSCREEN, etc.) based on consultation with the BAAQMD, and methodology consistent with the BAAQMD and Office of Environmental Health Hazard Assessment. Identified health risks and pollutant concentrations will be compared to the BAAQMD's thresholds of significance to determine Project-level and cumulative health impacts.

The HRA will be embedded within the Air Quality section of the Infill EIR and not prepared as a stand-alone report.

Noise

As described in the Transportation scope in Attachment B, the EIR will include an analysis of impacts to nearby intersections and roadway segments. Increased traffic resulting from the Project or different distribution patterns beyond what was assumed in the Program EIR could result in significant increase in

noise. For those roadway segments not considered in the Program EIR, ICF will analyze the exposure of existing noise sensitive land uses to Project-related changes in traffic noise. Existing noise conditions in the Project area will be described in the setting section. Noise sensitive land uses and noise sources in the Project area will be identified. No noise measurements will be conducted. Instead, existing traffic noise conditions in the Project area will be modeled using the FHWA Traffic Noise Model (TNM) version 2.5 and traffic data to be provided by W-Trans. Traffic noise along as many as nine roadway segments will be modeled.

Transportation/Traffic

Due to the level of technical detail in the transportation scope, the full text has been included as Attachment B. In summary, W-Trans has identified 36 study intersections and nine roadway segments that will be considered in the analysis. W-Trans will prepare a Transportation Impact Analysis (TIA) as well as the analysis in the format of a Transportation/Traffic section of the Infill EIR. All technical data will be appended to the Infill EIR. The analysis will be prepared consistent with the City of Menlo Park and San Mateo County Congestion Management Program (CMP) requirements.

ICF, in conjunction with the City, will provide third party review of the TIA and the Transportation/Traffic section of the Infill EIR.

Other CEQA Considerations

This task involves documenting unavoidable adverse impacts and cumulative impacts of the Project:

- The unavoidable impacts will be summarized.
- Cumulative effects where relevant will be addressed for each of the environmental topics identified in this task and summarized as part of this section of the Infill EIR. The future projects in the vicinity of the Project site will be considered as they relate to potential cumulative impacts. This scope assumes the City will help develop the approach for analyzing cumulative effects, typically a combination of using the General Plan and a list of reasonably foreseeable planned projects.

The Other CEQA Considerations chapter will also include a discussion of energy conservation per Appendix F of the CEQA Guidelines. In order to assure that energy implications are considered in project decisions, CEQA requires that EIRs include a discussion of the potential energy impacts of proposed projects, with particular emphasis on avoiding or reducing inefficient, wasteful, and unnecessary consumption of energy. The Infill EIR will consider the energy implications of the Project to the extent relevant and applicable to the Project.

Deliverables

- Five (5) hard copies of Administrative Draft EIR
- Electronic copy of Administrative Draft EIR in MS Word and Adobe PDF format

City Involvement

Review and comment on the document.

Task 5. Screencheck Draft Infill EIR

The purpose of this task is to prepare the Screencheck Draft Infill EIR for City staff review. ICF will a Screencheck Draft Infill EIR to respond to the City's comments on the Administrative Draft. This scope assumes that comments from multiple reviewers will be consolidated with any conflicting comments resolved, and that comments do not result in substantial revisions or additional analyses. The Screencheck Draft Infill EIR will include an Executive Summary section, which will summarize the Project Description and impacts and mitigations. Impacts and mitigations will be presented in a table that identifies each impact, its significance, and proposed mitigation as well as the level of significance following adoption for the mitigation measures.

Deliverables

- Five (5) hard copies of Administrative Draft Infill EIR 2
- Electronic copies of Administrative Draft Infill EIR 2 in MS Word and Adobe PDF format
- Five (5) hard copies of Screencheck Draft Infill EIR
- Electronic copies of Screencheck Draft Infill EIR in MS Word and Adobe PDF format

City Involvement

Review and comment on the document.

Task 6. Public Draft Infill EIR

The purpose of this task is to prepare and submit the Public Draft Infill EIR to the City for distribution to the public. ICF will revise the Screencheck Draft Infill EIR to incorporate modifications identified by the City. The revised document will be a Draft Infill EIR, fully in compliance with State CEQA Guidelines, City guidelines, and SB 226. The Draft Infill EIR will be circulated among the public agencies and the general public as well as specific individuals, organizations, and agencies expressing an interest in receiving the document. During this task, ICF will also compile the appendices that will be distributed with the Draft Infill EIR and produce a version of the full document that can be uploaded onto the City's website. The scope also assumes that ICF will distribute the NOC and required copies of the Draft Infill EIR to the State Clearinghouse and that the City will oversee mailing to other interested parties and public agencies.

Deliverables

- Thirty (30) hard copies of the Infill Draft EIR
- Electronic copies of the Infill Draft EIR in MS Word and in Adobe PDF format
- Notice of Completion
- Fifteen (15) hard copies of the Executive Summary, along with 15 electronic copies of the entire Infill Draft EIR on CD, for the State Clearinghouse

City Involvement

Review the NOC. Prepare and file the Notice of Availability (NOA) with the County Clerk. Distribute the NOA and Draft Infill EIRs (other than to the State Clearinghouse), and handle any additional noticing (e.g., newspaper, posting at site).

Task 7. Public Review and Hearing

The City will provide a 45-day review period during which the public will have an opportunity to review and comment on the Draft Infill EIR. During the 45-day review period, the City will participate in a public hearing to receive comments on the Draft Infill EIR. ICF will prepare a PowerPoint presentation for the public hearing. This scope of work does not include preparing other meeting materials (e.g., handouts) or providing meeting transcript/minutes; but the scope can be amended to include these items.

City Involvement

Coordinate the public hearing; prepare and distribute any meeting materials, accept comments, and hold public meeting.

Task 8. Draft Responses to Comments and Administrative Final Infill EIR

The purpose of this task is to prepare responses to the comments received on the Draft EIR and incorporate these responses into an Administrative Final Infill EIR for City review. The Administrative Final Infill EIR will include:

- Comments received on the Draft Infill EIR, including a list of all commenters and the full comment letters and public meeting transcripts with individual comments marked and numbered;
- Responses to all comments; and
- Revisions to the Draft Infill EIR in errata format as necessary in response to comments.

All substantive comments for each written and oral comment will be reviewed, bracketed, and coded for a response. Prior to preparing responses, ICF will meet with staff to review the comments and suggest strategies for preparing responses. This step is desirable to ensure that all substantive comments are being addressed and that the appropriate level of response will be prepared. This scope and budget assumes ICF will prepare responses for up to 30 substantive discrete, non-repeating comments and will coordinate integrating the responses prepared by other consultants. However, the number and content of public comments is unknown at this time. Therefore, following the close of the Draft Infill EIR public review period and receipt of all public comments, ICF will meet with the City to revisit the budget associated with this effort to determine if additional hours are needed.

Frequently raised comments of a substantive nature may be responded to in a Master Response, which allows for a comprehensive response to be presented upfront for all interested commenters. ICF will identify and recommend possible Master Responses for City consideration during the initial meeting to discuss strategies for preparing responses.

Following the strategy session, ICF will prepare Master Responses (as appropriate) and individual responses to the bracketed and coded comments. Individual responses to each comment letter will be placed immediately after the comment letter. As necessary, responses may indicate text revisions, in addition to clarifications and explanations. All text changes stemming from the responses to the comments, as well as those suggested by City staff, will be compiled into an errata included as part of the Final EIR.

Following City's review of the Administrative Final Infill EIR, ICF will address all comments received and prepare a Screencheck Final Infill EIR for City review to ensure that all comments on the Draft were adequately addressed.

Deliverables

- Five (5) hard copies of the Administrative Final Infill EIR
- Electronic copies Administrative Final Infill EIR in MS Word and in Adobe PDF format
- Five (5) hard copies of the Screencheck Final Infill EIR
- Electronic copies of the Screencheck Final Infill EIR in MS Word and in Adobe PDF format

City Involvement

Participate in strategy session to provide guidance on the responses to comments. Assist with response to comments on process, procedures, and City policy. Review and comment on the Administrative Final Infill EIR and Screencheck Final Infill EIR.

Task 9. Final Infill EIR

Based on comments received from City staff, the Screencheck Responses to Comments will be revised and appropriate revisions to the Draft Infill EIR will be noted. The Final Infill EIR will then consist of the Draft Infill EIR and the Responses to Comments document. Revisions to the Draft Infill EIR will be presented as a separate chapter in the Final Infill EIR. The revised Responses to Comments document will be submitted to the City for discussion by the Planning Commission and subsequent certification by the City Council.

Deliverables

- Fifteen (15) hard copies of the Final Infill EIR
- Electronic copies of the Final Infill EIR in MS Word and Adobe PDF format

Task 10. Certification Hearings, MMRP, Statement of Overriding Considerations, and Administrative Record

The purpose of this task is to attend meetings to certify the Infill EIR. Team members will attend and participate in up to two meetings to certify the Infill EIR. If requested by City staff, ICF will present the conclusions of the Infill EIR and a summary of the comments and responses.

As part of this task, ICF will also prepare a draft and final MMRP for the Project, as required by Section 15097 of the State CEQA Guidelines. The MMRP will be in a tabular format and include:

- The mitigation measures to be implemented, including those outlined in the Program EIR and presented in the Infill Checklist and the Infill EIR
- The entity responsible for implementing a particular measure
- The entity responsible for verifying that a particular measure has been completed
- A monitoring milestone(s) or action(s) to mark implementation/completion of the mitigation measure

In addition, ICF will prepare the Statement of Overriding Considerations and Findings of Fact pursuant to Section 15093 of the CEQA Guidelines. CEQA requires the decision-making agency to balance the

economic, legal, social, and technological benefits of a proposed project against its unavoidable environmental impacts. The Statement of Overriding Considerations includes the specific reasons to support its action based on the Final Infill EIR and other information in the record. Upon certification, ICF will prepare the Notice of Determination (NOD) for the City to submit to the County Clerk.

ICF will also compile the Administrative Record, assembling background documents, e-mail records, correspondence or telephone notes that are cited as sources in the Environmental Checklist and the Infill EIR.

Deliverables

- Electronic copies of the Draft MMRP in MS Word and Adobe PDF format
- Electronic copies of the Final MMRP in MS Word and Adobe PDF format
- Electronic copies of the Statement of Overriding Considerations and Findings of Fact
- One electronic copy (on CD or DVD) of the Administrative Record (submitted at the Draft Infill EIR phase and the Final Infill EIR phase)

City Involvement

Review and comment on the draft MMRP, Statement of Overriding Considerations, and Findings of Fact. Coordinate any meetings. Submit the NOD to the County Clerk.

Task 11. Meetings

The purpose of this task is to attend meetings to accomplish the above tasks. Team members will attend and participate in meetings on an as-needed basis. For purposes of the cost estimate, this scope assumes one City staff and/or Project Sponsor face-to-face meeting and six phone conference calls. Additional meetings may be appropriate during the course of this effort, and will be invoiced on a time-and-materials basis. The estimated cost for additional meetings is included in the discussion of the project budget. ICF will notify the City once the allocated hours for meetings are exhausted and request authorization for additional meetings before any are held.

City Involvement

Organize, announce, conduct, and prepare any materials for public meetings.

Task 12. Project Management

The purpose of this task is to effectively manage the above tasks, and maintain communication with City staff. ICF project management will be responsible for coordination activities, will maintain QA/QC requirements for document preparation, and will monitor schedule and performance for all EIR work tasks. Project management subtasks also include maintaining internal communications among ICF staff and W-Trans and with City staff and other team members through emails and frequent phone contact, as well as the preparation of all correspondence. The Project Manager will coordinate internal staff, project guidance, and analysis criteria.

City Involvement

Coordination with ICF Project Manager.

Cost

The cost estimate to prepare the NOP and EIR is \$255,660 as detailed in Attachment C. A detailed breakdown of the cost estimate to prepare the TIA is also included in Attachment C.

Schedule

A schedule for the checklist and EIR is included as Attachment D. This schedule assumes that the start date will correspond with contract approval and will need to be revised once a more definitive timeline is established.

Middle Plaza at 500 El Camino Real

Attachment B. W-Trans EIR Transportation Workslope

The following tasks will provide a transportation impact analysis report that meets current City of Menlo Park and San Mateo County Congestion Management Program (CMP) requirements, and provide focused information on the proposed Middle Plaza at 500 El Camino Real project.

Task 1: Data Collection and Field Reconnaissance

There are 36 study intersections and 9 roadway segments assumed in this analysis. These are:

1. *El Camino Real and Encinal Avenue*
2. *El Camino Real and Valparaiso Avenue/Glenwood Avenue*
3. *El Camino Real and Oak Grove Avenue*
4. *El Camino Real and Santa Cruz Avenue*
5. *El Camino Real and Ravenswood Avenue/Menlo Avenue*
6. *El Camino Real and Live Oak Avenue*
7. *El Camino Real and Roble Avenue*
8. *El Camino Real and Middle Avenue*
9. *El Camino Real and College Avenue*
10. *El Camino Real and Partridge Avenue*
11. *El Camino Real and Cambridge Avenue*
12. *El Camino Real and Harvard Avenue*
13. *El Camino Real and Creek Drive*
14. *El Camino Real and Sand Hill Road*
15. *El Camino Real and Quarry Road (Palo Alto)*
16. *Southbound El Camino Real and Palm Drive (Palo Alto)*
17. *Northbound El Camino Real and University Avenue (Palo Alto)*
18. *El Camino Real and Embarcadero Road/Galvez Street (Palo Alto)*
19. *Arboretum Road and Sand Hill Road (Palo Alto)*
20. *Middlefield Road and University Avenue*
21. *Laurel Street and Ravenswood Avenue*
22. *Middlefield Road and Willow Road*
23. *Middlefield Road and Ringwood Avenue*
24. *Middlefield Road and Ravenswood Avenue*
25. *Santa Cruz Avenue and University Drive (S)*
26. *Santa Cruz Avenue and University Drive (N) (unsignalized)*
27. *Middle Avenue and University Drive (unsignalized)*
28. *College Avenue and University Drive (unsignalized)*
29. *Partridge Avenue and University Drive (unsignalized)*
30. *Cambridge Avenue and University Drive (unsignalized)*
31. *Harvard Avenue and University Drive (unsignalized)*
32. *Encinal Avenue and Laurel Street (unsignalized)*

Middle Plaza at 500 El Camino Real

Attachment B. W-Trans EIR Transportation Workslope

33. Middlefield Road and Oak Grove Avenue [Atherton]
34. Middlefield Road and Marsh Road [Atherton]
35. Middlefield Road and Glenwood Avenue [Atherton] (two-way stop)
36. Encinal Avenue and Middlefield Road [Atherton] (unsignalized)

*State-controlled intersections are shown with *italic* type.

It is assumed that W-Trans will collect new weekday a.m. and p.m. intersection turning movement counts at all study intersections.

Residential and Non-Residential Roadway Segments:

1. Middlefield Road north of Ravenswood Avenue
2. Middlefield Road south of Ravenswood Avenue
3. Ravenswood Avenue east of Laurel Street.
4. Alma Street south of Ravenswood Avenue
5. Middle Avenue west of El Camino Real
6. College Avenue west of El Camino Real
7. Partridge Avenue west of El Camino Real
8. Cambridge Avenue west of El Camino Real
9. Harvard Avenue west of El Camino Real

It is assumed that all 24-hour roadway segment counts will be conducted by W-Trans.

The list of intersections and roadway segments represent those facilities that are most likely to be potentially impacted by the proposed project. If it is found, through the course of the transportation analysis, that additional intersections or roadway segments should be analyzed, then we will bring that to the attention of City staff at that time.

Field Reconnaissance

W-Trans staff will conduct field visits during the AM and PM peak periods on a typical weekday (Tuesday, Wednesday or Thursday) for those intersections not recently evaluated under other projects such as the El Camino Real Corridor Study or the 1300 El Camino Real Greenheart Project EIR. W-Trans will observe:

- Traffic patterns and circulation in the site vicinity
- Study intersection lane geometrics
- Traffic control
- Pedestrian circulation and facilities/amenities
- Bicycle circulation and facilities/amenities
- Proximity of public transit service
- Sight distance issues at study intersections
- Potential access issues

Middle Plaza at 500 El Camino Real

Attachment B. W-Trans EIR Transportation Workslope

Task 2: Transportation Impact Analysis

Project Trip Generation and Distribution

The trip distribution assumptions that were used to the prior initial analysis in 2013 and 2014 will be applied to the EIR analysis. Because the project description has changed since the prior initial analysis, W-Trans will calculate an updated trip generation projection. We will prepare a separate trip generation and assignment memo for City staff review and approval prior to incorporation into the analysis.

Near-Term Trip Generation and Distribution

Near-term traffic will be based on a list (and the traffic studies if possible) of pending and approved projects that will be provided by City of Menlo Park staff. We will also ask City of Menlo Park staff to provide a list (and the traffic studies if possible) of any pending and approved projects from the cities of Palo Alto, East Palo Alto, and Redwood City, and the Town of Atherton that should be included in the near-term transportation analysis.

Study Intersection Traffic Analysis

The AM and PM peak hour operational Levels of Service (LOS) will be analyzed at the study intersections. The analysis will include the following scenarios:

- a. Existing Conditions
- b. Near Term Conditions (Existing [a] + Approved and Pending Projects, plus an annual growth rate to account for background traffic growth (growth factor to be determined based on traffic growth in C\CAG 2040 Travel Forecast Mode along key study corridors)
- c. Near Term [b] + Project Conditions
- d. Cumulative Conditions (No Project Alternative, Approved and Pending Projects plus an annual growth rate to 2040 for background traffic based on C\CAG 2040 Travel Forecast Model projections along key study corridors
- e. Cumulative [d] + Project Conditions (based on proposed project full build out)

All study intersections will be evaluated during the AM and PM peak hours using VISTRO software and the 2010 Highway Capacity Manual methodology. This traffic analysis will include estimates of average vehicle delays on all approaches. For any impact found to be significant, we will determine the traffic contribution from the proposed project. The suggested mitigation measures in the Downtown Specific Plan, El Camino Real Corridor Study, and in other approved development projects in Menlo Park, as detailed in the documents or EIRs prepared for those projects, will also be included if they are within the jurisdiction of Menlo Park.

W-Trans will confirm with City staff the list of approved and pending projects prior to conducting analysis, including the status of projects proposed as part of the Downtown Specific Plan.

Arterial and Collector Streets Assessment

W-Trans will estimate the daily traffic on nearby minor arterials and collector streets and estimate whether the proposed project will result in a significant impact under the City's significance criteria. For any study intersections or roadway segments not in Menlo Park (if any), W-Trans will apply the local agency's adopted analysis methods and significance criteria.

Middle Plaza at 500 El Camino Real

Attachment B. W-Trans EIR Transportation Workslope

Site Plan Evaluation

To the extent that the site plan has been developed, W-Trans will review the site plan for the project site, and access locations with respect to on-site traffic circulation, proposed site access and operational safety conditions.

Railroad Gate Downtime Evaluation

We will provide a qualitative discussion of the effects of railroad gate downtime on Ravenswood Avenue operation. This will include potential for queuing and delay with respect to the frequency of gate downtime occurrence.

Pedestrian Conditions, Bicycle Access and Transit Impacts Analysis

W-Trans will review the proposed project with respect to the potential effects on pedestrian and bicyclist facilities. This includes sidewalks, bicycle lanes, and amenities to promote the safe use of alternate modes of transportation, and connections to the existing bicycle and pedestrian network. The analysis will consider the project's proposed elements with respect to the City's Bicycle Plan and Sidewalk Master Plan. W-Trans will estimate the potential number of additional transit riders that may be generated by the proposed project, and qualitatively assess whether they would constitute an impact to transit load factors.

San Mateo County CMP Analysis

The proposed project will be subject to review by the San Mateo County Congestion Management Program (CMP) and its requirements. As such, W-Trans will evaluate the following Routes of Regional Significance:

1. SR 84 Willow Road to University Avenue
2. SR 84 University Avenue to County Line
3. SR 114 US 101 to Bayfront Expressway
4. SR 82 north of Ravenswood Avenue
5. SR 82 south of Ravenswood Avenue
6. US 101 North of Marsh Road
7. US 101 Marsh Road to Willow Road
8. US 101 Willow Road to University Avenue
9. US 101 South of University Avenue

The identification of the potential impacts of adding project-generated trips to these routes will be examined. This will include the volume of project-generated traffic added to the US 101/Willow Road interchange ramps and adjacent freeway segments. Evaluation of the CMP routes will be based on the most recently approved CMP Traffic Impact Analysis guidelines in the Land Use section of the CMP.

Planned Transportation Improvements

W-Trans will incorporate any planned transportation improvements as part of the EIR analysis. We will consider the timing and funding for any improvements prior to its inclusion in the analysis.

Middle Plaza at 500 El Camino Real

Attachment B. W-Trans EIR Transportation Workslope

Development of Mitigation Measures

W-Trans will discuss specific mitigation measures to address project traffic impacts. We will provide a table comparing analysis results before and after mitigation, and follow the TIA guidelines for mitigation measure preparation.

While a TDM program may be recommended as a mitigation measure, a detailed TDM program is not part of the EIR report.

Should significant impacts be identified, W-Trans will recommend the mitigation measures needed to alleviate such impacts and improve operational conditions. Potential impacts may include those to intersections, roadways, on-site circulation and access, as well as parking, bicyclist, pedestrian and transit operations. The analysis shall first concentrate on short-term strategies that can be implemented by the applicant, and then longer-term joint effort strategies. Mitigation measures identification and selection process will be coordinated with City staff. As part of this task, W-Trans will provide conceptual drawings for recommended improvement measures, up to the budget resources available.

Analysis of Project Alternatives

The Cumulative Conditions No Project Alternative, as noted above, will be analyzed in full quantitative detail, to provide a baseline for determination of potential cumulative project impacts.

Shared Parking Analysis Peer Review

We will peer review the proposed parking supply in light of the City's Code requirements and also the anticipated peak parking demand based on ITE Parking Generation rates, along with a shared parking analysis prepared by the applicant's traffic engineer that has been completed using methodology published by the Urban Land Institute.

Task 3: Administrative Draft (2) and Draft (1) EIR Chapters

W-Trans will document all work assumptions, analysis procedures, findings, graphics, impacts and recommendations in an Administrative Draft EIR Chapter for review and comments by City staff and the environmental consultant. The Chapter will also include:

- Description of new or planned changes to the street system serving the site, including changes in driveway location and traffic control, if any
- Future Project Condition Volumes (ADTs, a.m. peak hour, p.m. peak hour)
- Project trip generation rates
- Project trip distribution
- Discussion of impact of project trips on study intersections
- Levels of service discussion and table for each study scenario
- Comparison table of Project Condition and Existing LOS along with average delay and percent increases at intersections
- Impacts of additional traffic volumes on city streets
- Intersection level of service calculation sheets (electronic format)

Middle Plaza at 500 El Camino Real

Attachment B. W-Trans EIR Transportation Workslope

We have assumed preparation of two Administrative Drafts and one screencheck draft of the EIR Transportation Chapter (three total submittals).

W-Trans will respond to one set of unified consolidated non-contradictory comments on each Administrative Draft Report. The text, graphics and analysis will be modified as needed. W-Trans will coordinate with the environmental consultant and provide both pdf and WORD versions of the EIR Transportation Chapter to the environmental consultant, as well as intersection and roadway segment traffic data for use in air and noise analysis.

The environmental consultant will provide W-Trans with an outline of the format to be used for the EIR Transportation Chapter. To support the EIR Transportation Chapter, W-Trans will provide a technical appendix. The appendix may include more detailed transportation analysis such as level of service calculations, technical memoranda that were developed as part of this proposal, and other supporting materials. To expedite the review process, and if requested, W-Trans will provide a separate copy of the EIR Transportation Chapter with its appendix to City staff for their review.

Deliverable: Electronic Copy of Administrative Two Draft EIR Transportation Chapters (pdf, WORD)

Deliverable: Electronic Copy of One Draft EIR Transportation Chapter (pdf, WORD)

Task 4: Final EIR - Response to Comments

W-Trans will respond in writing to comments received on the Draft EIR Transportation Chapter. We have assumed a certain level of effort to prepare comment responses as well as revisions to the responses based on City staff review.

Deliverable: Electronic Copy of Comments and Responses Memo [and Comments and Responses Matrix if requested] (pdf, WORD)

Task 5: Meetings (6)

This work scope includes up to six meetings related to this project. These could be with project team members, public hearings or other formal meetings.

Exclusions:

- All study scenarios will be evaluated based on existing intersection geometrics. Should significant impacts be determined with the proposed project development, mitigation measures which may include changes to the intersection geometrics will be recommended;
- Any material modifications to the site plan, driveway locations or project description once W-Trans has begun the traffic analysis may constitute a change in work scope and/or budget;
- Should analysis of additional phases, scenarios, intersections, or roadway segments be requested, or more than two Administrative Draft reports, or additional meetings, then a modification to this scope and budget will be requested.
- Should additional time be necessary to prepare the Final EIR beyond the budgeted hours (as it is unknown how many comments or the level of effort that will be required to respond to Draft EIR

Middle Plaza at 500 El Camino Real

Attachment B. W-Trans EIR Transportation Workslope

comments) we will request additional budget at that time, and proceed only after receiving written authorization for additional services;

- Any services not explicitly identified above are excluded.

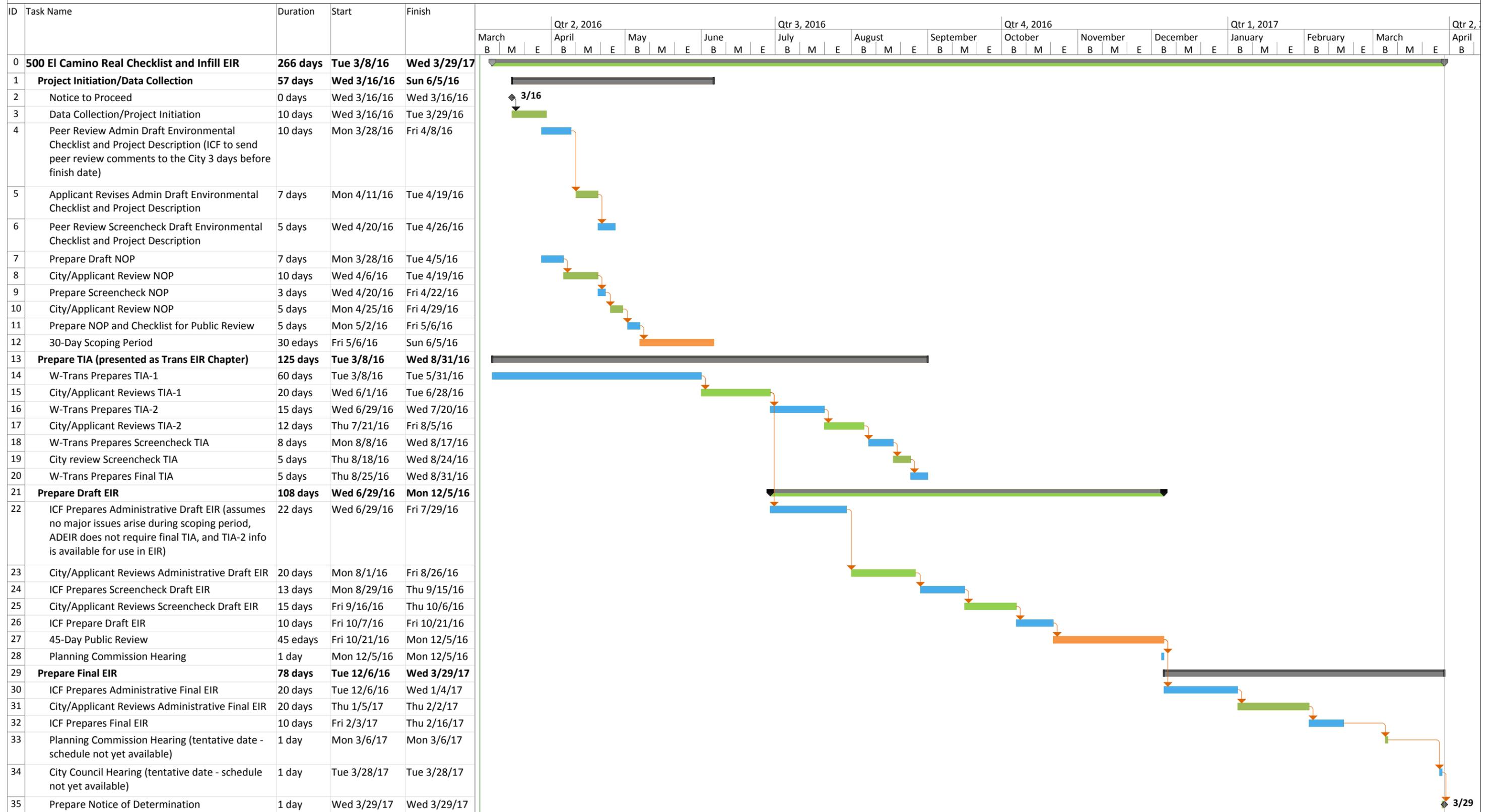
Attachment C Cost Estimate for Middle Plaza at 500 El Camino Real Project

Task	Consulting Staff								Subcontractor		Production Staff		Labor Total	Direct Expenses	Total Price
	Employee Name	Viramontes													
	Project Role	Efner E	J	McBride A	Matsui C	Hatcher S	Buehler D	Messick T							
	Labor Classification	Mng Consult	Assoc Consult III	Assoc Consult II	Assoc Consult III	Mng Consult	Proj Dir	Assoc Consult III	Subtotal	W-Trans	Subtotal	Editor			
Task 1. Peer Review Environmental Checklist	10	16						\$3,950		\$0		\$0	\$3,950		
Task 2. Prepare Project Description	6	10	16				8	\$5,176		\$0	2	\$190	\$5,366		
Task 3. Draft and Issue Notice of Preparation	2	4	12				2	\$2,372		\$0	32	\$3,040	\$5,412		
Task 4. Administrative Draft Infill EIR	12	28	38	112	16	6	8	\$28,292	\$129,350	\$129,350	32	\$3,040	\$160,682		
Task 5. Screencheck Draft Infill EIR	8	22	20	30	4	3	4	\$11,798		\$0	10	\$950	\$12,748		
Task 6. Public Draft Infill EIR	8	12	12					\$4,268		\$0	10	\$950	\$5,218		
Task 7. Public Review and Hearing	5	5						\$1,630		\$0	4	\$380	\$2,010		
Task 8. Draft Responses to Comments and Administrative Final Infill EIR	16	24	30	8	2	2		\$10,956		\$0	32	\$3,040	\$13,996		
Task 9. Final Infill EIR	8	16	28	2	1	1		\$7,008		\$0	24	\$2,280	\$9,288		
Task 10. Certification Hearing, MMRP, SOC, Admin Record	16	28	28					\$9,396		\$0	8	\$760	\$10,156		
Task 11. Meetings	9	9						\$2,934		\$0		\$0	\$2,934		
Task 12. Project Management	15	20						\$5,465		\$0		\$0	\$5,465		
Total hours	115	194	184	152	23	12	22				154				
ICF E&P 2015 Billing Rates	\$211	\$115	\$100	\$115	\$200	\$250	\$145				\$95				
Subtotals	\$24,265	\$22,310	\$18,400	\$17,480	\$4,600	\$3,000	\$3,190	\$93,245	\$129,350	\$129,350	\$14,630	\$14,630	\$237,225		
Direct Expenses															
529.00 Other Reimbursable Expenses														\$5,000	
Mark up on all non-labor costs and subcontractors: 10%														\$13,435	
Direct expense subtotal														\$18,435	
Total price															\$255,660

Task	HOURS BY STAFF MEMBER					Total Hours
	Dalene Whitlock	Mark Spencer	Project Eng	Tech/ Admin	Misc	
1. Data Collection & Field Reconnaissance	0	2	16	4	\$21,700	22
2. Transportation Impact Analysis	2	61	309	0	\$100	372
3. ADEIR EIR Chapters (2) and DEIR Chapter	5	32	80	57	\$110	174
4. Final EIR	2	41	12	2	\$100	57
5. Meetings (6)	0	36	16	0	\$600	52
6. Project Management	0	24	0	7	\$100	31
	9	196	433	70	\$22,710	708

Task	FEE AT HOURLY RATES INDICATED					TOTAL
	\$235	\$225	\$125	\$90	LS	
1. Data Collection & Field Reconnaissance	\$0	\$450	\$2,000	\$360	\$21,700	\$24,510
2. Transportation Impact Analysis	\$470	\$13,725	\$38,625	\$0	\$100	\$52,920
3. ADEIR EIR Chapters (2) and DEIR Chapter	\$1,175	\$7,200	\$10,000	\$5,130	\$110	\$23,615
4. Final EIR	\$470	\$9,225	\$1,500	\$180	\$100	\$11,475
5. Meetings (6)	\$0	\$8,100	\$2,000	\$0	\$600	\$10,700
6. Project Management	\$0	\$5,400	\$0	\$630	\$100	\$6,130
	\$2,115	\$44,100	\$54,125	\$6,300	\$22,710	\$129,350

Middle Plaza at 500 El Camino Real Project
Attachment D. Infill EIR Schedule



Project: 500 El Camino Real Check Date: Thu 3/3/16
 Public Review Period City/Applicant Task Consultant Task Manual Progress