



STAFF REPORT

City Council

Meeting Date:

2/10/2025

Staff Report Number:

26-017-CC

Consent Calendar:

Authorize the city manager to enter into a contract with MIG, Inc. to prepare the environmental review for the proposed Menlo Park Fire Protection District Headquarters development project at 300 Middlefield Rd. and temporary fire station at 114 Santa Margarita Ave. for the amount of \$193,618 and future augments as may be necessary to complete the environmental review for the proposed project

Recommendation

Staff recommends that the City Council authorize the city manager to execute the contract (Attachment A) with MIG, Inc. for the amount of \$193,618 and future augments as may be necessary to complete the environmental review in the form of an Initial Study and either a Negative Declaration, Mitigated Negative Declaration or an Environmental Impact Report (EIR) depending on the findings of the Initial Study for the proposed Menlo Park Fire Protection District Headquarters project, located at 300 Middlefield Rd. and the temporary fire station proposed at 114 Santa Margarita Ave., based on the proposed scope and budget (Attachment A, Exhibit A-1).

Policy Issues

City Council Resolution No. 6479 authorizes the city manager to execute agreements necessary to conduct City business up to a stated award authority level which adjusts annually based on changes in the construction cost index. The current award authority is \$93,000. While the project applicant is responsible for the full cost of preparing the required environmental review for a project, and no taxpayer funds are being used for said purpose, the City Council retains discretion for all agreements exceeding the award authority delegated to the city manager.

The Planning Commission will be the acting body for the architectural control, use permit, sign review, and associated environmental review for the proposed project. The Planning Commission would also be the final decision-making body for the temporary fire station development at the 114 Santa Margarita Ave. site. The Planning Commission will ultimately need to consider the adequacy of the environmental review and the merits of the proposed project. The Planning Commission will also review the legislative actions for a General Plan Amendment, Rezoning and Zoning Ordinance Text Amendment and make a recommendation to the City Council for consideration. The City Council will be the final decision-making authority for the legislative actions and associated environmental review.

Authorizing the city manager to enter into a contract with MIG, Inc. would allow the City to conduct the environmental review including potential vehicle miles traveled (VMT) and level of service (LOS) analyses if warranted by the City's Transportation Impact Analysis (TIA) Guidelines. Approval of the environmental review contract does not imply an endorsement of a project, but rather initiates the process to identify potential environmental impacts of the project for consideration during entitlement review. The policy implications of the project proposal are considered on a case-by-case basis and will be informed by additional analysis as the project review proceeds.

Background

On Sept. 27, 2024, the Menlo Park Fire Protection District (Project Applicant) submitted an application for the demolition and redevelopment of the Menlo Park Fire Protection District (MPFPD) Fire Station 1 located at 300 Middlefield Rd. The redevelopment would accommodate fire station operations, administrative offices, and firefighter training facilities.

There are two locations associated with this project. References to "primary project site" and similar terms refer to 300 Middlefield Rd., while references to "temporary site" and similar terms refer to 114 Santa Margarita Ave. The primary project site consists of a single parcel totaling approximately 1.96 acres located at 300 Middlefield Rd. within the R-1-S (Single Family Suburban Residential) zoning district. The site is currently developed with a fire station building and a five-story training tower, and is actively used by the District as an operational fire station and training facility. The project would include the temporary use of 114 Santa Margarita Ave. for a fire services facility during the redevelopment of the main site. Location maps for both project sites are provided as Attachment B.

The project would include the following actions:

1. **Rezoning:** To change the 300 Middlefield Rd. site's zoning designation from the R-1-S (Single Family Suburban Residential) district to P-F (Public Facilities) district, for consistency with the existing and proposed use of the site.
2. **General Plan Land Use Designation Change:** To amend the 300 Middlefield Rd. site's General Plan Land Use designation from Low-Density Residential to Public/Quasi-Public which allows public facilities, including fire stations, government office buildings, and similar compatible uses.
3. **General Plan Text Amendment:** To amend the general plan text to increase the 30 percent maximum allowed Floor Area Ratio (FAR) within the Public Facilities district to allow for up to 80 percent FAR, as approved by use permit, consistent with the Zoning Ordinance Text Amendment and project proposal.
4. **Zoning Ordinance Text Amendment:** To allow the maximum allowable FAR in the P-F district to be a maximum of 80 percent on sites with a lot area of two acres or less, where currently up to 60 percent is allowed, with a use permit.
5. **Use Permit:** To allow for the proposed FAR of approximately 80 percent at 300 Middlefield Rd., and for a temporary emergency services facility at 114 Santa Margarita Ave., and the use and storage of hazardous materials (diesel fuel for an emergency generator and propane for training exercises) at 300 Middlefield Rd. and possibly on 114 Santa Margarita Ave. as well.
6. **Architectural Control:** To review the design of the proposed fire station buildings and site improvements on both sites.
7. **Sign Review:** To review a comprehensive sign program for a fire station including three signs on Middlefield Road and one sign along Santa Monica Avenue which would deviate from certain aspects

of the Design Guidelines for Signs.

8. **Heritage Tree Permit:** To allow the removal of 21 heritage trees at 300 Middlefield Rd. and one heritage tree at 114 Santa Margarita Ave. sites.
9. **Environmental Review:** To evaluate the potential impacts of both sites pursuant to California Environmental Quality Act (CEQA).

On Nov. 17, 2025, the Planning Commission held a study session on the proposed project, where it received a presentation, took public comment, and provided individual feedback on the proposed project. The District and City staff are evaluating commissioners' comments. At this time the next step for the proposed project is to begin the CEQA analysis following City Council authorization.

Proposed project

The applicant is proposing to demolish the existing fire station and training tower at 300 Middlefield Rd. to allow for the construction of three new buildings and associated site improvements on the primary project site. The proposed project includes a new two-story fire station (Building A), a two-story administrative building or district operations center (Building B), and a five-story training tower (Building C), along with related site improvements such as surface parking, a below-grade parking structure, and new landscaping. In total, the project would result in approximately 64,120 square feet of gross floor area or a 75.2% FAR. The proposed improvements are part of the District's broader effort to modernize its facilities, improve operational efficiency, and enhance emergency response capabilities to better serve the community.

To maintain fire station operations during construction, the District proposes to establish a temporary facility at 114 Santa Margarita Ave. adjacent to the existing administrative offices at 170 Middlefield Rd. The temporary site would accommodate essential operations through the installation of modular buildings and supporting infrastructure. Establishment of the temporary facility would require demolition of the existing two-story building currently located on the site. Once construction at 300 Middlefield Rd. is completed, the temporary operations would be removed from the site. MPFPD plans to keep the property as parking until there are plans for future development or the property is sold.

Additional information on the proposed project, including the project plans, is available on the city-maintained project page (Attachment C).

Environmental review process overview

One of the purposes of the CEQA is to inform decision makers and the public about the potential significant environmental effects of a proposed project. For purposes of CEQA, the environment includes the physical conditions within the area that could be affected by a proposed project, such as land, air, water, plants and animals, noise, and objects of historic or aesthetic significance.

Following City Council approval of the CEQA Consultant contract, the selected consultant will prepare an Initial Study (IS), to evaluate whether the proposed project may have a significant effect on the environment and to determine the appropriate level of environmental review. The IS will analyze the project in relation to the environmental issue areas identified in Appendix G of the CEQA Guidelines and will assess the potential for environmental impacts based on the project's characteristics, site conditions, and applicable regulatory standards. Where potential impacts are identified, the IS will evaluate whether

such impacts would be less than significant or could be reduced to a less-than-significant level through the incorporation of mitigation measures. Based on the findings of the IS, staff will determine the appropriate level of CEQA review for the project.

If the IS determines that the project would not result in any significant environmental impacts, a Negative Declaration (ND) will be prepared. If the IS identifies potentially significant impacts that can be reduced to a less-than-significant level through the incorporation of mitigation measures, a Mitigated Negative Declaration (MND) will be prepared. If the IS identifies one or more significant environmental impacts that cannot be mitigated to a less-than-significant level, preparation of an Environmental Impact Report (EIR) will be required in accordance with CEQA.

As part of the development review process, both the Planning Commission and City Council would consider and act on the environmental review prior to acting on the applicable entitlements.

Negative declaration and mitigated negative declaration

An ND or MND would include preparation of an Initial Study (IS) and supporting documentation evaluating the potential environmental effects of the project. An ND would demonstrate that there is no substantial evidence the project would result in significant environmental impacts, while an MND would identify specific, enforceable mitigation measures incorporated into the project to reduce potentially significant impacts to a less-than-significant level. Preparation of either document would take approximately 20 weeks.

The ND or MND would be circulated for public review in accordance with CEQA requirements for a minimum 20-day review period, or 30 days if review by a state agency is required. During the public review period, responsible agencies and interested members of the public would have the opportunity to submit written comments, all of which would be considered prior to finalizing the environmental document.

Environmental impact report

If it is determined that an EIR is required for the proposed project, the City will issue a Notice of Preparation (NOP). The NOP serves to inform responsible and trustee agencies, as well as the public, that the City intends to prepare an EIR and invites comments on the scope and content of the environmental analysis. For this project, if an EIR is determined necessary, it may take the form of a Focused EIR, which limits environmental review to specific resource areas or impacts that may be significant as determined by the CEQA consultant in compliance with CEQA requirements. The purpose of the NOP is to solicit input from interested agencies and members of the public regarding the environmental issues that should be addressed in the EIR. For this Project staff anticipates preparation of an EIR to take approximately one year. However, the timeline to prepare an EIR can range based on the scale of the project and the results of the initial study.

As part of the EIR scoping process, the Planning Commission would hold a public meeting or scoping session to receive comments on the scope and content of the EIR. Both oral comments provided during the scoping session and written comments received during the NOP comment period will be considered in the preparation of the draft EIR.

Following consideration of comments received during the scoping process, a Draft EIR would be prepared

and circulated in accordance with CEQA. Upon circulation of the Draft EIR, responsible agencies and the public would have an opportunity to review and comment on the environmental analysis. All comments received during the public review period will be evaluated and responded to in the Final EIR, which will also be made available for public review.

Analysis

As part of the environmental review consultant selection process, staff requested proposals from environmental consulting firms on the City's Master Professional Services Agreement list. Staff received responsive bids including scopes and budgets from MIG, Inc., (Attachment B) and David J. Powers & Associates, Inc., (Attachment D). A brief comparison of the scopes received is provided in Table 1 below.

Table 1: Comparison of environmental review scopes and budgets

Firm	Sub consultants	Experience or other key factors	Project total cost
David J. Powers		Less cost efficient.	
	Archaeological/Historical Consultants (A/HC)- (Archaeology/ Tribal Cultural Resources analysis)	IS/ND and IS/MND would be released for public review in 19.5 weeks. If EIR is needed, preparation would take approximately 18 additional weeks.	
	Cornerstone Earth Group (Hazardous Materials analysis)	Includes scope, budget and timeline for a Focused EIR should an EIR be necessary for environmental review (additional \$21,755).	\$194,805 (including \$29,870 for an optional Level of Service (LOS) analysis if criteria are met and \$17,000 for a contingency)
	Kittleson (Transportation analysis)		
	Page and Turnbull (Historic analysis)	Experience with several fire station projects in other jurisdictions	
		Strong team of sub-consultants	
		Qualitative evaluation of construction related traffic. (Not required by CEQA)	
MIG, Inc.		More cost efficient.	
	Basin Research Associates (Cultural and Tribal Cultural studies)	IS/ND and IS/MND would be released for public review in 20 weeks.	
	Cornerstone Earth Group- (Geotechnical and hazardous materials studies)	No budget, scope or timeline was provided for a potential EIR option.	\$193,618 (including \$21,380 for an optional Historic Resource Evaluation (HRE), \$6,500 for an optional Vehicle Miles Traveled (VMT) Analysis, \$34,100 for a Level of Service (LOS) analysis if criteria are met, and \$17,602 for a contingency.
	Hexagon Transportation Consultants- (Transportation Analysis)	More tasks identified as optional tasks that allow for more flexibility in selecting tasks as deemed necessary.	
		Strong team of sub-consultants	
		Less reliance on subconsultants	

City staff evaluated both scopes and shared with the District for their review and input, who is responsible for the full cost of the preparation of the required environmental analyses. The applicant has expressed a preference for MIG, Inc. due to their own review of the two proposals in areas of the project understanding, schedule, cost and experience. Staff believes that each consultant has the necessary experience to complete the environmental review for the project and welcomes future proposals from both

firms. However, Staff recommends that the City Council select MIG, Inc. for the environmental review contract for the following reasons:

- Extensive experience preparing CEQA documents for cities throughout the Bay Area and California;
- Diversification of environmental firms preparing CEQA analyses, studies, and plans for projects throughout the city;
- Inclusion of optional tasks that provide flexibility to select services as determined necessary; and
- Strong team of qualified sub-consultants.

Staff appreciates David J. Powers' participation in this RFP process; however, after analyzing both scopes, staff believes that selecting MIG, Inc. would be beneficial to the environmental review process in Menlo Park by providing additional perspectives. Selection of MIG, Inc. would diversify the City's pool of environmental consultants and provide an opportunity to establish a professional working relationship with a qualified environmental firm that has not previously completed CEQA work for the City.

As part of the initial stages of the environmental and entitlement analysis, it may be determined that additional technical analyses and the preparation of an EIR are required; therefore, staff is recommending that the City Council provide the city manager the authority to approve future contract augmentations, if needed.

Next steps

Following authorization of the contract for the environmental analysis, the City's consultant would begin the environmental analysis and prepare an IS. Based on the findings, the level of environmental review would be determined. The project would not be reviewed by the Planning Commission or City Council for action until completion of the environmental review process.

Impact on City Resources

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

Environmental Review

An IS will be prepared for the proposed project evaluating all applicable topic areas required under CEQA. As described above, the IS will determine if an ND, MND or an EIR will be prepared to analyze the potential environmental impacts of the proposed project.

Public Notice

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

Attachments

- A. Consultant services contract with MIG, Inc
Exhibit to Attachment A
A-1 Environmental review scope and budget proposal from MIG, Inc.
- B. Location map
- C. Hyperlink – Project page: www.menlopark.gov/Government/Departments/Community-Development/Projects/Under-review/Menlo-Fire-Station-1
- D. Environmental review scope and budget proposal from David J. Powers & Associates

Report prepared by:

Jacob Garica, Contract Planner

Report reviewed by:

Kyle Perata, Assistant Community Development Director

CONSULTANT AGREEMENT

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



Agreement #: XXXX

AGREEMENT FOR SERVICES BETWEEN THE CITY OF MENLO PARK AND MIG, INC.

THIS AGREEMENT made and entered into at Menlo Park, California, this _____, by and between the CITY OF MENLO PARK, a Municipal Corporation, hereinafter referred to as "CITY," and MIG, INC., hereinafter referred to as "FIRST PARTY."

WITNESSETH:

WHEREAS, CITY desires to retain FIRST PARTY to provide certain professional Services for CITY in connection with that certain project called: 300 Middlefield Road and 114 Santa Margarita Avenue (Menlo Park Fire Protection District Headquarters)

WHEREAS, FIRST PARTY is licensed to perform said Services and desires to and does hereby undertake to perform said Services.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS, PROMISES, AND CONDITIONS of each of the Parties hereto, it is hereby agreed as follows:

1. SCOPE OF WORK

- A. In consideration of the payment by CITY to FIRST PARTY, as hereinafter provided, FIRST PARTY agrees to perform all the Services as set forth in Exhibit "A," Scope of Services.
- B. **Independent Contractor.** FIRST PARTY and CITY each expressly agree and understand that they are creating an independent contractor relationship, and that nothing in this Agreement shall be construed to create a partnership, joint venture, agency, or other fiduciary relationship between FIRST PARTY and CITY. FIRST PARTY shall not have any right, power or authority, either express or implied, pursuant to this Agreement to assume, create or incur any expense, liability or obligation, express or implied, on behalf of CITY, and shall not represent to any person or business that they have such power. FIRST PARTY and CITY further expressly agree and understand that:
1. Neither FIRST PARTY nor any person employed or contracted by FIRST PARTY shall be considered an employee of CITY for any purposes.
 2. FIRST PARTY has the sole right to control and direct the means, manner, and method by which Services under this Agreement will be performed.
 3. FIRST PARTY has the right to hire assistants as subcontractors or to use employees to provide the Services required by this Agreement, at their own expense; in all cases, FIRST PARTY shall be solely responsible for all matters relating to the payment of its own employees and subcontractors, including, but not limited to, compliance with Social Security and income tax withholdings, workers' compensation

insurance, unemployment compensation payments, and compliance with all regulations governing such matters.

4. Neither FIRST PARTY nor their employees or subcontractors shall be required to wear any uniforms provided by CITY.
5. The Services required by this Agreement shall be performed by FIRST PARTY or their employees or subcontractors, and CITY shall not hire, supervise, or pay any assistants to help FIRST PARTY.
6. Neither FIRST PARTY nor their employees or subcontractors shall receive any training from CITY in the professional skills necessary to perform Services under this Agreement.
7. Neither FIRST PARTY nor their employees or subcontractors shall be required by CITY to devote full time to the performance of Services required by this Agreement.
8. Neither FIRST PARTY nor their employees or subcontractors are entitled to receive or participate in any medical, retirement, vacation, paid or unpaid leave, or other fringe benefits provided by CITY to its employees, and FIRST PARTY shall be exclusively responsible for all Social Security, self-employment and income taxes, disability insurance, workers' compensation insurance, and/or any other statutory benefits otherwise required to be provided to their employees.
9. FIRST PARTY is solely responsible for all state and federal income and/or other tax obligations, including but not limited to all reporting and payment obligations, if any, which may arise as a consequence of any payment under this Agreement. This includes, but is not limited to, FICA withholdings and payments, state or federal unemployment compensation contributions, and applicable self-employment taxes. FIRST PARTY further agrees to indemnify CITY for any claims or obligations asserted to the contrary by FIRST PARTY or by their employees or subcontractors. Upon request, FIRST PARTY shall provide CITY with proof that such payments have been made.

- C. **Compliance with Law.** The Services shall be performed in accordance with all applicable federal, state and local laws, ordinances, rules, regulations and orders.
- D. **Professional Competence.** FIRST PARTY represents that it has the professional skills necessary to perform the Services and that it will perform the Services in a skillful and professional manner. FIRST PARTY represents that it has all the necessary licenses to perform the Services and shall maintain them throughout the term of this Agreement. FIRST PARTY agrees that the Services shall be performed consistent with the professional skill and care ordinarily provided by consultants practicing in the same or similar locality under the same or similar circumstances. CITY and FIRST PARTY agree that FIRST PARTY is in responsible charge of the Services. Acceptance by CITY of the Services does not operate as a release of FIRST PARTY from professional responsibility for the Services performed.
- E. **Confidentiality.** FIRST PARTY agrees to maintain in confidence and not disclose to any person, firm, governmental entity or corporation, without CITY's prior written consent, any trade secret or confidential information, knowledge or data relating to the products, process or operation of CITY. FIRST PARTY further agrees to maintain in confidence and not to disclose to any person, firm, governmental entity or corporation any data, information, technology, or material developed or obtained by FIRST PARTY during the performance of the Services. The covenants contained in this shall survive the termination of this Agreement for whatever cause.
- F. **Ownership of Material.** Any reports and other material prepared by or on behalf of FIRST PARTY under this Agreement (collectively, the "Documents") and provided to the CITY shall be and remain the property of CITY. All Documents not already provided to CITY shall be delivered to CITY on the date of termination of this Agreement for any reason. The Documents may be used by CITY and its agents, employees, representatives and assigns, in whole or in part, or in modified form, for all purposes CITY may deem appropriate without further employment of or payment of any compensation to FIRST PARTY.

- G. **Documentation.** FIRST PARTY shall keep and maintain full and complete documentation and accounting records, employee time sheets, and correspondence pertaining to the performance of the Services, and FIRST PARTY shall make such documents available for review and/or audit by CITY and CITY's representatives at all reasonable times for at least four years after the termination of this Agreement or completion of the Services.
- H. **Conflict of Terms:** In the event of any conflict, inconsistency, or ambiguity between the terms and conditions of this Agreement and the terms of any exhibit, attachment or other incorporated document (including the Scope of Services), the terms of this Agreement shall govern and control. If any conflict or inconsistency is identified, FIRST PARTY shall immediately notify the CITY in writing and seek clarification or resolution from the CITY before proceeding with any work that may be affected by such conflict. The CITY'S written determination shall be final and binding.

2. SCHEDULE FOR WORK

- A. **Effective Date.** This Agreement shall become effective upon execution of the second signature and shall remain in full force and effect until the Services are completed (the "Term"). FIRST PARTY agrees to complete all Services pursuant to this agreement will be as set forth in Exhibit "A," Scope of Services. CITY will be kept informed as to the progress of work by written reports, to be submitted monthly or as otherwise required in Exhibit "A." Neither party shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents, or other events beyond the control of the other, or the other's employees and agents.
- B. **Notice to Proceed:** FIRST PARTY shall commence work immediately upon receipt of a "Notice to Proceed" from CITY. The "Notice to Proceed" date shall be considered the "effective date" of the agreement, as used herein, except as otherwise specifically defined. FIRST PARTY shall complete all the work and deliver to CITY all project related files, records, and materials within one month after completion of all of FIRST PARTY's activities required under this agreement.

3. PROSECUTION OF WORK

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

4. COMPENSATION AND PAYMENT

- A. **Compensation:** CITY shall pay FIRST PARTY an all-inclusive fee that shall not exceed \$190,163 as described in Exhibit "A," Scope of Services. All payments shall be inclusive of all indirect and direct charges to the Project incurred by FIRST PARTY. The CITY reserves the right to withhold payment if the City determines that the quantity or quality of the work performed is unacceptable. FIRST PARTY's fee for the Services as set forth herein shall be considered as full compensation for all indirect and direct personnel, materials, supplies and equipment, and Services incurred by FIRST PARTY and used in carrying out or completing the work.
- B. **Invoices:** Payments shall be monthly for the invoice amount or such other amount as approved by CITY. As each payment is due, the FIRST PARTY shall submit a statement describing the Services performed to CITY. This statement shall include, at a minimum, the project title, agreement number, the title(s) of personnel performing work, hours spent, payment rate, and a listing of all reimbursable costs. CITY shall have the discretion to approve the invoice and the work completed statement. Payment shall be for the invoice amount or such other amount as approved by CITY. Payments are due upon receipt of written invoices. CITY shall have the right to receive, upon request, documentation substantiating charges billed to CITY. CITY shall have the right to perform an audit of FIRST PARTY's relevant records pertaining to the charges.

- C. Invoice Documentation:** FIRST PARTY shall bill each month to City an original invoice for all Services performed and expenses incurred during the preceding month. Each such invoice shall contain the total agreement amount subtracting the invoices paid and billing. By submitting an invoice for payment under this Agreement, FIRST PARTY is certifying compliance with all provisions of the Agreement. FIRST PARTY shall not invoice City for any duplicate Services performed by more than one person. City shall independently review each invoice submitted by FIRST PARTY to determine whether the Services performed, and expenses incurred are in compliance with the provisions of this Agreement. City will use its best efforts to cause FIRST PARTY to be paid within thirty (30) days of receipt of FIRST PARTY's correct and undisputed invoice, except as to any charges for Services performed or expenses incurred by FIRST PARTY which are disputed by City, or as provided in this Section. In the event any charges or expenses are in dispute by City, the original invoice shall be returned by City to FIRST PARTY for correction and resubmission. Review and payment by City of any invoice provided by FIRST PARTY shall not constitute waiver of any rights or remedies provided herein or any applicable law. Consultant shall bill the City as Services are complete. City reserves the right to deny payment to FIRST PARTY for any invoice submitted more than 90 days after performance of Services or expenses are incurred by FIRST PARTY.
1. FIRST PARTY shall submit detailed and itemized monthly invoices in a form satisfactory to CITY on or before the tenth (10th) day of each month for Services provided during the preceding month.
 2. Invoices shall include sufficient documentation, including time records, cost records, receipts, and other materials necessary to substantiate the performance and costs of the Services. CITY shall review and verify the accuracy and completeness of each invoice within thirty-five (35) days after receipt. CITY, at its sole discretion, may correct, modify, or disallow any charges contained in the invoice that are inconsistent with this Agreement, unsubstantiated, excessive, or otherwise not in compliance with CITY's standards or instructions. Any such corrections or modifications shall be deemed final and binding upon FIRST PARTY.
 3. Upon completing its review, CITY shall make payment to FIRST PARTY for the amount approved by CITY, subject to applicable deductions, corrections, or offsets as deemed appropriate by CITY. No payment made by CITY shall constitute or be construed as acceptance of any Services or waiver of any rights or remedies available to CITY under this Agreement.
 4. CITY reserves the right to withhold payment in whole or in part if: (a) Services are not performed to the satisfaction of CITY; (b) There are delays not authorized or excused by CITY in the performances of Services; (c) FIRST PARTY fails to provide satisfactory documentation of the Services rendered, or documentation reflecting information CITY has requested; and/or (d) FIRST PARTY is otherwise in default of this Agreement.
 5. Withheld payments shall not relieve FIRST PARTY of its obligations to perform under this Agreement, and CITY shall not be liable for any interest, penalties, or damages related to the withholding of payment.
 6. In the event of a payment dispute, FIRST PARTY agrees to continue performance of all Services under this Agreement without delay or interruption, regardless of the status or resolution of such dispute. CITY shall resolve any payment disputes in good faith. Upon termination or expiration of this Agreement, CITY shall reconcile all outstanding invoices and payments. CITY may offset any amounts due to FIRST PARTY against amounts owed to CITY due to breach, nonperformance, or other defaults by FIRST PARTY.
- D. Status Reports.** Together with each monthly invoice, FIRST PARTY shall submit a status report detailing the amount expended on the Services to that date and the remaining amount to be expended before the Cost Ceiling is reached. FIRST PARTY shall notify CITY in writing when payments have reached 90% of the To Not Exceed Amount.

5. EQUAL EMPLOYMENT OPPORTUNITY

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

6. ASSIGNMENT OF AGREEMENT AND TRANSFER OF INTEREST

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

7. INDEPENDENT WORK CONTROL

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

8. CONSULTANT QUALIFICATIONS

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

9. NOTICES

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

Kyle Perata, Assistant Community Development Director
Community Development Department

City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025
650-330-6721
ktperrata@menlopark.gov

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

Mike Campbell, AICP, Director of Environmental Analysis
MIG, Inc.
2055 Junction Ave., Suite 205
San Jose, CA 95131
(650) 327-0429, x3270
mcampbell@migcom.com

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

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10. HOLD HARMLESS

To the fullest extent allowed by law, FIRST PARTY hereby agrees to defend, indemnify and save harmless CITY, its Council, boards, commissions, officers, employees, directors, volunteers and agents, from and against any and all claims, suits, actions, liability, loss, damage, expense, injury (including, without limitation, economic harm, injury to or death of any person, including an employee of FIRST PARTY or its Subcontractors), cost (including, without limitation, costs and fees of litigation) of every nature, kind or description, at law or equity, which may be brought against, or suffered or sustained by, City of Menlo Park, its Council, boards, commissions, officers, employees, directors, volunteers, or agents that arise out of, pertain to or relate to any negligence, recklessness, or willful misconduct of FIRST PARTY, any subcontractors, anyone directly or indirectly employed or retained by them, or anyone that they control. In the event one or more defendants is unable to pay its share of defense costs due to bankruptcy or dissolution of the business, the FIRST PARTY shall meet and confer with other Parties regarding unpaid defense costs.

The duty of FIRST PARTY to indemnify and save harmless, as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code; provided, however that nothing herein contained shall be construed to require FIRST PARTY to indemnify City of Menlo Park, its Council, boards, commissions, officers, employees, and agents against any responsibility or liability in contravention of Section 2782 of the California Civil Code.

FIRST PARTY's responsibility for such defense and indemnity obligations shall survive the termination or completion of this Agreement for the full period of time allowed by law.

The defense and indemnification obligations of this agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained within this Agreement.

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11. INSURANCE

- A. FIRST PARTY shall not commence work under this agreement until all insurance required under this Section has been obtained and such insurance has been approved by the City, with certificates of insurance evidencing the required coverage.
- B. There shall be a contractual liability endorsement extending the FIRST PARTY's coverage to include the contractual liability assumed by the FIRST PARTY pursuant to this agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to the CITY, at the address shown in Section 9, of any pending cancellation of the policy. FIRST PARTY shall notify CITY of any pending change to the policy. All certificates shall be filed with the City.

1. Workers' compensation and employer's liability insurance:

The FIRST PARTY shall have in effect during the entire life of this agreement workers' compensation and Employer's Liability Insurance providing full statutory coverage. In signing this agreement, the FIRST PARTY makes the following certification, required by Section 18161 of the California Labor Code: "I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the work of this agreement" (not required if the FIRST PARTY is a Sole Proprietor).

2. Liability insurance:

The FIRST PARTY shall take out and maintain during the life of this agreement such Bodily Injury Liability and Property Damage Liability Insurance (Commercial General Liability Insurance) on an occurrence basis as shall protect it while performing work covered by this agreement from any and all claims for damages for bodily injury, including accidental death, as well as claims for property damage which may arise from the FIRST PARTY's operations under this agreement, whether such operations be by FIRST PARTY or by any sub-consultant or by anyone directly or indirectly employed by either of them. The amounts of such insurance shall be not less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) in aggregate, or one million dollars (\$1,000,000) combined single limit bodily injury and property damage for each occurrence. FIRST PARTY shall provide the CITY with acceptable evidence of coverage, including a copy of all declarations of coverage exclusions. FIRST PARTY shall maintain Automobile Liability Insurance pursuant to this agreement in an amount of not less than one million dollars (\$1,000,000) for each accident combined single limit or not less than one million dollars (\$1,000,000) for any one (1) person, and one million dollars (\$1,000,000) for any one (1) accident, and Three Hundred Thousand Dollars, (\$300,000) property damage.

3. Automobile insurance:

FIRST PARTY shall provide the CITY with acceptable evidence of coverage, including a copy of all declarations of coverage exclusions. FIRST PARTY shall maintain Automobile Liability Insurance pursuant to this agreement in an amount of not less than one million dollars (\$1,000,000) for each accident combined single limit or not less than one million dollars (\$1,000,000) for any one (1) person, and one million dollars (\$1,000,000) for any one (1) accident, and Three Hundred Thousand Dollars, (\$300,000) property damage.

4. Professional liability insurance:

FIRST PARTY shall maintain a policy of professional liability insurance, protecting it against claims arising out of the negligent acts, errors, or omissions of FIRST PARTY pursuant to this agreement, in the amount of not less than one million dollars (\$1,000,000) per claim and two million (\$2,000,000) in

the aggregate. Said professional liability insurance is to be kept in force for not less than one (1) year after completion of Services described herein.

- C. CITY and its subsidiary agencies, and their officers, agents, employees, and servants shall be named as additional insured on any such policies of Commercial General Liability and Automobile Liability Insurance, (but not for the Professional Liability and workers' compensation), which shall also contain a provision that the insurance afforded thereby to the CITY, its subsidiary agencies and their officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy, and that if the CITY, its subsidiary agencies and their officers and employees have other insurance against a loss covered by a policy, such other insurance shall be excess insurance only.
- D. In the event of the breach of any provision of this Section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, CITY, at its option, may, notwithstanding any other provision of this agreement to the contrary, immediately declare a material breach of this agreement and suspend all further work pursuant to this agreement.
- E. Before the execution of this agreement, any deductibles or self-insured retentions must be declared to and approved by CITY.

12. PAYMENT OF PERMITS/LICENSES

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

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

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

14. OWNERSHIP OF WORK PRODUCT

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

15. REPRESENTATION OF WORK

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

16. TERMINATION OF AGREEMENT

- A. **Notice of Termination:** CITY may give thirty (30) days written notice to FIRST PARTY, terminating this agreement in whole or in part at any time, either for CITY's convenience or because of the failure of FIRST PARTY to fulfill its contractual obligations or because of FIRST PARTY's change of its assigned personnel on the project without prior CITY approval. Upon receipt of such notice, FIRST PARTY shall:
1. Immediately discontinue all Services affected (unless the notice directs otherwise); and
 2. Deliver to the CITY all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated or produced by FIRST PARTY in performing work under this agreement, whether completed or in process.
 3. **Compensation:** If termination is for the convenience of CITY, an equitable adjustment in the contract price shall be made, but no amount shall be allowed for anticipated profit on unperformed Services. If the termination is due to the failure of FIRST PARTY to fulfill its agreement, CITY may take over the work and prosecute the same to completion by agreement or otherwise. In such case, FIRST PARTY shall be liable to CITY for any reasonable additional cost occasioned to the CITY thereby.
 4. If, after notice of termination for failure to fulfill agreement obligations, it is determined that FIRST PARTY had not so failed, the termination shall be deemed to have been effected for the convenience of the CITY. In such event, adjustment in the contract price shall be made as provided in Paragraph 3A of this Section.
- B. **Remedies:** The rights and remedies of the CITY provided in this Section are in addition to any other rights and remedies provided by law or under this agreement.
- C. Subject to the foregoing provisions, the CITY shall pay FIRST PARTY for Services performed and expenses incurred through the termination date.

17. INSPECTION OF WORK

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

18. COMPLIANCE WITH LAWS

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

19. BREACH OF AGREEMENT

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

20. SEVERABILITY

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

21. CAPTIONS

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

22. LITIGATION OR ARBITRATION

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

23. RETENTION OF RECORDS

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

24. TERM OF AGREEMENT

This agreement shall remain in effect for the period of Feb. 10, 2026 through Jun. 30, 2027 unless extended, amended, or terminated in writing by CITY.

25. ENTIRE AGREEMENT

This document constitutes the sole agreement of the Parties hereto relating to said project and states the rights, duties, and obligations of each party as of the document's date. Any prior agreement, promises, negotiations, or representations between Parties not expressly stated in this document are not binding.

All modifications, amendments, or waivers of the terms of this agreement must be in writing and signed by the appropriate representatives of the Parties to this agreement.

26. STATEMENT OF ECONOMIC INTEREST

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

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

SIGNATURE PAGE TO FOLLOW

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

FOR FIRST PARTY:

Signature

Date

Printed name

Title

Tax ID#

APPROVED AS TO FORM:

Nira F. Doherty, City Attorney

Date

FOR CITY OF MENLO PARK:

Justin I.C. Murphy, City Manager

Date

ATTEST:

Judi A. Herren, City Clerk

Date

EXHIBIT “A” – SCOPE OF SERVICES**A1. SCOPE OF WORK**

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

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

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

A2. COMPENSATION

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

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

A3. SCHEDULE OF WORK

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

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A4.CHANGES IN WORK – EXTRA WORK

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

- Change in the Services because of changes in the Scope of Work.
- Additional tasks not specified herein as required by the CITY.

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

A5.BILLINGS

FIRST PARTY's bills shall include the following information: A brief description of Services performed, project title and the agreement number; the date the Services were performed; the number of hours spent and by whom; the current contract amount; the current invoice amount;

Except as specifically authorized by CITY, FIRST PARTY shall not bill CITY for duplicate Services performed by more than one person. In no event shall FIRST PARTY submit any billing for an amount in excess of the maximum amount of compensation provided in Section A2.

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

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EXHIBIT “B” – DISPUTE RESOLUTION

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

B3.10 The award or decision of the arbitrator or arbitrators, which may include equitable relief, shall be final, and judgment may be entered on it in accordance with applicable law in any court having jurisdiction over the matter.



January 20, 2026

Jacob Garcia
Contract Senior Planner
701 Laurel St.
Menlo Park, CA 94025
jgarcia@menlopark.gov
628-222-5971

Subject: Response to RFP – CEQA Services for Proposed Fire Station, Training Center
and Administrative Building, 300 Middlefield Road

Dear Mr. Garcia:

MIG is pleased to provide this scope of work for environmental services related to the Proposed Fire Station, Training Center and Administration Building project located at 300 Middlefield Road in the City of Menlo Park. This scope of work summarizes our understanding of the project and presents our proposed tasks, budget, schedule, and assumptions for preparation of a environmental documentation that meets the requirements of the California Environmental Quality Act (CEQA).

As a full-service environmental consulting firm with expertise in CEQA analysis and associated services that span the State, MIG welcomes this opportunity to provide our services to the City of Menlo Park. Our San José office has been serving local and state agencies in California for more than four decades, building a reputation for preparing solid, defensible environmental documents. As illustrated by our On-Call Professional Consulting Services Statement of Qualifications provided to the City previously, our experience with infrastructure and public facility development projects makes us uniquely positioned to provide the environmental services necessary for successful project completion in an efficient and cost-effective manner.

MIG's offices in Berkeley and San José will allow us to provide direct, in-person services at a moment's notice. To supplement our in-house expertise for this project, MIG is teaming with Basin Research Associates (archaeological studies), Cornerstone Earth Group (geotechnical and hazardous materials studies), Hexagon Transportation Consultants, Inc. (traffic studies and transportation planning), Our team members are all well-established firms with outstanding reputations for work in their areas of expertise, and we routinely team with both companies.

Mike Campbell, AICP, Director of Environmental Analysis is based in our San José office, will be the primary point of contact for the City and Contract Manager responsible for overseeing the project. Mike can be reached at (650) 327-0429, ext. 3270, and mcampbell@migcom.com. I can be reached at (650) 269-3895 and phartman@migcom.com.

We thank you for this opportunity and look forward to working with the City on this important public safety project.

Sincerely,

A handwritten signature in blue ink that reads "Paula Hartman". The signature is written in a cursive style with a horizontal line across the middle of the name.

Paula Hartman, Esq.
Principal

Project Team

MIG would assign the following key staff to prepare the CEQA documentation for this project.

Mike Campbell, AICP, Director of Environmental Analysis, has over 35 years of experience in planning and environmental consulting, with expertise in stormwater management. His CEQA project management experience includes EIRs, Initial Study/Mitigated Negative Declarations, and Categorical Exemptions for a wide variety of industrial, residential, commercial, public park and infrastructure projects. His responsibilities for this project will include maintaining client communications, managing schedules and deadlines, and monitoring budgets.

Christina Lau, Senior Project Manager/Senior Analyst, has over 20 years of experience in the preparation of CEQA and NEPA environmental analysis, including the preparation and management of environmental documents ranging from categorical exemptions to EIS/ EIRs, and managing the work of subconsultants. She will serve as Senior Project Manager for this project and be the principal point of contact for the City.

Megan Kalyankar, Senior Biologist/Environmental Analyst, has over 16 years of consulting experience and specializes in biological and environmental impact analysis (CEQA/NEPA). Megan has field experience in plant and wildlife identification, and reconnaissance-level site surveys, construction monitoring, mitigation monitoring, and vegetation and wildlife monitoring. She will provide peer review of the applicant-provided biological resources assessment, conduct a site survey and draft the Biological Resources analysis for the CEQA documentation.

William Deeman, Air Quality and Noise Analyst, brings scientific knowledge and dexterity with details to his work as an analyst of air quality, greenhouse gas (GHG), energy, and noise impacts. William will assist in data collection and preparation of technical analyses in these areas and will assess project impacts and their level of significance to recommend viable mitigation strategies.

Rose Redlich, Environmental Analyst, is an environmental planner with a background in public agency planning and development services. Rose is also skilled at mapping and GIS work and produces high quality graphic exhibits for environmental documents utilizing the most up-to-date software applications and tools. For this project, she will assist with preparation of the CEQA document and provide graphic exhibits.

Eleanor Cox, Senior Architectural Historian. Eleanor Cox is a highly accomplished architectural historian and preservation specialist dedicated to broadening the application of cultural landscapes as a framework for holistically managing and maintaining historic sites and resources. She will provide analysis of the existing structures on the site and will lead the preparation of the optional HRE.

Our subconsultants include Hexagon Transportation Consultants (Gary Black, Ollie Zhou, and Michelle Hunt), Basin Research Associates (Colin Busby and Donna Garaventa), and Cornerstone Earth Group (Ron L. Helm).

The Team Organization Chart below shows all of the MIG team members that will be assigned to this project. Full resumes can be provided upon request.

Project Understanding

The City of Menlo Park is seeking proposals from qualified firms to provide environmental services for the demolition and reconstruction of the existing Fire Station #1 facilities, located on an approximately 2-acre parcel at 300 Middlefield Road at the intersection with Santa Monica Avenue. The project site currently contains the existing fire station, a five-story training tower and a storage building.

The City is requesting environmental services to obtain environmental clearance for the demolition of the existing fire station and training tower on the site, and the construction of three new structures: a 2-story fire station; a 5-story training tower; and a 2-story administrative building. Other associated site improvements proposed include surface parking, a below-grade parking structure and new landscaping. It is our understanding that the City intends to allow temporary fire station use at another nearby location (114 Santa Margarita Avenue) during the period of demolition and construction at 300 Middlefield Road. The environmental impacts of the proposed temporary fire station, including demolition of an existing structure, removal of a Heritage Tree, repaving areas of the site and other improvements will be included in the environmental document. The completed environmental document will satisfy all requirements set forth in CEQA. The City wishes the consultant to take a lead role in securing environmental clearance and determining the appropriate type of environmental documentation needed to meet the CEQA requirements.

CEQA Approach

CEQA applies to discretionary actions by public agencies that have the potential to result in a physical change in the environment. Projects subject to CEQA typically require the preparation of one of three types of documents: a Notice of Exemption; an Initial Study/Negative Declaration (ND) or Mitigated Negative Declaration (MND); or an Environmental Impact Report (EIR). MIG will work with City staff to prepare a CEQA document that is sufficient to provide environmental clearance for the proposed project. The following scope of work will be for the preparation of an Initial Study (IS), which will be used to determine the appropriate level of environmental review. If the findings and conclusions of the IS indicate that all potentially significant impacts of the project can be eliminated or minimized to less-than-significant levels through design measures or the implementation of mitigation measures, then MIG would proceed with the preparation of a Negative Declaration (ND) or Mitigated Negative Declaration (MND) depending on whether or not mitigation measures would be required. If it is determined during the course of MIG's review and analysis that the impacts of the proposed project would trigger the need for an EIR, MIG would prepare a separate scope and fee proposal for preparation of the EIR.

MIG will rely on existing sources of information to the maximum extent possible and will limit new or additional work to what is necessary to address the specific needs of the project and prepare an adequate CEQA document that fully addresses potential project impacts. We will prepare a comprehensive, thorough analysis of impacts in the public draft document so that the public, City decision makers, and responsible agencies are presented with all relevant factual information and impact analysis according to current CEQA Guidelines.

MIG has teamed with the following subconsultants for the preparation of the required environmental technical reports to support the CEQA document:

- Basin Research Associates – cultural and tribal cultural studies
- Cornerstone Earth Group – geotechnical and hazardous materials studies
- Hexagon Transportation Consultants – Transportation analysis

MIG's internal teams will conduct analyses of air quality/greenhouse gas emissions, energy, and noise impacts.

MIG will prepare an Initial Study (IS) using the IS Checklist provided in Appendix G of the CEQA Guidelines. The IS will contain a comprehensive project description, complete responses to the IS Checklist questions, and incorporation of Best Management Practices (BMPs) or recommendation of mitigation measures. At this time, we believe that the project's impacts will be focused in a few key resource areas including aesthetics, cultural and tribal cultural resources, hazards and hazardous materials, and short-term construction impacts, such as noise, air emissions, and construction truck traffic. MIG's CEQA scope of work also includes written response to public comments, and preparation of CEQA notices.

Scope of Work

Task 1. Project Kick-Off Meeting and Site Visit

Our budget includes attendance at one (1) virtual project kick-off meeting with the City team to discuss roles, project schedule, and any other pertinent information regarding the project. Following the meeting, the consultant will arrange to visit the project site with the City Team.

Task Deliverables:

- Attendance at one (1) virtual project kick-off meeting with the City team.
- Attendance at one (1) site visit with the City Team.

Task 2. Review of City Documents and Data Collection

Within two weeks of the Notice to Proceed, MIG will provide the City team with a data request for any background materials and data needed for the preparation of the Initial Study. MIG will review available background materials (i.e., any previous environmental documentation, conceptual

approaches to design and construction, the City's Municipal Code, Zoning Ordinance and General Plan) and ask questions of City staff to gain a complete understanding of the proposed project activities. We will coordinate directly with City staff on CEQA expectations and City practices regarding the CEQA process.

The data request will focus on the following items.

- The latest available project plans on which to base the CEQA analysis and modeling, including necessary technical information to support the analysis of all CEQA topics. Basing the CEQA project description on the latest plans ensures the CEQA document will be based on a stable project that will not change substantially.
- Project narrative explaining the project features, proposed construction activities and equipment as well as a summary of construction phasing and duration.

Task Deliverable:

- Data Request (electronic only) submitted within one week of Notice to Proceed.

Task 3. Initial Study and Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report

Task 3a. Administrative Draft Initial Study

MIG will prepare an Initial Study (IS) that complies with the requirements of CEQA and provides the necessary analysis for the City to determine if the project may potentially cause, either individually or cumulatively, a significant effect on the environment. We will use the Appendix G Environmental Checklist included in the most recent CEQA Guidelines (currently 2024), as the basis for the IS, supplemented by any City thresholds of local significance where applicable. The following explanation details each section of the IS.

Introduction

The Introduction section will describe the purpose and organization of the IS, the need for the IS pursuant to the CEQA Guidelines, and the intent of the document. The intent is to provide the City with detailed information about the project's environmental effects and any measures required to mitigate potentially significant impacts.

Project Description

MIG will prepare a comprehensive and detailed Project Description that will be used to evaluate the project's impacts. This will serve as the basis for all subsequent analyses of environmental impacts and thus is an essential chapter of the IS. The Project Description will describe the proposed actions, project location, existing site conditions, proposed improvements, all phases of project construction and construction components, and permits and approvals required for the project. The Project Description will be supported with maps and graphics as appropriate. Information for the Project Description will be obtained via City staff, who will coordinate with the project applicant.

CEQA Checklist

MIG will describe physical changes to the environment that would result from construction and operation of the project by answering the questions in the IS checklist contained in Appendix G of the State CEQA Guidelines (14 CCR 15000 et seq), as augmented by any relevant City thresholds of local significance. MIG will provide thorough responses to each Checklist question and present Best Management Practices or mitigation measures to reduce potential impacts to less-than-significant levels.

MIG anticipates that the project will have little or no impacts in several of the resource areas analyzed under CEQA, including Biological Resources, Mineral Resources, Population and Housing, Recreation and Wildfire. These areas will not be addressed in detail in the IS. The following environmental issue areas will be discussed in more detail in the Initial Study analysis and are briefly summarized below.

Aesthetics. Impacts of the proposed project on the visual character of the area and surrounding neighborhood will be evaluated by reviewing the project plans, as well as other relevant goals and policies of the City's General Plan. Protection of visual resources and views from major travel routes such as Middlefield Road will be addressed.

Air Quality. MIG will prepare a clear and concise technical analysis that fully evaluates the proposed project's potential individual and cumulative air quality impacts in accordance with Appendix G of the CEQA Guidelines. The air quality analysis would describe the regional and local air quality conditions, and quantify construction emissions of criteria air pollutants (e.g., PM₁₀, ROG, NO_x, etc.) and toxic air contaminants (e.g., diesel particulate matter (DPM)). MIG proposes to use the California Emissions Estimator Model (CalEEMod, Version 2022) to quantify the emissions generated by the construction and operation of the proposed project. The resulting emissions estimates will be compared to regional CEQA significance thresholds maintained by the Bay Area Air Quality Management District (BAAQMD). If necessary, MIG will identify best management practices or mitigation measures to reduce construction and operational emissions generated by the proposed project. Given the proximity of the project site to existing sensitive residential receptors and medical care facilities, MIG proposes to prepare a quantitative health risk assessment (HRA) that evaluates potential adverse health risk associated with diesel PM emitted by construction equipment and distribution trucks (including vendor deliveries and on-site idling emissions) at nearby sensitive receptor locations. MIG would use the U.S. EPA-approved and BAAQMD-recommended regulatory model (AERMOD) to predict exposure to concentrations of pollutants at sensitive receptor locations and quantify associated health risks. The project's potential health risks will be compared against BAAQMD carcinogenic and chronic risk thresholds. MIG would identify measures, as necessary, to avoid or reduce potentially significant construction air quality impacts.

Cultural and Tribal Cultural Resources.

Archaeology Report

Basin Research Associates (Basin), under contract to MIG, will prepare a due diligence review resulting in a technical memo or letter to document archaeological resources that could be affected by the proposed development. The research will determine what archaeological resources may be present on-site or within a 0.25-mile radius of the project site and assist with developing appropriate measures to mitigate potential impacts on recorded and potential resources in accordance with CEQA and City of Menlo Park planning mandates. In addition to the project site itself, the report will include documentation of any archaeological resources that could be affected by the proposed improvements at the off-site temporary fire station location (114 Santa Margarita Avenue), which falls within the 0.25-mile radius of the project site.

Tasks will include: 1) review of an archival records search for a 0.25-mile radius of the project site to be completed by the California Historical Resources File System, Northwest Information Center (CHRIS/NWIC); 2) a review of various published compendiums including the National Register of Historic Places and California Register of Historical Resources as well as archival materials on file with Basin; and 3) a request for a review of the Sacred Lands Inventory (SLF) from the Native American Heritage Commission (NAHC) to determine if any potential resources of interest to the Native American community are present.

Historical Resource Evaluation Reports (Optional)

After reviewing the Request for Evaluation for Potential Historic Significance forms submitted to the City for the existing fire station and training tower at 300 Middlefield Road and existing office structure at 114 Santa Margarita Avenue, MIG understands that the City does not believe that these structures meet the criteria for eligibility as historical resources under CEQA. If desired, this optional task may be activated to confirm prior findings. Historians and Architectural Historians on our staff meet the Secretary of the Interior's Professional Qualifications Standards, allowing them to make these types of determinations, and have experience in preparing Historic Resource Evaluations (HREs) for similar institutional and mid-century resource types.

MIG proposes the completion of HREs to determine whether the buildings at these two sites maintain an association with one or more historic themes and meet the eligibility requirements for listing under the California Register of Historical Resources. The HREs will inform the level of environmental review required under CEQA to complete the approved demolition of the structures. The following description outlines the tasks required to complete the HREs and the identification of any historical resources present within the project areas.

- Task 1 – Project Coordination. Coordinate data requests, file sharing, and site visit logistics with the City; attend an HRE kick-off meeting to confirm scopes and goals of the two historical reports.
- Task 2 – Research. Primary and secondary research to establish a physical chronology for the structures, and the historic contexts associated with the development of the properties.
- Task 3 – Field Documentation. Visit the properties for one day to photo-document their character and record field observations.
- Task 4 – Historical Resources Evaluation Reports. Prepare evaluation reports that identify potential historical resources on the properties under the California Register of Historical Resources and National Register of Historic Places criteria. The goal of the reports is to serve as a comprehensive evaluation document for the project sites, to support the CEQA document.

MIG makes the following assumptions with regard to the preparation of the HREs:

1. All meetings will be held virtually.
2. Direct expenses include not to exceed amounts for mileage to and from San Francisco (or rental car, if applicable), per diems for the days of site or research visits, and any fees associated with access to and reproduction of applicable maps, plans, or photos.
3. Field work will be performed by one or two MIG staff people who will be joined by a designated City escort who is familiar with the properties.
4. MIG will respond to one round of consolidated comments from the City in preparing the Final Historical Resources Evaluation Reports.
5. The HREs' scope of work does not include the production of a National Register of Historic Places nomination or Department of Parks and Recreation (DPR) forms.
6. The HREs' scope of work does not include consultation with the State Historic Preservation Office.
7. The HREs' scope of work does not include archaeological survey, assessment, or recordation.

Greenhouse Gases (GHG)/Energy. MIG will prepare a clear and concise technical analysis that fully evaluates the proposed project's potential greenhouse gas (GHG) and energy impacts, including the project's potential GHG emissions and energy consumption effects and consistency with applicable GHG and energy reduction/energy efficiency plans, such as the 2022 Climate Change Scoping Plan and the Open Space/Conservation, Noise and Safety Element of the Menlo Park General Plan and the Menlo Park 2030 Climate Action Plan. MIG will quantify the amount of GHG emissions generated by the construction and operation of the proposed project using the same assumptions and methodologies employed to prepare the project's air quality analysis. Regarding energy resources, the analysis will include brief setting information that places energy resources in the appropriate context, quantify the project's potential energy consumption levels (where possible, for example, using information from the

project's CalEEMod output file), and evaluate whether the project will result in the wasteful, inefficient, or unnecessary consumption of energy resources.

Hazards and Hazardous Materials. Cornerstone Earth Group (Cornerstone), under contract to MIG, will prepare a Phase I Environmental Site Assessment (ESA) for the project site. Their report will include the following tasks:

- Local Agency File Reviews
- Regulatory Agency Database Review
- Site History Review
- Site Hydrogeology Summary
- Site Reconnaissance
- Site Vicinity Reconnaissance
- Interviews
- Report Preparation

The purpose of the Phase I ESA is to identify, to the extent feasible, Recognized Environmental Conditions, Controlled Recognized Environmental Conditions or Historical Recognized Environmental Conditions at the property at 300 Middlefield Road. The conclusions and recommendations presented in the report will be based on Cornerstone's interpretation of the readily available information reviewed and the conditions observed. They will summarize the recognized environmental conditions, if any, derived from the readily observed site conditions and reasonable ascertainable information, and will attempt to identify and comment on significant data gaps that affect the ability to identify recognized environmental conditions. Sampling and analysis of on-site building materials, air, soil vapor, soil, or groundwater are not included in Cornerstone's scope of work. Because of the temporary nature of the proposed transfer of operations and the demolition and construction activities proposed at the off-site location (114 Santa Margarita Avenue), the Phase I ESA will not include this site.

Noise. MIG will prepare a clear and concise noise and vibration analysis that describes the presumed noise and vibration environment in the project vicinity and the applicable City regulations related to noise, including the City's General Plan Open Space/Conservation, Noise and Safety Element and applicable Municipal Code sections. The proposed project will generate noise from potential on-site sources such as fire truck start-ups and maintenance, and staff training activities conducted on the site. Because there are noise-sensitive land uses in the immediate vicinity of the site, the noise analysis will focus on the project's consistency with applicable City noise requirements, including General Plan noise limits for public facility uses.

Transportation. Hexagon Transportation Consultants, Inc. (Hexagon), under contract to MIG, will prepare a Transportation Impact Analysis (TIA) to evaluate potential transportation impacts associated with the proposed project. The purpose of the transportation study is to satisfy the requirements of the City of Menlo Park, California Environmental Quality Act (CEQA), and the City/County Associations of Governments (C/CAG) Congestion Management Program (CMP).

It is our understanding that the project expects to move existing office staff from other sites to the proposed project location. Therefore, at this stage, a full Vehicle Miles Traveled (VMT) and Level of Service (LOS) analysis would not be needed. The TIA thus includes only the following tasks, and a full VMT and LOS analysis are included as optional tasks.

- *Qualitative Trip Generation, VMT, and LOS Analysis.* Given that the project would be moving existing office staff from other locations to the project location, the net increase in traffic on the roadway network is expected to be minimal. Hexagon will provide a qualitative discussion on the project's net trip generation on the roadway network, and why a VMT analysis and intersection LOS analysis would not be needed.
- *Site Access, On-Site Circulation and Parking.* A review of the project site plan will be performed to determine the overall adequacy of the site access and on-site circulation in accordance with generally accepted traffic engineering standards and to identify any access or circulation issues that should be improved. Parking will be evaluated relative to the City's parking code. This analysis will inform Hexagon's determination of the project's CEQA Transportation impact on hazards and emergency access.
- *Bicycle, Pedestrian, and Transit Facilities.* A qualitative analysis of the project's effect on transit service in the area and on bicycle and pedestrian circulation in the study area will be included in the TIA. 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.
- *Meetings.* The fee estimate includes Hexagon staff attendance at two team meetings with the Consultant team/City staff. This scope does not include Hexagon staff attendance at public hearings. Additional meeting or public hearing attendance will require additional budget authorization.
- *Transportation Analysis Memo.* Hexagon will prepare a memorandum summarizing their methodology and findings. This task includes three rounds of report revisions.
- *Response to Public Comments.* Given the limited scope, this scope does not include Hexagon staff time to respond to public comments.

Hexagon's scope of work includes the following optional tasks.

- *VMT Analysis.* As an optional task, Hexagon will coordinate with City staff on the appropriate methodologies to evaluate VMT for this project and conduct the VMT analysis.
- *LOS Analysis.* As an optional task, Hexagon will coordinate with the project team and City staff to determine the list of study intersections, freeway segments, and freeway ramps. Decisions such as whether traffic currently generated by existing uses on site, or traffic that can be generated by existing uses on site at full occupancy can be credited towards project trip generation could affect the study scope. This proposal assumes a budget for up to 5 key intersections. Intersection

level of service analysis will be conducted in accordance with the City's requirements.

The TIA will not address construction traffic, as it would be considered temporary. It is assumed that any construction activity would need to follow the City's construction management requirements. City staff would also need to approve any construction management plans before construction could occur.

Utilities and Service Systems: The analysis will document existing on- and off-site utility systems and the ability of the service providers to serve the new project. The analysis will evaluate the environmental impacts of any utility system upgrades and/or increase in demand for water, wastewater treatment, stormwater treatment, or solid waste disposal resulting from the project. MIG assumes that the City and/or the Menlo Park Fire District will provide utility demand and service capacity data needed for this CEQA analysis.

Report Preparation

This section will identify staff responsible for preparation of the IS, including MIG and its subconsultants.

References

The IS will include a reference list identifying sources used in answering each question.

Appendices

The appendices would include technical reports or other materials used to aid in preparation of the IS.

Following completion of the Administrative Draft IS, MIG will prepare a brief memorandum for the City's review that identifies, based on the findings of the IS, the appropriate subsequent CEQA path - preparation of a Negative Declaration (ND), Mitigated Negative Declaration (MND) or Environmental Impact Report (EIR). Based on our current understanding of the project and a review of the available information about the project site at this time, it seems likely that the most appropriate path would be an ND or MND. Therefore, the following task descriptions have been prepared under that assumption. If it is determined that an EIR would be the appropriate path, MIG would subsequently prepare a separate scope of work and fee proposal for the preparation of the EIR. It is estimated that the EIR scope of work and fee proposal would require approximately one week to prepare.

Task Deliverable:

- Administrative Draft IS (Electronic Word version)
- CEQA path recommendation memo

Task 3b. Public Draft IS/ND/MND

MIG will respond to one round of consolidated comments from the City team on the Administrative Draft IS, and if it is determined that all potentially significant impacts of the project can be eliminated or minimized to less-than-significant levels through design measures or the implementation of mitigation measures, then MIG would prepare a draft ND or MND to include in a screen check version of the Public Draft IS/ND or IS/MND for City team review and approval before publication. MIG will then finalize the document (Public Draft IS/ND/MND) for circulation. We will provide an electronic (print-ready) version so the City can make hard copies of the document as necessary for public review or to post on the City's website.

MIG will prepare the Notice of Intent (NOI) to adopt the MND that the City can use to fulfill the public noticing requirements of CEQA Guidelines Section 15072. MIG will provide text that the City can use to provide public noticing consistent with CEQA requirements (e.g., newspaper publication, direct mailers, and/or posting of notice on- and off-site). Distribution of the public notice and availability of the document for public review will be the responsibility of the City as lead agency. Our scope of work assumes the City will file the NOI with the Mono City Clerk-Recorder's Office. The public review period is 30 days.

MIG will also prepare the Notice of Completion (NOC) and assist the City with transmitting the IS/ND/MND document and related forms to the State Clearinghouse. Our budget includes staff time to prepare and electronically submit the files to the State Clearinghouse. We assume that the City is already registered with the State Clearinghouse to submit files electronically and that the City will grant MIG staff upload authorization to transmit the files.

Task Deliverables:

- Screen Check IS/ND/MND (electronic PDF)
- Public Draft IS/ND/MND (electronic PDF)
- Notices including NOI, NOC (electronic PDF)
- State Clearinghouse electronic submittal.

Task 3c. Final IS/MND, MMRP and NOD

At the close of the public review period, MIG will prepare an Administrative Draft Final IS/ND/MND. We will review and catalog all written comments received on the IS/ND/MND and prepare written responses to CEQA-related comments. Comment letters with corresponding responses will be provided to the City as a separate document. Following the receipt of the City's comments on the Administrative Draft Final IS/ND/MND documents, MIG will revise the documents as necessary and prepare the Final IS/ND/MND.

Not knowing the level of community interest in the project and the volume of public comment the IS/ND/MND may generate, we have allocated 36 total hours for this task.

When the comment period for the IS/ND/MND closes, CEQA Guidelines Section 15097 requires a lead agency to prepare and implement a Mitigation Monitoring and Reporting Program (MMRP) for all mitigation measures adopted as part of an MND to ensure the mitigation

measures are implemented as intended by the CEQA document. If the document is an IS/MND, MIG will prepare an MMRP table that will include all the mitigation measures described in the IS/MND, identify the timing of mitigation implementation for each measure, and identify the reporting requirements and responsible parties. The lead agency can use the table to track implementation and monitoring of the mitigation measures.

Within five days of the lead agency's approval of the document and adoption of the IS/ND/MND, MIG will provide an electronic copy of the Notice of Determination (NOD) to the City for their use to file with the County Clerk-Recorder. At the time of the County Clerk-Recorder filing, the City will be required to pay the current California Department of Fish and Wildlife filing fees, pursuant to State of California Fish and Game Code 713 as well as the current County filing fee.

Task Deliverables:

- Final IS/ND/MND - Response to Comments, Errata, MMRP (for IS/MND only) - electronic
- NOD (electronic)

Task 4. Project Management

The MIG Senior Project Manager will be the point of contact with the City team and will keep all team members apprised of project progress. If issues arise that could affect the schedule or budget, MIG would immediately inform the City and discuss the best approach to resolving these issues. MIG has allocated budget for client communication, staff and subconsultant coordination, quality control, budget management, and project closeout under this task. In addition, We have budgeted for up to four (4) meetings with City staff and other agencies for the Director of Environmental Analysis and Senior Project Manager, not including the Project Kickoff Meeting and Site visit described in Task 1. MIG staff will prepare meeting agendas and meeting minutes for these meetings if requested by City staff. MIG has also budgeted for attendance by the Director of Environmental Analysis at two (2) public hearings, one Planning Commission and one City Council, for adoption of the CEQA document.

Budget

MIG will perform the services outlined in this scope of work for the fees summarized in the cost table (see Table 1.). Table 1 is based on our understanding of the project and the limitations identified, below, as factors triggering an increase in cost. If unforeseen conditions are encountered, or if we experience delays or circumstances beyond our control, we will notify the City immediately to discuss modifications to the scope of services and/or project fees.

Table 1 also presents an optional 10% Contingency Fee that could be approved by the City and would only be used upon explicit approval by the client for unanticipated tasks.

MIG will bill only for the time spent and for expenses. We will not exceed this amount without prior approval. Table 1 shows the price for each task and the staff hours allocated to the task. The total estimated cost for the IS/ND/MND, including technical studies, is **\$113,936**. The total

estimated cost for the IS/ND/MND, including technical studies and the optional HRE, VMT and LOS Analysis tasks is **\$176,016**. The total estimated cost for the IS/ND/MND, including technical studies, optional HRE, VMT and LOS analysis tasks and 10% Contingency Fee, is **\$193,618**

Table 1: Estimated Cost for IS/ND/MND		
MIG Labor	Staff Hours	Cost
Task 1. Project Kick-Off Meeting and Site Visit	8	\$1,820
Task 2. Review of City Documents and Data Collection	20	\$3,735
Task 3a. Administrative Draft Initial Study	304	\$45,620
Task 3b. Public Draft IS/ND/MND	84	\$14,970
Task 3c. Final IS/MND, MMRP and NOD	77	\$14,075
Task 4. Project Management	50	\$9,970
Total (Labor)	543	\$90,190
Expenses		
Basin (Archeology Report)*	-	\$5,150
Cornerstone (Phase I ESA)*	-	\$5,445
Hexagon (Transportation Analysis) *	-	\$9,900
Travel	-	\$101
Printing and Delivery Costs (20 hard copies)	-	\$3,150
Total (Expenses)		\$23,746
Optional Tasks		
Historic Resource Evaluations	-	\$21,380
VMT Analysis (Hexagon)*	-	\$6,600
LOS Analysis (Hexagon)*	-	\$34,100
Total Optional Tasks		\$62,080
Total Project Cost (Labor + Expenses)		\$113,936
Total Project Cost (Labor + Expenses) Including Optional Tasks		\$176,016
Optional 10% Contingency Fee		\$17,602
Total Project Cost Including Optional Tasks and 10% Contingency Fee		\$193,618

* Includes 10% mark-up

Hourly rates for MIG staff working on this project are as follows:

Mike Campbell, AICP, Director	\$255
Christina Lau, Senior Project Manager	\$200
Eleanor Cox, Senior Architectural Historian	\$175
Megan Kalyankar, Senior Biologist/Analyst	\$160
Sang Bae, Cultural Resources Project Associate	\$145
William Deeman, AQ/GHG, Energy & Noise Analyst	\$130
Rose Redlich, CEQA Analyst	\$130
Sandy Ho, Administrator	\$115

Factors That Would Trigger an Increase in Cost

- 1. Meetings and Hearings.** The number of proposed meetings and hearings is identified in the Scope of Work. Attendance at additional meetings or hearings would be additional services.
- 2. Expense Estimates.** MIG's expense estimates are based on travel costs and equipment use fees. All MIG work products will be provided in electronic format. The City shall be responsible for printing hard copies. Should the City request printed copies of documents, this would be an added expense and subject to reimbursement.
- 3. Administrative Drafts.** The cost estimate also assumes there will be only one round of administrative review of each of the work products prior to finalization of the documentation. If more administrative drafts are required, the cost of additional consultants' time and materials will be subject to additional compensation and an amendment to the scope of work.
- 4. Project Information or Changes in Project.** The scope does not cover new or revised analysis needed to address changes to the project made by the City or the project applicant after start of work. Any changes to the project that requires redoing completed work would be subject to additional compensation and an amendment to the scope of work.
- 5. Project Managers.** If the primary client contact or Project Manager changes during the course of the project and necessitates more than an hour of MIG staff time to reinitiate the project, this will be considered extra services. If the MIG Senior Project Manager changes during the project, MIG will provide a thorough briefing and update, limiting any additional time required by the client to reinitiate the project to one hour.
- 6. Site Access.** This scope of work assumes that the City will ensure reasonable access to the project site. This will include informing MIG of any persons that we will need to contact in advance of or while visiting the site, and that site conditions are safe and secure.

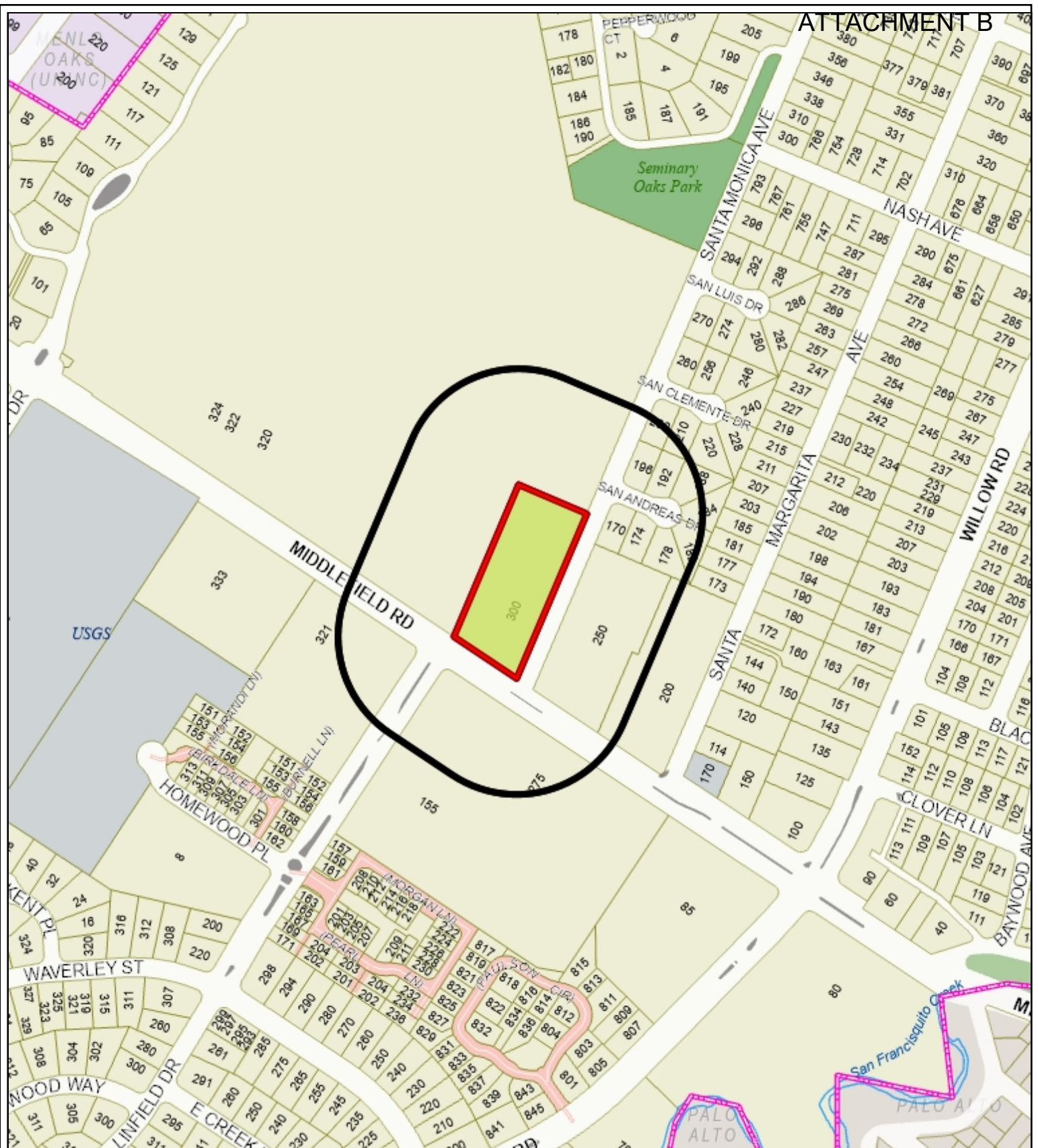
7. **Tribal Cultural Resources.** Our budget does not include time for participating in extended consultations with tribes resulting from the City's required noticing or outreach efforts under AB52 or SB18. Participating in consultations with tribes who submit responses would be additional services.
8. **Technical Studies and Information.** The scope of work includes technical analyses and studies as described above in Task 3. Should additional technical reports or information be required, these studies will be considered outside the scope of work and subject to additional compensation.
9. **Response to Comments.** MIG has estimated a specific level of effort in responding to public comment as described in our scope of work. Should the volume of public comments exceed the anticipated volume, or the comments raise new technical issues that need addressing, MIG would notify the City of the need for additional budget to complete the response to comments document.
10. **Contract Duration/Project Management.** This scope assumes that the project will be completed in approximately eight months. Additional budget will be requested for Project Management if the schedule slips more than three (3) months beyond that term. If the project work schedule experiences starts and stops, long delays, or MIG is required to spend unanticipated project management time to manage the CEQA effort, MIG will request extra services to cover the unanticipated investment of labor into project management.

Schedule

MIG will begin work on the CEQA documentation by conducting background research, preparing a data request, and coordinating with City staff on the CEQA documentation process. Additionally, Hexagon will be providing a transportation report that is expected to take a minimum of eight weeks to prepare and finalize. Preparation of the Administrative Draft Initial Study is anticipated to take approximately 13 weeks from the time we are given the notice to proceed by the City but could be affected by any delays in our receipt of the transportation report from Hexagon. Delivery of the screen check IS/ND/MND and draft CEQA notices can be made two weeks from our receipt of all Administrative Draft review comments. The schedule for completion of major tasks and project milestones is presented in Table 2, below.

It should be noted that if, following the completion of the Administrative Draft IS, it is determined that the impacts of the proposed project would trigger the need for an EIR, MIG would prepare a separate scope and fee proposal and schedule for preparation of the EIR.

Table 2: Tentative IS/ND/MND Processing Schedule		
Task or Milestone	Weeks to Complete	Total Weeks
Start CEQA Documentation Process – Notice to Proceed		
Task 1. Project Kick-Off Meeting and Site Visit	1 week	1
Task 2. Review of City Documents and Data Collection	2 weeks	3
Task 3a. Administrative Draft Initial Study	10 weeks	13
<i>City review of Admin. Draft IS</i>	3 weeks	16
Task 3b. Public Draft IS/ND/MND	2 weeks	18
<i>City approval of Screen Check IS/ND/MND</i>	1 week	19
<i>City publishes Draft IS/ND/MND</i>	1 week	20
30-day Public Review Period	30 days	25
Task 3c. Final IS/ND/MND, MMRP and NOD	3 weeks	28
<i>City review of Admin Draft Final IS/ND/MND</i>	2 weeks	30
Preparation of Final IS/ND/MND	1 week	31
Task 3: Public Hearing	TBD	-
<i>NOD Filed</i>	Within 5 working days after City Council adoption of ND or MND and approval of the project.	



City of Menlo Park Location Map Fire Station 1



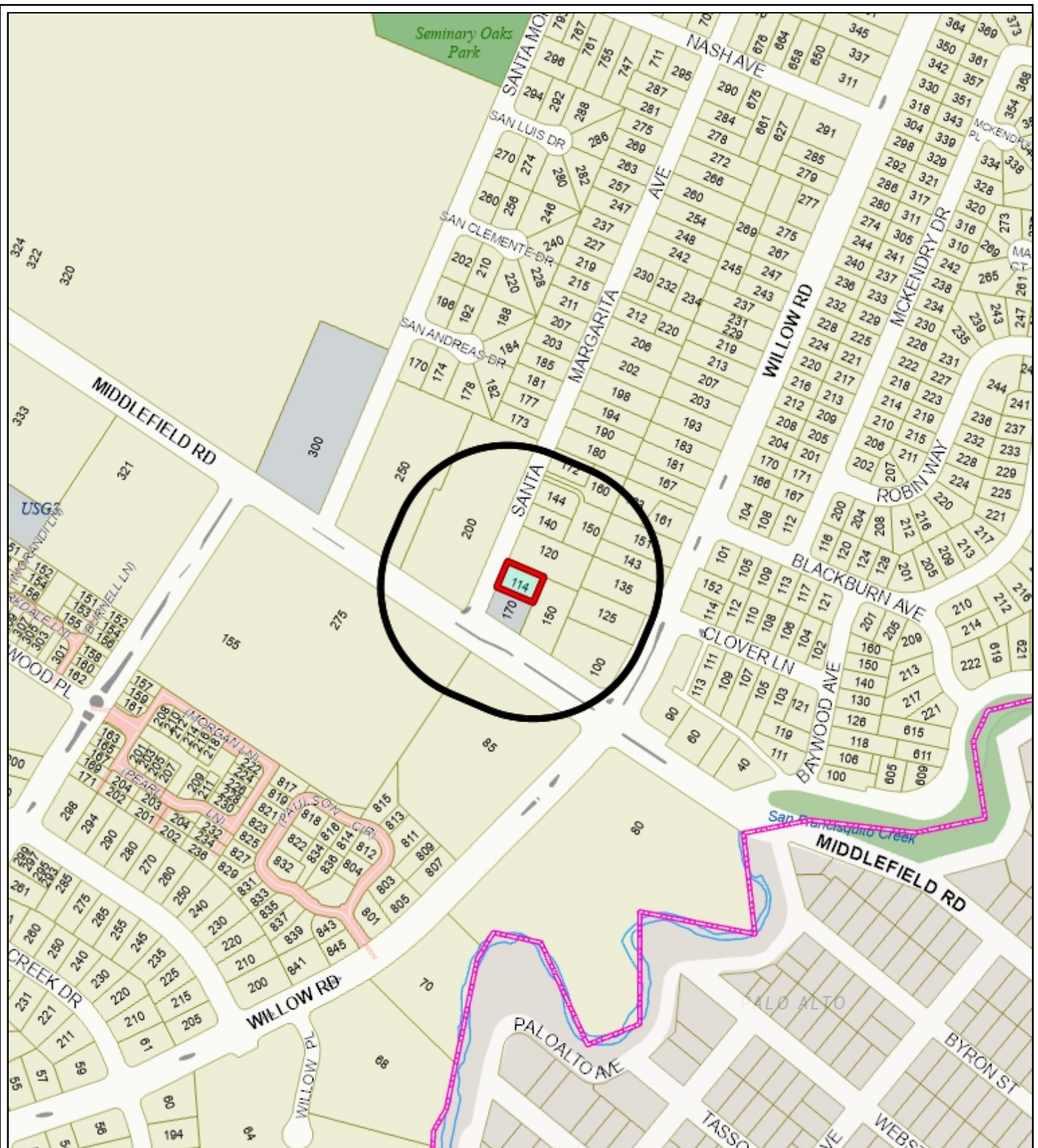
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Drawn By: THR

Checked By: KTP

Date: 11/17/2025

Sheet: 1



City of Menlo Park Location Map Fire Station 1 - Temporary Station



Scale: 1:4,000

Drawn By: THR

Checked By: KTP

Date: 11/17/2025

Sheet: 2

Proposal

Prepared for



701 Laurel Street
Menlo Park, CA 94025

Request for Proposal for Preparation of an Initial Study and Environmental Document Determination
Pursuant to the Requirements of the California Environmental Quality Act (CEQA) for the

300 Middlefield Road Fire Station, Training Center and Administrative Building Development

Prepared by



DAVID J. POWERS
& ASSOCIATES, INC.
ENVIRONMENTAL CONSULTANTS & PLANNERS

October 2025 (revised November 2025)



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Attachment A: DJP&A Resumes

Attachment B: Subconsultant Resumes



A. Cover Letter with Contact Information

November 19, 2025

Jacob Garcia
Contract Senior Planner
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025

Sent via email to jgarcia@menlopark.gov and throggers@menlopark.gov

Re: Request for Proposal for Preparation of an Initial Study and Environmental Document Determination Pursuant to CEQA – 300 Middlefield Road Fire Station, Training Center and Administrative Building Development (revised)

Dear Jacob Garcia,

David J. Powers & Associates, Inc. (DJP&A) is pleased to provide this proposal in response to the City of Menlo Park's request for services to prepare an Initial Study (IS) and either a Negative Declaration (ND), Mitigated Negative Declaration (MND), or an Environmental Impact Report (EIR) for the 300 Middlefield Road Fire Station, Training Center and Administrative Building Development (Project). For over 50 years, DJP&A has provided professional consulting services to public agencies in all areas of environmental planning. DJP&A will be the prime environmental consultant for this project with select subconsultants on our team to complete the necessary technical studies. Our team's qualifications are provided below.

1. DJP&A Qualifications

DJP&A has been preparing environmental documents in the State of California and, particularly, the Bay Area since 1972. We are headquartered in San José, with a secondary office in Oakland. **Uncompromising quality** is the foundation for everything we do. Our focused leadership and organizational structure deliver the highest quality, cost-effective, timely environmental review.

DJP&A has extensive experience completing environmental review for public facilities in conformance with the California Environmental Quality Act (CEQA). We honor a basic philosophy of providing each client with objective and thorough research, accurate identification of project impacts, and a carefully written analysis of those impacts with appropriate mitigation. Representative projects include fire and police facilities, emergency operations center, civic centers, community centers, libraries, and parks and recreation facilities.

DJP&A has worked on various fire facilities within the Bay Area as detailed at the end of Section C, including the following:

- Alameda County Fire Department Training Center (Dublin)
- Fire Station No. 2 (Sunnyvale)
- Fire Station No. 16 (San Carlos)
- Fire Station Nos. 19, 21, 23, 25, 36, and 37 (San José)
- Fire Station No. 25 (San Mateo)



Given our experience providing environmental review for fire facilities, we are familiar with the concerns related to their construction and operation (including those related to noise, air quality, cultural resources, hazards and hazardous materials, and greenhouse gas [GHGs] emissions) and effectively assess impacts and address community concerns.

DJP&A is a California Unified Certification Program (CUCP) certified woman-owned Underutilized and Disadvantaged Business Enterprise (UDBE and DBE) and a Santa Clara Valley Transportation Authority (VTA) certified Small Business Enterprise (SBE) that consists of a staff of 21, including 19 environmental professionals. We have the expertise and capacity to provide the services requested by this RFP.

2. Subconsultant Qualifications

DJP&A works with qualified subconsultants to provide the specific technical expertise necessary to complete each project. For this particular project, we have included the below subconsultant firms to provide technical assistance pertaining to archaeological/tribal cultural resources, hazards and hazardous materials, noise/air quality/GHGs, transportation, and historic resources. Brief firm qualifications for our subconsultants are provided below.

- **Archaeological/Historical Consultants (A/HC)**, who would provide technical archaeological/tribal cultural resources support, is a cultural resources management firm serving the San Francisco Bay Area and surrounding counties. Since 1976, A/HC has helped public agencies, planners, developers, homeowners, and law firms meet their project goals while complying with CEQA and NHPA Section 106 regulations. A/HC's services include archaeological studies, archaeological testing, archaeological monitoring, public interpretation, and peer reviews. A/HC is also experienced in the design and implementation of mitigation plans for archaeological sites. A/HC regularly completes consultation under the AB 52, SB 18, and NHPA Section 106 processes.
- **Cornerstone Earth Group (Cornerstone)**, who would provide technical hazards and hazardous materials support, was founded in 2007 and integrates environmental consulting, geotechnical engineering, engineering geology, and construction services into a single, client-focused team to facilitate cost-effective site selection, project design, and site development. Cornerstone's expertise allows them to develop creative but practical solutions to meet project requirements. Cornerstone has 60 staff across two offices (Sunnyvale and Lafayette, CA).

- **Illingworth & Rodkin, Inc. (I&R)**, who would provide technical air quality/greenhouse gas and noise/vibration support, was founded in 1987 and provides a complete range of consulting services in acoustics, hydroacoustics, vibration, and air quality (including health risk assessments and GHGs) to governmental agencies, private sector clients, and other environmental and design professionals. The firm has completed over 6,500 projects in the past 38 years in architectural acoustics, community noise and vibration, industrial noise and vibration control, hydroacoustics, tire/pavement noise research, and air quality studies. The firm is experienced with local, state, and federal environmental regulatory processes.
- **Kittelson & Associates, Inc. (Kittelson)**, who would provide technical traffic impact analysis support, has provided transportation engineering, planning, and research services to public agencies and private organizations since 1985. Projects include General Plans, Specific Plans, and infill development. Recently, Kittelson has worked with a number of clients (including the City of San Mateo and the City of Dublin) to assist with developing the methodology, thresholds, and procedures for CEQA analysis of land use and transportation projects, and plans in compliance with SB 743. Kittelson also advised the City of Menlo Park on the modeling for their VMT Guidelines.
- **Page & Turnbull**, who would provide technical historic resources evaluation support, has provided full-service architecture, design, planning, and preservation services for over 50 years, since 1973. Page & Turnbull consists of architects, planners, architectural historians, and conservators that work to build new structures or imbue new life into existing structures by adapting them to meet contemporary needs. Architectural historians and cultural resources planners evaluate and analyze historic resources to assess their historic integrity. The firm authors a wide range of award-winning reports, develops and implements mitigation measures, and completes National Register and California Register documentation.

At DJP&A, we truly believe *Quality Environmental Review Makes a Difference*. The quality of our environmental review documents has always been the focus of the firm and DJP&A has a proven track record of delivering projects in a timely and cost-effective manner.

Please feel free to contact me or our Project Manager, Amy Wang (email: awang@davidjpowers.com, direct: 408-454-3423), if you have any questions regarding our proposal. Thank you for your consideration, we are excited for the opportunity to work with the City of Menlo Park.

Sincerely,

Kristy L. Weis

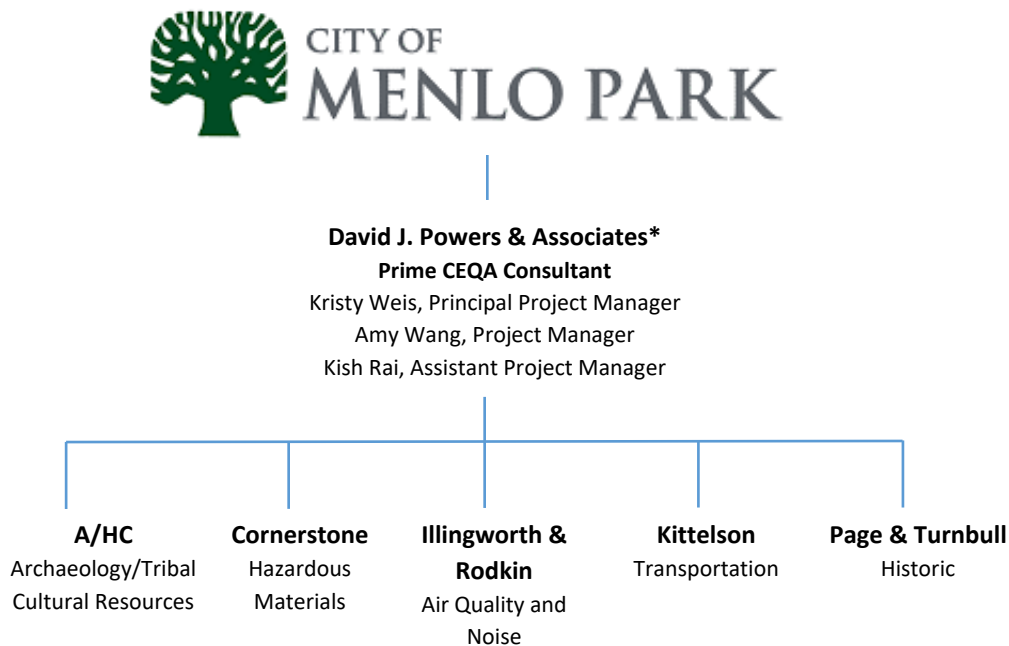
Kristy L. Weis
Vice President & Principal Project Manager
1871 The Alameda, Suite 200
San José, CA 95126
Direct: (408) 454-3428; Email: kweis@davidjpowers.com



B. Project Team

1. Organizational Chart

The following is an organizational chart of the project team, with DJP&A key staff who will be leading the project team and the subconsultant firms who will be providing us with technical support. The names and qualifications for all team members who will directly participate in the project are provided on the following section.



*DJP&A staff includes five additional Principals and 11 additional Project Managers that can assist our key staff members as needed to ensure commitments to the City are met.

2. Team Member Names, Qualifications, and Resumes

David J. Powers & Associates, Inc.

DJP&A will be the prime environmental consultant for the project. The key DJP&A staff for this project are Ms. Weis, Ms. Wang, and Ms. Rai. Their brief qualifications are provided below and their resumes are included in Attachment A. Additional support staff, including a Graphic Artist, will assist as needed.

- **Kristy L. Weis** is a Vice President and Principal Project Manager with over 20 years of experience in planning and preparing environmental documents for both private and public sector projects. Ms. Weis recently served as Principal Project Manager for the 3705 Haven Avenue Residential Project 15183 Environmental Compliance Checklist for the City that was approved in February 2025.



kweis@davidjpowers.com
(408) 454-3428

As the *dedicated Principal Project Manager* for this project, Ms. Weis would support Ms. Wang and provide general oversight in the preparation of the environmental review documents, ensuring defensibility and consistency. Ms. Weis will participate in key project meetings/hearings and discussions.

- **Amy Wang** is a Project Manager for the company with experience in managing a wide variety of public facility projects, including fire stations, parks, overcrossings, and interchange improvement projects. Ms. Wang has completed environmental review for three fire station projects, most recently Fire Station 23 in San José.



awang@davidjpowers.com
408-454-3423

As the *dedicated Project Manager* for this project, Ms. Wang will be the primary point of contact for the project and be responsible for all aspects of the environmental review process for the project from beginning to end. For example, Ms. Wang would be responsible for the preparation of all documents and management all necessary subconsultants, while ensuring that the project remains on schedule and within budget.

- **Kish Rai** is an Assistant Project Manager for the company. Ms. Rai has experience assisting with the environmental review for a variety of public facility projects, including fire stations, parks, and roadway improvement projects. Ms. Rai has recently assisted with the environmental review for Fire Station 23 in San José and is currently assisting with the Fire Station 36 in San José.



krai@davidjpowers.com
408-454-3439

As an *Assistant Project Manager*, Ms. Rai will assist Ms. Weis and Ms. Wang with to complete necessary research, gather and compile project and site information, draft sections of the environmental document, and assist with project coordination including maintaining close communication with the City and subconsultants.

DJP&A Subconsultants

Our subconsultants are chosen based on their familiarity with a given project area and/or their experience with similar projects. The key subconsultant staff with their brief qualifications are provided below and their resumes provided in Attachment B.

Archaeological/Historical Consultants

- Daniel Shoup is a Principal with 25 years of experience in archaeology and cultural resources management. He has managed over 200 CEQA and NEPA projects in the San Francisco Bay Area. He has prepared archaeological survey reports, archaeological testing plans, and EIR sections.
- Molly Fierer-Donaldson is a Senior Archaeologist with over 20 years of experience in archaeology and cultural resources management. She has prepared hundreds of CEQA and NEPA documents, including archaeological surveys, archaeological sensitivity assessments, excavation monitoring, testing, burial recovery, and historic architectural evaluations throughout the San Francisco Bay Area.

Cornerstone Earth Group, Inc.

- Kurt Soenen P.E., has over 28 years of experience in environmental engineering and consulting services. He has performed environmental investigations for commercial, industrial, public agency and residential developments throughout the San Francisco Bay Area, California and United States. Mr. Soenen has provided environmental consulting services for various fire stations in addition to various projects in Menlo Park.

Illingworth & Rodkin

- James Reyff is a Principal at I&R. During the past 36 years, Mr. Reyff has prepared Air Quality Technical Reports for over 500 air quality analyses for land use development projects and 20 major Caltrans highway projects. Mr. Reyff has evaluated air quality and greenhouse gas emission impacts from new and renovated fire stations and training facilities. His expertise includes meteorology, air quality emissions estimation, transportation/land use air quality studies, air quality field studies, health risk assessments, GHG studies, and environmental noise studies. Mr. Reyff has extensive experience with all of the models used for air quality analysis that include CalEEMod, AERMOD, EMFAC, CT-EMFAC, and MOVES.
- Michael Thill is a Principal at the firm with over 27 years of experience in acoustics. His skills include conducting field research, analyzing data, and noise modeling. He has performed numerous field surveys in various acoustical environments to measure airborne noise levels, groundborne vibrations, and hydro-acoustic noise. Mr. Thill has worked on fire station projects in San Jose, San Mateo, Santa Rosa, and Contra Costa County within the past eight years. He has managed noise studies for the General Plan Update for several California communities and has recommended policy language to maintain compatible community-wide noise levels. He also has extensive experience explaining acoustical concepts and his analysis results to the public and project decision-makers.

Kittelson & Associates, Inc.

- Damian Stefanakis is a Senior Principal Planner with 39 years of experience in transportation planning and travel demand forecast modeling. He has advised jurisdictions, including the cities of San Mateo and Menlo Park on preparation of Vehicle Miles Traveled (VMT) Guidelines per Senate Bill 743 for regional transit and highway studies.
- Amanda Leahy is an Associate Planner with 17 years of experience working on and leading transportation studies in the Bay Area. Her areas of expertise include project management, environmental review, multimodal traffic operations and safety analysis, bicycle and pedestrian planning and design, and complete streets policy and implementation. Ms. Leahy was a Bike East Bay Board Member from 2020-2024 and led the Board's Equity Task Force.

Page & Turnbull, Inc.

- Christina Dikas is Principal of Page & Turnbull with over 18 years of experience. With her extensive expertise in surveying, researching, and evaluating historic properties, Ms. Dikas stands out for her exceptional communication skills and keen sensitivity to clients' needs, prioritizing flexibility and open dialogue.
- Stacy Kozakavich has worked as a historian and archaeologist in cultural resources management and planning for over 20 years, including more than 10 years in California. She has experience with the cultural resource review process for Section 106 and CEQA compliance.



C. Detailed Statement

1. General Approach

The primary contact person and ***dedicated Project Manager*** for the project will be Amy Wang who will be directly responsible for daily project coordination and administration, and maintaining close communication with the City staff, gathering and compiling project and site information, managing subconsultants, and preparing the environmental document.

Having a single Project Manager is a fundamental element of DJP&A's quality assurance and quality control process because it vastly reduces the potential for inconsistencies in grammar, style, and clarity. It also ensures that the person writing the document is fully aware of all the environmental issues associated with the project, which is critical to the quality of the analysis given the interrelated nature of environmental issues. We believe that this method effectively preempts many of the pitfalls that can arise from having too many people involved in separate, discrete tasks for a project, without having one person managing the whole process. Our project and schedule management techniques include:

- Setting appropriate expectations and deadlines;
- Attending kick-off meetings and mapping out the project schedule with the City and project team;
- Maintaining regular communications and updates;
- Bringing potential problems to the project team's attention as soon as possible; and
- Returning telephone calls and emails within eight business hours (if not sooner).

These techniques reinforce our commitment and availability to our clients and our work, and have ensured timely, accurate environmental review time after time. Our goal is to create a comprehensive environmental document that not only helps decision makers make effective policy, but also helps members of the public understand the environmental issues pertinent to a proposed project.

DJP&A teams with technical specialists to provide the exact technical information that is required for each particular project. In this respect, we differ from some other environmental consulting firms. We can select the best subconsultant for a job, based on their familiarity with the project location and the specific issues that are pertinent to that project. We have worked closely with many of our subconsultants for over 30 years and they act as an extension of our firm. Given our long-standing working relationship with our subconsultants, their work is seamlessly integrated into the CEQA process as if they were a part of our firm. We maintain frequent and proactive communication with our technical subconsultants to ensure their scope and analyses are accurate. Our subconsultants are trusted collaborators and we have a common goal of providing the City with quality, defensible environmental review. We feel this approach provides the highest level of work using the most up to date analysis techniques and mitigation strategies, and reduces overhead

costs. Our work plan is outlined below and aligns with the City's requested tasks, with minor alterations to task order and groupings.

2. Determination of the Environmental Document

DJP&A will review the proposed project and prepare an Initial Study and associated technical reports. The Initial Study will tier from available programmatic EIRs to the maximum extent feasible. Based on the impacts identified in the Initial Study, DJP&A will prepare a professional opinion memo documenting the justification for the environmental document type to prepare (i.e., ND, MND, or EIR), as further discussed in detail below.

3. Proposed Work Plan

Our work plan includes the following tasks:

- A. Kick-Off Meeting and Site Visit
- B. Review of City Documents and Data Collection
- C. Preparation of Initial Study, Technical Reports, and Professional Opinion Memorandum
 - Initial Study and Technical Reports
 - Professional Opinion Memorandum
 - Prepare Negative Declaration, Mitigated Negative Declaration, or Focused EIR
 - Responses to Comments and Final Environmental Review Document
- D. Notices and Other Documents
- E. Project Management
- F. Public and Agency Review
- G. Attend and Present at Public Meetings
- H. Invoices

These tasks are described in detail below.

Task A: Project Kick-Off Meeting and Site Visit

DJP&A will attend one project kick-off meeting with City staff. DJP&A will be prepared to discuss the project understanding, environmental scope of work, and schedule. DJP&A will complete a site visit following the kick-off meeting.

DJP&A Key Personnel	Approximate Staff Hours
Kristy L. Weis, Principal Project Manager	2
Amy Wang, Project Manager	4
Kish Rai, Assistant Project Manager	4

Task B: Review of City Documents and Data Collection

DJP&A will review all project plans and reports, applicable City ordinances, the City's General Plan, the Zoning Code, and other relevant documents (e.g., 2030 Climate Action Plan, ConnectMenlo: General Plan Land Use & Circulation Elements and M-2 Area Zoning Update Final Environmental Impact Report [ConnectMenlo EIR], and City of Menlo Park Housing Element Update Final Subsequent Environmental Impact Report [HEU SEIR]) applicable to the environmental analysis. DJP&A will coordinate with City staff and any relevant agencies for data collection.

DJP&A Key Personnel	Approximate Staff Hours
Kristy L. Weis, Principal Project Manager	2
Amy Wang, Project Manager	8
Kish Rai, Assistant Project Manager	3

Task C: Preparation of Initial Study and Technical Reports, Professional Opinion Memorandum

Initial Study and Technical Reports

DJP&A will prepare an Initial Study pursuant to CEQA and address all environmental factors and checklist questions identified in Appendix G of the CEQA Guidelines. The Initial Study will include a project description, discussion of consistency with applicable plans and policies, and a section that includes a description of existing conditions on the site, the CEQA environmental checklist, and an explanation of project effects and mitigations. These primary components of the Initial Study are described below. If the Initial Study analysis identifies potentially significant and/or significant, unavoidable effects of the project, they will be further discussed in a Focused EIR for the project.

Project Description

DJP&A will prepare a project description pursuant to CEQA and provide it to the City electronically in Word to review for accuracy. The project description will be based on information to be provided by the City. A preliminary list of necessary program components is included in Section 6. This scope assumes two rounds of review of the project description and that DJP&A will be provided a consolidated, vetted set of comments in track changes.

Consistency with Plans and Policies

A discussion of the proposed project's consistency with the City's General Plan, Zoning Ordinance, and other applicable plans and policies will be included. As required by CEQA and CEQA Guidelines, particular attention will be given to inconsistencies, if any are identified.

Environmental Setting, CEQA Checklist, Project Effects, and Mitigations

The Initial Study will be divided into subsections for each environmental resource. The subsections will be formatted to include a description of the existing environmental setting followed by the relevant CEQA checklist section. The sources of information for determining impacts will be identified. Mitigation measures will be identified to reduce significant impacts as appropriate.

The analysis in the Initial Study will tier from the ConnectMenlo EIR and HEU SEIR to the maximum extent feasible.

Based on our current understanding of the project and site, we anticipate the key environmental issues and technical studies to include the following:

- **Air Quality/GHG** – Primary air quality issues associated with the project would be community risk impacts associated with project construction and operation on existing nearby sensitive receptors (e.g., nearby residences). Illingworth & Rodkin, Inc. (I&R), under contract to DJP&A, will prepare a technical Air Quality and GHG Assessment for the project, consistent with the latest Bay Area Air District (Air District) Guidelines. The assessment will include an evaluation of the project's construction, operational, and cumulative community health risk impacts, and identify mitigation measures, if needed, to reduce project impacts below Air District thresholds. Additionally, I&R will evaluate GHG impacts by computing GHG emissions of project operation, including emissions from natural gas or propane usage. If natural gas is proposed, mitigation measures to offset the equivalent emissions would need to be identified in coordination with the City and Fire District, such as on- or off-site renewable energy production.
- **Archaeological Resources/Tribal Cultural Resources** – Archaeological/Historical Consultants (A/HC) under contract to DJP&A will prepare one technical Archaeological Sensitivity Assessment for both the 300 Middlefield Road and 114 Santa Margarita Avenue sites to evaluate their archaeological sensitivity and assess project impacts associated with the proposed excavation activities. The archaeological sensitivity assessment will include results of a record search at the Northwest Information Center and a Sacred Lands File search completed by the Native American Heritage Commission. A/HC will also assist the City of Menlo Park with Native American consultation under AB 52 by preparing consultation letters to local tribes and attendance at one consultation meeting with City staff and tribal representatives.
- **Built Resources** – The project would include demolition of buildings at 300 Middlefield Road and 114 Santa Margarita Avenue, both of which are over 50 years old. The City completed the Request for Evaluation for Potential Historic Significance form (evaluation form) for each site. Based on a review of the completed evaluation forms, Page & Turnbull will prepare a Department of Parks and Recreation (DPR) form for each site (two DPR forms total), under contract to DJP&A. Page & Turnbull will review previous evaluations and documentation for the buildings, complete a site visit, property-specific research, and document all results in the DPR 523A and 523B forms. The DPR 523A form includes location information, an architectural description, and current photographs. The DPR 523B form examines the building's construction chronology, uses, and relevant historic context(s) and evaluates the property's potential significance to determine if any buildings within the parcel would be considered eligible for individual listing in the National Register and/or California Register.

- **Hazards and Hazardous Materials** – The project would include ground disturbance work at 300 Middlefield Road and 114 Santa Margarita Avenue. A technical Phase I Environmental Site Assessment (ESA) to evaluate potential site contamination for each site (two Phase I ESAs total) will be completed by Cornerstone, under contract to DJP&A. The assessments will identify recognized environmental conditions, if any, based on conditions observed at the sites and available historical information at or near the sites.
- **Noise and Vibration** – The project would reconstruct the fire station at the recently expanded 300 Middlefield Road site with three new buildings and replace the building at the 114 Santa Margarita Avenue site with pavement to allow a temporary setup of the fire station during construction at 300 Middlefield Road. The project's construction noise and vibration impacts and operational noise impacts at both sites will be evaluated based on a technical Noise and Vibration Assessment to be completed by I&R under contract to DJP&A. The assessment will establish existing noise levels in the project area (which accounts for noise levels from the existing fire station) and evaluate the potential noise increase as a result of the project.
- **Traffic** – Per the City, the project would not expand the existing capacity of or operations at the fire station at 300 Middlefield Road, but would relocate staff from 170 Middlefield Road and 114 Santa Margarita Avenue to 300 Middlefield Road. It is expected the project would be exempt from Vehicle Miles Traveled (VMT) under the City's guidelines related to transportation analysis. The project's transportation impacts will be based on a technical Transportation Impact Analysis (TIA) to be prepared for the project by Kittelson & Associates under contract to DJP&A. The TIA will include discussion of existing conditions, proposed on-site circulation improvements, estimates of project-generated vehicle trips, and discussion of the screening results for a VMT. Traffic during project construction would also be discussed (primarily qualitatively) based, in part, on the anticipated number of truck and worker trips by construction phase and any sidewalk/street closures or traffic control that may be required.

If the trips generated from the relocated staff warrants a level of service (LOS) analysis, this analysis would be completed as part of the TIA. The LOS analysis would evaluate five intersections under existing, existing plus project, near term, near term plus project, cumulative, and cumulative plus project conditions. A LOS analysis is included in this proposal as an optional task. Note that an LOS analysis of operations at the temporary location is not proposed or warranted since the operational capacity would not change compared to existing conditions and proximity of the temporary location to the project site would not substantially change traffic conditions.

- **Public Services** – The project would reconstruct an existing public service facility (i.e., fire station and training tower). The Initial Study will discuss the existing fire station's capacity and how fire protection services would be maintained during project construction, as well as any impacts to public services.

In summary, this scope includes completion of the following technical studies under contract to DJP&A:

- Air Quality and GHG Assessment (one report covering both sites)
- DPR 523A and 523B forms (two forms, one for each site)
- Noise and Vibration Assessment (one report covering both sites)
- Sacred Lands File Search and AB 52 tribal consultation (one search covering both sites)
- TIA (one report covering both sites)
- Phase I ESAs (two reports, one for each site)

The Initial Study will also consider aesthetics, agricultural and forestry resources, biological resources, energy, geology and soils, hydrology and water quality, land use and planning, mineral resources, population and housing, recreation, utilities and service systems, and wildfire impacts. These discussions will be based upon our professional opinion, existing available information from the General Plan, and other information provided to DJP&A from the City (see page 24).

Upon completion of the Administrative Draft Initial Study (ADIS), DJP&A will submit an electronic copy of the document in Word to the City for review and comment. This scope assumes that the City will provide DJP&A with a consolidated set of comments in track changes in the Word document. This scope assumes two rounds of review by the City of the ADIS. After receiving final comments on the ADIS, DJP&A will coordinate with the City and provide a Professional Opinion Memorandum (described below) and finalize the Initial Study.

DJP&A Key Personnel	Approximate Staff Hours
Kristy L. Weis, Principal Project Manager	19
Amy Wang, Project Manager	67
Kish Rai, Assistant Project Manager	29

Professional Opinion Memorandum

Based upon the findings of the Initial Study, DJP&A will coordinate with the City as to the appropriate environmental document for the project. DJP&A will document the justification for the particular environmental document in brief memorandum to the City.

DJP&A Key Personnel	Approximate Staff Hours
Kristy L. Weis, Principal Project Manager	2
Amy Wang, Project Manager	3
Kish Rai, Assistant Project Manager	0

Negative Declaration, Mitigated Negative Declaration, or Focused Environmental Impact Report

Depending on the results of the Initial Study analysis, a ND, MND, or Focused EIR may be required. Each option is described below.

Negative Declaration

Based upon the findings of the Initial Study, a ND may be prepared if no significant impacts are identified and no mitigation is required. The ND will be prepared by DJP&A pursuant to CEQA. This scope assumes one round of review of the administrative draft ND by the City. DJP&A will finalize the draft ND and provide up to 20 hard copies of the ND with the Initial Study to the City. DJP&A will also submit the document to the State Clearinghouse.

Mitigated Negative Declaration

Alternatively, instead of a ND, the project may qualify for a MND if significant impacts are identified and can be mitigated to a less than significant level. The MND will be prepared by DJP&A pursuant to CEQA. This scope assumes one round of review of the administrative draft MND by the City. DJP&A will finalize the draft MND and provide up to 20 hard copies of the MND with the Initial Study to the City. DJP&A will also submit the document to the State Clearinghouse.

Focused Environmental Impact Report

In the event the project would result in one or more significant and unavoidable impacts, an EIR (not ND or MND) would be required. DJP&A will prepare a Focused EIR for the specific resource sections resulting in the significant and unavoidable impacts. For the purpose of this work plan, it is assumed two resource sections would result in significant and unavoidable impacts.

The previously prepared Initial Study will focus the EIR analysis and be attached as an appendix to the Focused EIR. The Focused EIR will include an introduction, summary, project description, environmental setting, discussion of environmental impacts, and mitigation measures to reduce significant impacts. Pursuant to CEQA, the Focused EIR will also include a discussion of cumulative impacts; alternatives; growth inducing impacts; significant, unavoidable impacts; significant irreversible environmental changes; references; and lead agency and consultants.

Upon completion of the Administrative Draft EIR (ADEIR), DJP&A will submit an electronic copy of the document in Word to the City for review and comment. This scope assumes that the City will provide DJP&A with a consolidated set of comments in track changes in the Word document. This scope assumes two rounds of review by the City of the ADEIR. After receiving final comments on the ADEIR, DJP&A will finalize the Draft Focused EIR for public circulation and provide up to 20 hard copies of the Focused EIR to the City. DJP&A will also submit the document to the State Clearinghouse.

Mitigation Monitoring and Reporting Program

For the MND and EIR options only, DJP&A will prepare a draft Mitigation Monitoring and Reporting Program (MMRP) pursuant to CEQA. The MMRP will summarize the mitigation measures identified, when mitigation measures will be implemented, who will be responsible for implementation, and

who will provide oversight. The MMRP will also reflect any text revisions made to the mitigation measures after circulation of the environmental document. DJP&A will submit a draft of the MMRP for the City's use prior to the project hearing.

DJP&A Key Personnel	Approximate Staff Hours
Kristy L. Weis, Principal Project Manager	1 (ND); 2 (MND); 10 (EIR)
Amy Wang, Project Manager	1 (ND); 3 (MND); 41 (EIR)
Kish Rai, Assistant Project Manager	2 (ND); 6 (MND); 9 (EIR)

Responses to Comments and Final Environmental Review Document

Upon completion of the public circulation period (20 days for Initial Study ND/MND, and 45 days for Focused EIR), DJP&A will prepare an Administrative Draft Responses to Comments document, which will contain the following:

- List of persons and agencies who commented on the environmental document;
- Responses to comments on the environmental document;
- Revisions to the environmental document text, as necessary; and
- Copies of letters received on the environmental document.

This scope of work assumes the project is not controversial and minimal comments would be received on the Draft Initial Study/ND/MND or Focused EIR. If additional effort is required to respond to the comments, it can be completed on a time and materials basis.

An electronic copy in Word of the Administrative Draft Responses to Comments document will be submitted to City Staff for review. This scope assumes that the City will provide DJP&A with a consolidated set of comments in track changes in the Word document. This scope assumes two rounds of review by the City of the administrative draft. DJP&A will finalize the document will be revised per City comments and provide up to 20 copies of the Responses to Comments document to the City for public distribution and a PDF of the document for posting on the City's website.

This work plan assumes the Responses to Comments document coupled with the publicly circulated IS/ND/MND or EIR will constitute the Final Environmental Review document.

DJP&A Key Personnel	Approximate Staff Hours
Kristy L. Weis, Principal Project Manager	5
Amy Wang, Project Manager	15
Kish Rai, Assistant Project Manager	5

Task D: CEQA Notices and Other Documents

The notices that will need to be prepared will be dependent upon the type of environmental document required for the project. All notices will be prepared in compliance with CEQA and City of Menlo Park requirements. The required notices associated with each type of environmental document is listed below.

- IS/ND or IS/MND
 - Notice of Intent (NOI)
 - Notice of Determination (NOD)
 - State Clearinghouse Forms, including the State Clearinghouse Notice of Completion (NOC) cover form
- Focused EIR
 - Notice of Preparation (NOP)¹
 - Notice of Availability (NOA)
 - Draft EIR Notice of Completion
 - NOD
 - State Clearinghouse Forms, including the State Clearinghouse NOC cover form

DJP&A will submit drafts of the above notices to the City in electronic format for review and comment. This work plan assumes one round of review of each notice by the City. DJP&A will finalize the notices based on City comments and coordinate with City staff for mailing and electronic posting of the CEQA Notices and environmental document to the public, interested parties, responsible and trustee agencies, County Clerk, and State Clearinghouse. It is assumed that DJP&A will file the necessary notices and forms at the County Clerk's office and State Clearinghouse and that the City will be responsible for all other filings, mailings, and notifications.

Although we are not attorneys and do not prepare legal findings, DJP&A will assist City Staff and the City Attorney in compiling information from the Focused EIR for findings required under CEQA Guidelines Section 15091, if requested to do so.

DJP&A Key Personnel	Approximate Staff Hours
Kristy L. Weis, Principal Project Manager	2 (ND/MND); 8 (EIR)
Amy Wang, Project Manager	2 (ND/MND); 10 (EIR)
Kish Rai, Assistant Project Manager	4 (ND/MND); 22 (EIR)

¹ This NOP will be prepared upon the finalization of the project description.

Task E: Project Management

DJP&A will provide ongoing project management, including coordination with the subconsultants, City staff, and outside regulatory agencies that would be involved throughout the environmental review process, including attendance of one tribal consultation meeting. The DJP&A Project Manager will coordinate with the City on a regular basis using email, telephone communications, and/or brief, virtual check-in meetings. DJP&A will prepare for, and attend, meetings with City staff and other agencies. In addition, DJP&A will prepare meeting agendas and minutes for City review as appropriate.

DJP&A Key Personnel	Approximate Staff Hours
Kristy L. Weis, Principal Project Manager	5 (ND/MND); 8 (EIR)
Amy Wang, Project Manager	23 (ND/MND); 28 (EIR)
Kish Rai, Assistant Project Manager	5

Task F: Public and Agency Review

DJP&A will assist City staff in identifying any responsible and trustee agencies. DJP&A will distribute the environmental document to any identified responsible and trustee agencies, and any other agencies that may be appropriate. DJP&A will complete all necessary submittals to the State Clearinghouse.

DJP&A Key Personnel	Approximate Staff Hours
Kristy L. Weis, Principal Project Manager	0
Amy Wang, Project Manager	2
Kish Rai, Assistant Project Manager	2

Task G: Attend and Present at Public Meetings

This work plan includes DJP&A time to prepare for and attend public meetings and hearings to answer questions regarding the CEQA review process and environmental document, including one Scoping meeting (EIR only), one public meeting during the EIR or Initial Study/ND/MND public circulation period, one Planning Commission hearing, and one City Council hearing. DJP&A will coordinate with City staff on presentations for the public meetings or hearings. This work plan does not include attendance by DJP&A subconsultants at public meetings or hearings.

DJP&A and DJP&A subconsultants can attend additional public hearings or meetings on a time and materials basis (or as an amendment to the contract), upon written authorization by the City.

DJP&A Key Personnel	Approximate Staff Hours
Kristy L. Weis, Principal Project Manager	6 (ND/MND); 9 hours (EIR)
Amy Wang, Project Manager	11 (ND/MND); 17 (EIR)
Kish Rai, Assistant Project Manager	0

Task H: Invoices

Our invoices will be submitted on a monthly basis. DJP&A provides regular, clear, and accurate invoices, in accordance with normal company billing procedures. The invoice will contain the beginning and end dated of the billing period, serial progress identification (i.e. Progress Bill #1 for the first invoice, etc.), and task summary (including the name/position of persons doing the work, time spent by each person/position, and a brief description of work).

The estimated cost for this project (refer to page 25) does not include special accounting or bookkeeping procedures, nor does it include preparation of extraordinary or unique statements or invoices. If a special invoice or accounting process is requested, the service can be provided on a time and materials basis (or as an amendment to the contract) upon written authorization by the City. Any fees charged to DJP&A for Client's third-party services related to invoicing, insurance certificate maintenance, or other administrative functions will be billed as a reimbursable expense.

DJP&A Key Personnel	Approximate Staff Hours
Kristy L. Weis, Principal Project Manager	0
Amy Wang, Project Manager	6
Kish Rai, Assistant Project Manager	0

4. Project Schedule and Milestones

DJP&A proposes the following optimal schedule for preparation of the Initial Study/ND/MND and the EIR based on our experience with similar projects. DJP&A can commit to maintaining the schedule in the areas that are within our control. Completion of the Initial Study/ND/MND and EIR, as outlined in the schedules below, is based upon receipt of project information listed on the following page in accordance with the schedule. Delays in receiving requested information or responses by others will result in at least day-for-day delays in the overall schedule.

IS/ND or IS/MND		
Task	Duration	Time Elapsed
1. DJP&A receives authorization to proceed and requested project information	---	1 day
2. DJP&A drafts project description and provides it to the City for review and comment	1 week	1 week
3. City provides DJP&A with a consolidated set of comments on the draft project description in track changes	1 week	2 weeks
4. DJP&A revises and finalizes the project description	0.5 week	2.5 weeks
5. DJP&A subconsultants complete technical reports (i.e., Literature Search, Phase I ESA air quality, GHG, noise, and traffic reports) once project description is finalized and City approves the traffic scope as submitted	6 weeks	8.5 weeks
6. DJP&A consults with City and prepares the Professional Opinion Memorandum.	1 week	9.5 weeks
7. DJP&A completes the ADIS, and submits the document to the City for review	4 weeks	12.5 weeks
8. City completes review of ADIS and provides DJP&A with a consolidated set of comments in track changes	3 weeks	15.5 weeks
9. DJP&A revises the documents based on the City's comments and submits the Screencheck IS, and draft NOI, ND (or MND), MMRP (for MND only), and NOD to the City for final review	2 weeks	17.5 weeks
10. City completes review of Screencheck Initial Study, and draft NOI, ND or MND, MMRP (for MND only), and NOD, and provides DJP&A with a consolidated set of comments in track changes	1 weeks	18.5 weeks
11. DJP&A finalizes the Initial Study, NOI, ND or MND, MMRP, and NOD based on the City's comments and reproduces the document for public circulation	1 week	19.5 weeks
12. 20-day Initial Study public circulation	4 weeks	22.5 weeks
Total		+/- 22.5 weeks

EIR		
Task	Duration	Time Elapsed
Tasks #1-6 are the same as above		9.5 weeks
7. DJP&A drafts NOP and submits it to the City for review and comment	0.5 weeks	10 weeks
8. City provides DJP&A with a consolidated set of comments on the draft NOP in track changes	1 week	11 weeks
9. DJP&A revises and finalizes the NOP, and submits the NOP to the City	0.5 weeks	11.5 weeks
10. 30-day NOP circulation period	4 weeks	15.5 weeks
11. DJP&A completes the ADIS and ADEIR, and submits the documents to the City for review	5 weeks	14.5 weeks
12. City completes review of ADIS and ADEIR and provides DJP&A with a consolidated set of comments in track changes	3 weeks	17.5 weeks
13. DJP&A revises the documents based on the City's comments and submits the Screencheck IS and EIR, and draft MMRP, NOA, and Draft EIR Notice of Completion to the City for final review	2 weeks	19.5 weeks
14. City completes review of Screencheck IS and EIR, and draft MMRP, NOA, and Draft EIR Notice of Completion, and provides DJP&A with a consolidated set of comments in track changes	1 week	20.5 weeks
15. DJP&A finalizes the IS, EIR, MMRP, NOA, and Draft EIR Notice of Completion based on the City's comments and reproduces the document for public circulation	1 week	21.5 weeks
16. 45-day Draft EIR public circulation	6.5 weeks	28 weeks
17. City provides DJP&A with public comments received on the Draft EIR	0.5 weeks	28.5 weeks
18. DJP&A drafts the Administrative Draft Responses to Comments/Final EIR and submits it to the City for review	4 weeks	32.5 weeks
19. City completes review of the Administrative Draft Responses to Comments/Final EIR and provides DJP&A with a consolidated set of comments in track changes	2 weeks	34.5 weeks
20. DJP&A revises the document and submits Screencheck Responses to Comments/Final EIR to the City for final review	2 weeks	36.5 weeks
21. City completes review of the Screencheck Responses to Comments/Final EIR and provides DJP&A with a consolidated set of comments in track changes	1 weeks	37.5 weeks
22. DJP&A finalizes the Responses to Comments/Final EIR and reproduces the document for public circulation	1 weeks	38.5 weeks
23. 10-day Final Focused EIR public circulation	1.5 weeks	40 weeks
24. DJP&A compiles information from the EIR for the findings and drafts the NOD, and submits both documents to the City	1.5 weeks	41 weeks
Total		+/- 40 weeks

5. Rate Schedule

DJP&A's rate schedule by title/position are provided below. Costs will be charged on a time and materials basis, commensurate with work completed, in accordance with the charge rate schedule below. Please note that the cost estimate shown below is a not-to-exceed total amount for all tasks combined. Within this not-to-exceed total, actual amounts spent on individual tasks/items may be more or less than the estimates. If DJP&A does not need all the time that has been budgeted, we will only bill for the time actually spent completing the work.

DJP&A's Rate Schedule

DJP&A Staff Title	Hourly Rate
Senior Principal	\$350
Principal Project Manager	\$322
Senior Environmental Specialist	\$274
Senior Project Manager	\$251
Environmental Specialist	\$235
Project Manager	\$224
Associate Project Manager	\$197
Assistant Project Manager	\$165
Researcher	\$142
Graphic Artist	\$132

Materials, outside services and subconsultants include a 15% administration fee. Mileage will be charged per the current IRS standard mileage rate at the time costs occur. Subject to revision January 1, 2026.

DJP&A Subconsultant Rate Schedule

	Hourly Rate
A/HC Staff Title	
Principal	\$175
Archaeologist III	\$115
Archaeologist I	\$95
Cornerstone Staff Title	
Senior Principal Geologist	\$350
Senior Project Engineer	\$273
Staff	\$198
I&R Staff Title	
Principal	\$250
Senior Consultant	\$225
Consultant	\$210
Staff Consultant	\$195

	Hourly Rate
Technical/Admin Support	\$140
Kittelsohn Staff Title	
Senior Principal Engineer/Planner	\$315 - \$360
Associate Engineer/Planner	\$240 - \$280
Transportation Analyst	\$165 - \$183
Page & Turnbull Staff Title	
Principal Project Manager	\$265-\$305
Senior Cultural Resources Planner	\$170
Preservation Specialist 2 / Project Manager	\$170

6. Necessary Program Components

Our scope and schedule assume we will receive the necessary program components below concurrent with the authorization to proceed. The below is a preliminary list of needed data.

DJP&A must receive any and all revisions to the plan set/project description in a timely manner. If DJP&A completes work based upon an obsolete or inaccurate plan set/project description, the environmental review schedule and potentially DJP&A's budget may increase, due to additional time required to revise the document and the need for possible updates to technical reports. This scope assumes these technical reports and data will be adequate and complete for CEQA purposes and no peer reviews are required.

Plans (in PDF)

- ✓ Project plans set (dated April 24, 2025)

Project Details

- ✓ Written description of the project, including maximum development assumptions (e.g., maximum number of units and maximum building height), site operations, and discretionary approvals
- ✓ Construction details, including duration, maximum depth of excavation, and total amount of cut/fill
 - Mechanical equipment locations and specification sheet
 - Construction air quality and noise worksheet (DJP&A to provide)
 - Green building measures, LEED or Greenpoint certification details
- ✓ List of Best Management Practices to conform to Provisions C.3 of the NPDES permit
- Project objectives (EIR only)

Technical Reports²

- ✓ Arborist Reports
- Geotechnical Report
- ✓ Preliminary Stormwater Management Plan & Hydrology Report
- ✓ Request for Evaluation for Potential Historic Significance forms

Note: Plans, project details, and technical reports provided in the RFP are marked with a "✓."

² This scope assumes these technical reports and data will be adequate and complete for CEQA purposes and no peer reviews are required.

7. Other Pertinent Information – Relevant Experience

DJP&A has worked on a number of fire facilities throughout the Bay Area. Please see the description of select examples below.

Fire Station 25 & Borel Park – San Mateo

DJP&A completed an IS/MND for the construction of a 4,950-square foot fire station on a 17,864-square foot parcel in the City of San Mateo. The project also included a General Plan text amendment to allow public facilities on land designated as Parks/Open Space along with Site Plan and Architectural Review. The primary environmental issues were related to air and noise impacts during construction and operation and visual changes in the project area.

Fire Station 16 Replacement Project – San Carlos

DJP&A completed an IS to support a Notice of Exemption (NOE) for the Fire Station 16 Replacement project, which replaced the existing fire station located at 1280 Alameda de las Pulgas with a modernized facility. The project qualified for a Categorical Exemption under CEQA. The new fire station improved emergency response capabilities by improving ingress and egress for fire engines, improving pedestrian circulation by installing safety features at the intersection of Alameda de las Pulgas and Howard Avenue, and providing facilities and amenities for personnel on-site. The primary environmental issues were related to noise and air quality.

Alameda County Fire Department Training Center – Dublin

DJP&A completed an IS/MND for a new fire training facility on 3.2 acres within an approximately 5.2-acre, County-owned parcel. The new fire training facility included a classroom building, five-story training tower with Class A burn rooms, self-contained breathing apparatus (SCBA) building and exterior restroom building, covered utility yard, parking spaces, and open site training areas and more. The primary environmental issues were related to air quality, biological resources, cultural resources, geology and soils, hazards and hazardous materials, and noise.

Fire Station 25 – San José



DJP&A prepared an Addendum to a previously certified EIR for the Alviso Fire Station, a two-story 6,000 square-foot fire station that houses one fire engine. The primary environmental issues were related to biological resources including burrowing owls, noise issues associated with the diesel backup generator and maintenance activities at the fire station, and noise impacts to adjacent residents.

Fire Station 23 - San José

DJP&A is currently preparing a Statement of Exemption for the City of San José for this fire station. The fire station building would be approximately 7,000 square feet in size with a portion of the building as tall as two stories, up to 32 feet in height. The building would include a two-fire engine bay in the center, separating the eastern and western portions of the building. The eastern portion of the building would contain a storage room, decontamination room, workshop station, electrical room, exercise room, and trash room. The western portion of the building would contain the front desk, office room, Information Technology (IT) room, utility room,

mechanical room, med/vest room, kitchen and dining area, living quarters with four beds, and bathrooms. The primary environmental issues were related to noise and air quality.

Fire Station 36- San José

DJP&A is currently assisting the City of San José with Fire Station 36. The project would construct a new one- or two-story, approximately 7,000 square foot fire station with 10 surface parking spaces. If the project is two stories, it would include an elevator. The project would include a fire vehicle access road, trash enclosure in the northeast, retaining walls, outdoor workout area, a diesel generator, and a fueling station. The project also proposes to relocate the existing public trail further west, outside of the project limits, and reconnect it to Tuers Road. At this time, the plans are preliminary.





D. Pricing Proposal

1. Time and Materials

The monthly invoicing practice, as well as hourly rates of DJP&A and our subconsultants, are provided in Section 3 Task H and Section 5. Based on our understanding of the project and technical reports required, the cost for preparation of the IS/ND/MND is estimated not-to-exceed \$147,935 or \$177,805 with the optional LOS analysis, and the Focused EIR (including the Initial Study) is estimated not-to-exceed \$169,690 or \$199,560 with the optional LOS analysis. A breakdown of the cost estimate is provided below. Please note that the cost estimate is a not-to-exceed total amount for all tasks combined. Within this not-to-exceed total, actual amounts spent on individual tasks/items may be more or less than the estimates. If DJP&A does not need all the time that has been budgeted, we will only bill for the time actually spent completing the work. Our invoices will be submitted on a monthly basis and are payable upon receipt.

A. David J. Powers & Associates, Inc.	
• Initial Study ND/MND	\$57,540
• Initial Study ND/MND Reimbursables (CDFW fee, travel, printing, postage, etc.)*	\$5,240
B. Subconsultants*	
• Noise and Vibration Report	\$18,055
• Air Quality and Greenhouse Gas Emissions Report	\$18,400
• Phase I ESAs	\$10,515
• DPR forms	\$8,625
• Archaeological Sensitivity Assessment	\$6,030
• Transportation Impact Assessment	\$23,530
Total to prepare IS/ND/MND (A+B)	\$147,935
• Optional LOS Analysis	\$29,870
Total to prepare IS/ND/MND (A+B) with optional LOS analysis	\$177,805
C. Focused EIR	
• Focused EIR	\$20,600
• Focused EIR Reimbursables (additional CDFW fee for an EIR)*	\$1,155
Total to prepare Focused EIR (A+B+C)	\$169,690
• Optional LOS Analysis	\$29,870
Total to prepare Focused EIR (A+B+C) with optional LOS analysis	\$199,560

* Subconsultant and select reimbursable expenses include our standard 15 percent administrative fee. The CDFW fee does not include a 15 percent administrative fee.

2. Contingency Fee

We propose an approximate 10 percent contingency fee of \$17,000 that could be used to cover unanticipated tasks that may arise during the environmental review process and avoid potential delays related to contract amendments. Unanticipated tasks and their related cost/reimbursable expenses could include, but are not limited to, the need for:

- Additional project management hours,
- Completion of optional tasks,
- Additional effort to coordinate and develop EIR alternatives and/or mitigation measures,
- Additional effort to address substantive/City attorney comments on draft documents,
- Additional effort to respond to a greater volume of public comments or more substantive comments on the environmental document,
- Additional technical analysis to support the environmental analysis, and/or
- DJP&A or DJP&A subconsultant attendance at additional project meetings and public meetings or hearings.

E. Signature

This scope and proposal is valid for 90 days and assumes that no issues arise that would require any additional technical analysis or documentation. In the event additional technical analysis is required, we can complete that work on a time and materials basis, upon authorization. Project description changes after our notice to proceed is received may have schedule and budget implications.

Kristy L. Weiss

Authorized Signatory

November 19, 2025

Date

F. Recommendation - Diversity, Inclusion, and Equity Statement

DJP&A is an equal opportunity employer with employment practices which do not discriminate against any employees or applicants. DJP&A complies with applicable provisions of federal, state, and local requirements regarding equal opportunity, affirmative action, and utilization of minority business enterprises. DJP&A is a certified Disadvantage Business Enterprise and Minority and Woman Owned Business Enterprise. We hire people whose competencies and abilities add value to our organization.

DJP&A is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and DJP&A's achievement as well.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

DJP&A diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for diversity.

All employees of DJP&A have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other DJP&A-sponsored and participative events.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action. Employees who believe they have been subjected to any kind of discrimination that conflicts with the company's diversity policy and initiatives are encouraged to seek assistance from a supervisor.



Kristy L. Weis

Principal Project Manager



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Direct: (408) 454-3428
Email: Kweis@davidjpowers.com

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San José, CA 95126
www.davidjpowers.com



Kristy L. Weis is a Principal Project Manager for the company, with over 20 years of experience in the environmental field preparing documents for both private and public sector projects. Her experience includes streamlined environmental review, large urban infill projects, public facilities, and specialty projects. Ms. Weis has worked on large development projects and plans where coordination and collaboration with fire and police departments was crucial to ensure adequate emergency services and facilities.

Education

Masters of Urban and Regional Planning

San José State University, 2009

B.A. Environmental Studies

University of California, Santa Cruz, 2003

Experience

Principal Project Manager

David J. Powers & Associates, Inc.
May 2019 – Present

Senior Project Manager

David J. Powers & Associates, Inc.
2016 – May 2019

Project Manager

David J. Powers & Associates, Inc.
2006 – 2016

Assistant Project Manager

David J. Powers & Associates, Inc.
2003 – 2006

Professional Organizations

Association of Environmental Professionals

Ms. Weis' strong organizational and project management skills enable her to effectively manage complex projects. She is extremely responsive and strives to provide excellent client service.

As a Principal Project Manager, Ms. Weis:

- Provides management and oversight in preparation of environmental documents by others, ensuring defensibility and consistency.
- Advises public and private sector clients on California Environmental Quality Act (CEQA) processes and procedures.
- Prepares environmental documents required under CEQA including Environmental Impact Reports and Initial Studies.

Relevant Project Experience

- 3705 Haven Avenue Residential, Menlo Park
- Los Altos Library Courtyard, Los Altos
- Memorial Park Master Plan, City of Cupertino
- Moffett Park Specific Plan, City of Sunnyvale
- Moffett Park Specific Plan, City of Sunnyvale
- North Bayshore Master Plan, City of Mountain View
- PayPal Park, City of San José
- San José Downtown Medical Center, San José
- St. James Park Levitt Pavilion, City of San José
- Vallco Special Area Specific Plan, City of Cupertino
- Vallco Specific Plan, City of Cupertino
- Veterans Memorial Senior Center & YMCA, City of Redwood City

Amy Wang

Project Manager

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Education

B.S. Environmental Policy Analysis and Planning

University of California, Davis,
2016

Experience

Project Manager

David J. Powers & Associates,
September 2019 - Present

Associate Project Manager

David J. Powers & Associates,
2018 - September 2019

Assistant Project Manager

David J. Powers & Associates,
2017 - 2018

Researcher

David J. Powers & Associates,
September 2016 – 2017

Planning Intern

City of West Sacramento
2015 - 2016

Professional Organizations

Association of Environmental
Professionals

Amy Wang is a Project Manager for the company. She works closely with other members of the staff researching and preparing documents in compliance with CEQA. Her educational background, strong work ethic, and public sector planning experience make her an asset to DJP&A.

As a Project Manager, Ms. Wang:

- Prepares environmental documents including: Environmental Impact Reports (EIRs), Initial Studies (ISs), Categorical Exemption documentations, Mitigation Monitoring and Reporting Programs (MMRPs), and various CEQA forms, in conformance with the requirements of CEQA.
- Provides detailed analysis of potential environmental impacts, identifies mitigation measures, and develops alternative solutions.
- Provides project coordination including maintaining close communication with client and/or agency staff, gathering and compiling project and site information, managing subconsultants, and project scheduling.

Relevant Experience

- Fire Station 23, San José (ongoing)
- Fire Station 25 and Borel Park Improvements, San Mateo
- Lakewood Park Renovation and Enhancement, Sunnyvale
- Hanchett Park Master Plan, San José
- Payne Park Improvements, San José
- Carter Park Renovation, Half Moon Bay
- Los Gatos Creek Trail to Highway 9 Trailhead Connector, Los Gatos
- Highway 17 Bike and Pedestrian Overcrossing, Los Gatos
- Maude and Lakehaven Pavement Rehabilitation, Sunnyvale
- 101/San Antonio Road/Rengstorff Avenue Interchanges Improvements, Mountain View and Palo Alto (ongoing)
- Shoreline Irrigation Pump Station Improvements, Mountain View (ongoing)
- Shoreline Irrigation Main Replacement, Mountain View (ongoing)

Kish Rai

Assistant Project Manager



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Email: krai@davidjpowers.com

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Education

Master's of Urban Planning

University of Southern California,
2023

Graduate Certificate of

Sustainable Policy and Planning

University of Southern California,
December 2022

B.S. Environmental Studies and English

Santa Clara University, 2021

Experience

Assistant Project Manager

David J. Powers & Associates,
October 2024 – Present

Researcher

David J. Powers & Associates,
September 2023 – October 2024

Research Assistant

METRANS Transportation
Consortium,
February 2022 – November 2022

User Experience Researcher

Santa Clara University: The Lab,
September 2019 – January 2021

Professional Organizations

Association of Environmental
Professionals

Kish Rai is an Assistant Project Manager for the company. She works closely with other members of the staff preparing documents in compliance with CEQA and NEPA. Her educational background and eagerness to learn make her an asset to DJP&A.

As an Assistant Project Manager, Ms. Rai:

- Prepares Environmental Impact Reports (EIRs), Initial Studies (ISs), Categorical Exemptions (CEs), Environmental Assessments (EAs), Categorical Exclusions (CEs), and various CEQA and NEPA forms, in conformance with the requirements of CEQA and NEPA; provides detailed analysis of potential environmental impacts, identifies mitigation measures, and develops alternative solutions; and provides project coordination including maintaining close communication with client and/or agency staff, gathering and compiling project and site information, managing subconsultants, and project scheduling.

Relevant Experience

- Fire Station 23, San José (ongoing)
- Fire Station 36, San José (ongoing)
- Lakewood Park Renovation and Enhancement , Sunnyvale
- Downtown & Central Redwood City Plan EIR, Redwood City (ongoing)
- 101 San Antonio Road Rengstorff Interchange Improvements, Mountain View and Palo Alto (ongoing)
- Shoreline Irrigation Main Replacement, Mountain View (ongoing)
- Shoreline Irrigation Pump Station Improvements, Mountain View (ongoing)





Experience

2014-2025 Principal, Archaeological/Historical Consultants
2010-2014 Postdoctoral Researcher, Dept of Management, University of Bologna
1998-2000 Staff Archaeologist, URS

Education

2008 *PhD Archaeology*, University of Michigan
2006 *Master of Urban Planning*, University of Michigan
1998 *BA Literature*, UC Santa Cruz

Registrations and Qualifications

Registered Professional Archaeologist
SOIS Prehistoric Archaeology,
Historic Archaeology, & History

Professional Affiliations

Society for California Archaeology
Society for American Archaeology
Association of Environmental Planners
Society of Architectural Historians

About

Dr. Shoup has 25 years of experience in archaeology and cultural resources management, 15 of them in California. He holds a PhD in Archaeology and Master of Urban Planning from the University of Michigan. Since 2013, he has been Principal of Archaeological/Historical Consultants, where he has scoped and managed over 200 CEQA and NEPA projects in the San Francisco Bay Area, including over 50 for review by Caltrans Local Assistance. He has produced archaeological survey reports, archaeological testing plans, and EIR sections, and managed large and complex teams on mitigation excavations. Dr. Shoup is the author of ten peer-reviewed academic publications on cultural heritage management.

Selected Cultural Resources Projects

- 2024 MLK Streetscape Project, Oakland RAISEL 5012 (190). Project manager for streetscape project including archaeological testing and historic architectural evaluations for review by Caltrans District 4 Office of Local Assistance. For Wood Rodgers/City of Oakland.
- 2023 Burlingame Square Mobility Hub Project CML 5171 (027). Prepared Archaeological Survey Report, Historic Properties Survey Report, and Environmentally Sensitive Areas Action Plan for improvements to Burlingame's historic Caltrain station, reviewed by Caltrans District 4 Office of Local Assistance. For David J Powers and Associates/City of Burlingame.
- 2021 Mitigation Excavations at CA-ALA-11, Alameda, Alameda County. Project director for major CEQA data recovery excavation at a prehistoric shell midden. Project recovered 180 burials, 250 prehistoric features from a site dating from 4000 BCE to 500AD. For Alameda Marina LLC/City of Alameda.
- 2020 Burlingame Lighting Replacement Project CML 5171 (023). Project manager for streetscape project including archaeological testing and historic architectural evaluations for review by Caltrans District 4 Office of Local Assistance. For Wilsey Ham/City of Burlingame.

Selected Academic Publications

- 2019 Zan, Luca and Daniel Shoup. "Professional Utopianism and Administrative Naiveté. Uncertainty and Archaeology in the Shipwrecks of Pisa." In *Oxford Handbook of Public Heritage Theory and Method* (New York: Oxford University Press).
- 2019 Bonini Baraldi, Sara and Daniel Shoup. "When Megaprojects Meet Archaeology: A Research Framework and Case Study from Yenikapi, Istanbul." *International Journal of Cultural Policy* 25(4), pp.423-444.
- 2015 Co-Author, *Managing Cultural Heritage: An International Research Perspective* (New York: Ashgate). ISBN 1317101804.
- 2013 Shoup, Daniel David and Luca Zan. "Byzantine Planning: Site Management in Istanbul." *Conservation and Management of Archaeological Sites* 15(2) 169-194.



Experience

2024-present Senior Archaeologist
2021-2023 Staff Archaeologist,
Archaeological/Historical Consultants
2018-2020 Curator, Dublin Heritage Park and Museums
2014-2016 Curator and Archaeologist, Lost City
Museum, Nevada

Education

2012 *PhD Archaeology*, Harvard University
2005 *AM Archaeology*, Harvard University
2001 *BA Anthropology*, Pomona College

Registrations and Qualifications

Registered Professional Archaeologist
SOIS Prehistoric Archaeology and Historic
Archaeology

Professional Affiliations

Society for California Archaeology
Society for American Archaeology

About

Dr. Fierer-Donaldson has over 20 years of experience in archaeology and cultural resources management, 6 of them in California. She holds a PhD in Archaeology from Harvard University and has managed pre- and post-contact period archaeological excavations in California, Nevada, Massachusetts, and Honduras. Additionally, she worked as a curator at archaeological and historical museums at Harvard University in Massachusetts, the Lost City Museum in Nevada, two historic house museums in California, and managed the historic church, school, and farmhouse collections at the Dublin Heritage Park and Museums. Since 2021, she has been a Staff and later Senior Archaeologist at Archaeological/Historical Consultants, where she has prepared hundreds of CEQA and NEPA documents, including archaeological surveys, archaeological sensitivity assessments, excavation monitoring, testing, burial recovery, and historic architectural evaluations throughout the San Francisco Bay Area. Her experience includes work for numerous local agencies, including Caltrans Offices of Local Assistance and Cultural Resources Studies, the Santa Clara and Contra Costa County Housing Authorities, HUD, USACE, and on infill and road projects throughout the Bay Area.

Selected Cultural Resources Projects

- 2024 Burlingame Town Center Project. Prepared Cultural Resources Survey Report for public space redevelopment at 265 Lorton Avenue. For David J Powers and Associates/City of Burlingame.
- 2023 Bascom Avenue Railroad Crossing Safety Improvement Project, San Jose, Santa Clara County, CA. Prepared archaeological survey report for the Federal Railroad Authority.
- 2023 Hamm Ranch Redevelopment Project, San Gregorio, San Mateo County. Performed archaeological survey, assisted architectural historian with building environment recording, and prepared cultural resources survey report for Burke Land Use Company.
- 2022 Race Street excavations, San José. Field director for data recovery excavations at historic-era homes removed for construction of affordable housing. Prepared Cultural Resources Investigation Report for Santa Clara County Housing Authority.
- 2022 Peery Park Area Transportation Improvements Project CML 52113(061), Sunnyvale. Prepared Archaeological Survey Report for bike, pedestrian, and transit improvements on Potrero Avenue, for review by Caltrans District 4 Office of Local Assistance. For David J. Powers and Associates/City of Sunnyvale.
- 2022 Kawana Springs Community Park, Santa Rosa (Project Number LW-49-011) performed a pedestrian survey, directed test excavations, and prepared a letter to SHPO for section 106 consultation on behalf of the National Park Service, the California Department of Parks and Recreation Office of Grants and Local Services/ David J. Powers and Associates.
- 2022 Nortech Parkway Extension, San José. Field director for subsurface test excavations to refine boundaries of a Native American archaeological resource with competing boundary maps prior to the construction of a new road alignment. Prepared Cultural Resources Investigation Report for David J. Powers and Associates/Microsoft.
- 2021 Mitigation Excavations at CA-ALA-11, Alameda, Alameda County. Field and laboratory director for major CEQA data recovery excavation at a prehistoric shell midden. Project recovered 180 burials, 250 prehistoric features from a site dating from 4000 BCE to 500AD. For Alameda Marina LLC/City of Alameda.

Kurt M. Soenen, P.E., has over 28 years of experience in environmental engineering and consulting services. He has performed environmental investigations for commercial, industrial, public agency and residential developments throughout the San Francisco Bay Area, California and United States. Mr. Soenen has significant experience in managing site assessments; performing soil, soil vapor, ground water, and indoor air quality investigations; evaluating remedial strategies; designing, operating, and maintaining remediation systems; performing environmental compliance evaluations; coordinating with local regulatory agencies; and implementing cost effective cleanup programs.

Mr. Soenen is familiar with federal, state and local environmental regulations. He is experienced working with staff at the Environmental Protection Agency, California Regional Water Quality Control Board, the Department of Toxic Substances Control and other agencies, such as local water districts and county health departments.

Relevant Experience

Mr. Soenen has provided environmental consulting services for the following projects.

- Former San Jose Fire Training Center, San Jose
- Fire Station 5, San Jose
- Fire Station 8, San Jose
- Fire Station 10, San Jose
- Fire Station 13, San Jose
- Fire Station 14, San Jose
- Fire Station 33, San Jose
- New San Jose Fire Training Center, San Jose
- MPK 22 Meta Development, Menlo Park
- Menlo Gateway Development, Menlo Park
- Willow Village Campus Development, Menlo Park
- Citizen M Hotel, Menlo Park
- Guild Theatre, Menlo Park
- Tide Academy, Sequoia Union High School District, Menlo Park
- La Entrada Middle School, Menlo Park

Education

Bachelor of Science, Environmental Resources Engineering, Humboldt State University, 1997

Professional Registrations

Registered Professional Engineer
No. 63615, California

Professional Organizations

American Society of Professional Engineers (ASCE)

National Ground Water Association (NGWA)

Association for Environmental Health and Sciences (AEHS) Foundation

Licensed Site Professionals Association

Continuing Education

OSHA 1912.120 Refresher, 2024

33rd Annual International Conference on Soil, Water, Energy, and Air and Annual AEHS Meeting, 2025

California Land Recycling Conference, 2024

Risk Considerations of Indoor Background in Residences, Schools, and Offices, 2021

12th International Conference on Remediation of Chlorinated and Recalcitrant Compounds, 2024

Vapor Membrane Inspector Certification Courses, 2025

DTSC and Water Board Regulatory Updates

ILLINGWORTH & RODKIN, INC.
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mthill@illingworthrodkin.com

MICHAEL S. THILL

Mr. Thill is a principal of the firm with 27 years of professional experience in the field of acoustics. His expertise includes performing field research, analyzing data, and noise modeling. He has conducted numerous field surveys in a variety of acoustical environments to quantify airborne noise levels, groundborne vibration levels, and hydro-acoustic noise levels. He has analyzed and summarized complex sets of data for inclusion into noise models. Mr. Thill has been trained, and is a regular user of FHWA's Traffic Noise Model (TNM), and is familiar with federal and State procedures for preparing highway noise study reports.

Mr. Thill has authored technical noise reports for various land use proposals including residential, commercial, educational, and industrial developments. He has managed the General Plan Update noise studies for several communities in California and has recommended policy language in order to maintain compatible noise levels community wide. In addition, Mr. Thill has evaluated noise impacts due to stadium lighting/expansion projects on over 15 public and private school projects within the last 10 years. Other notable stadium projects evaluated by Mr. Thill include Levi's Stadium in Santa Clara and Earthquakes Stadium in San Jose. He has vast experience explaining acoustical concepts and the results of his analyses in public forums to the general public and project decision-makers.

Mr. Thill has also led traffic noise investigations for major transportation projects including the Route 4 Bypass project and the I-680/Route 4 Interchange project in Contra Costa County, California. He managed the noise study reports for the US Highway 101 and State Route 85 Express Lanes projects for the Santa Clara County Valley Transit Authority, proposed along 66 miles, combined, of project study area between Mountain View and Morgan Hill, California. Current projects include the Caltrans Yolo 80 Bus/Carpool Lanes project proposed between Dixon, California and Sacramento, California, and the Caltrans SR51 / I 80 Business / Capital City Freeway Improvement Project.

Mr. Thill has participated in numerous projects since 2000 that have involved underwater sound impacts, and his expertise in this area includes the measurement of underwater sound. Recent hydroacoustic monitoring was conducted by Mr. Thill during the proofing of attenuated 24-inch temporary work trestle piles for the Jelly's Ferry Bridge Replacement Project in Tehama County and during impact driving of 18-inch steel pipe piles on land near the Stege Drain bridge in Contra Costa County.

PROFESSIONAL EXPERIENCE

- 2009 - Present Principal, Illingworth & Rodkin, Inc., Cotati, CA

- 2005 - 2009 Senior Consultant, Illingworth & Rodkin, Inc., Petaluma, CA
- 1998 - 2005 Staff Consultant, Illingworth & Rodkin, Inc., Petaluma, CA

EDUCATION

- 1998 University of California at Santa Barbara
B.S., Major: Environmental Science

PROFESSIONAL SOCIETIES

- Institute of Noise Control Engineering
- Association of Environmental Professionals



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jreyff@illingworthrodkin.com

JAMES A. REYFF

Mr. Reyff is a Meteorologist with expertise in the areas of air quality and acoustics. His expertise includes meteorology, air quality emissions estimation, transportation/land use air quality studies, health risk assessments, air quality field studies, greenhouse gas studies and environmental noise studies. He is familiar with federal, state and local air quality and noise regulations and has developed effective working relationships with many regulatory agencies.

During the past 36 years, Mr. Reyff has prepared Air Quality Technical Reports for over 20 major Caltrans highway projects and conducted or participated in over 500 air quality analyses for other land use development projects. Mr. Reyff has authored over 20 studies that addressed air quality impacts from residential, commercial, industrial, Data Center, and mixed use projects in the San Francisco Bay Area. These projects included microscale analyses, calculation of project emissions, health risk assessments, and preparation of air quality conformity determinations. Mr. Reyff has advised decisions of federal and local air quality agencies regarding impact assessment methodologies and air quality conformity issues. He has conducted air quality evaluations for specific plans and General Plan updates and advised City and County staff on these topics.

Mr. Reyff has been responsible for a variety of meteorological and air quality field investigations in support of air permitting and compliance determinations. He has conducted air quality analyses of diesel generators in support of regulatory permitting requirements and environmental compliance issues. Mr. Reyff has designed and implemented meteorological and air quality monitoring programs throughout the Western United States including Alaska. Programs include field investigations to characterize baseline levels of air toxics in rural areas, as well as regulatory air quality and meteorological monitoring. He was the Meteorologist involved in a long-term monitoring program at the Port of Oakland that evaluated meteorological conditions and fine particulate matter concentrations in neighborhoods adjacent to the Port.

Mr. Reyff has conducted over 15 major acoustical technical studies for transportation systems. He has managed several research studies for Caltrans including a noise study that evaluated long-range diffraction and reflection of traffic noise from sound walls under different meteorological conditions. Mr. Reyff has also evaluated noise from power plants, quarries and other industrial facilities. He has also been actively involved in research regarding underwater sound effects from construction on fish and marine mammals.

PROFESSIONAL EXPERIENCE

- 1995-Present Illingworth & Rodkin, Inc. Senior Consultant, Cotati, California

- 1989-1995 Woodward-Clyde Consultants (AECOM) Project Meteorologist. Oakland, California
- 1988-1989 Oceanroutes (Weather News) Post Voyage Route Analyst, Sunnyvale, California

EDUCATION

- 1986 San Francisco State University
- B.S. Major: Geoscience (Meteorology)

PROFESSIONAL SOCIETIES

- American Meteorological Society
- Institute of Noise Control Engineering

AWARDS

- FHWA Environmental Excellence Award – 2005
- Caltrans Excellence in Transportation, Environment – 2005

DAMIAN STEFANAKIS | SENIOR PRINCIPAL PLANNER



Damian Stefanakis has more than 39 years of experience in transportation planning and travel demand forecast modeling. He specializes in the development and application of travel demand models for highway and transit projects using many types of software, including EMME, TRANPLAN, UTPS, MINUTP, and CUBE/TP+/Voyager. He also has experience with application of regional MPO models in California, Houston, Cleveland, and Florida. Damian has significant experience developing the CCAG-VTA and Alameda CMA Countywide Models for regional transit and highway studies. He also provides on-call support and model training to clients in the use of EMME/2 and CUBE/TP+/VOYAGER.

PROJECT EXPERIENCE

EDUCATION

- Graduate Degree Engineering (GDE), University of Witwatersrand Johannesburg, South Africa, 1988
- BS Civil Engineering, University of Witwatersrand Johannesburg, South Africa, 1985

YEARS OF EXPERIENCE

39

AFFILIATIONS

- Institute of Transportation Engineers, Member

Menlo Park Transportation Master Plan and Transportation Impact Fee Program Update; Menlo Park, CA. Damian was the project manager and the key task leader for preparation of travel forecasts for Kittelson's work (as a subconsultant to W-Trans) for the City of Menlo Park toward preparation of a transportation master plan. Kittelson applied the model developed for the ConnectMenlo General Plan to the CSA trip distribution assumptions update that the City uses for its traffic studies (previously developed by Kittelson staff). Kittelson conducted modeling to update the trip distribution percentages for Menlo Park. Kittelson summarized all AM and PM peak hour trips by TAZ and city jurisdictions within Menlo Park by city jurisdictions within San Mateo County and by county jurisdictions outside of San Mateo. As part of a second task order, Kittelson is preparing travel forecasts for the Bayfront grade separation and Dumbarton Rail scenarios using assumptions from the Dumbarton Transportation Corridor Study (DTCS).

El Camino Real Corridor Study; Menlo Park, CA. Damian was project manager for Kittelson's work (as a subconsultant to W-Trans) related to travel demand forecasts to improve circulation and safety along El Camino Real in Menlo Park. Using the San Mateo County C/CAG Travel Demand Model, Kittelson developed 2040 travel demand forecasts using the Citywide ConnectMenlo model for a number of multimodal alternatives, including the addition of a third through-travel lane on El Camino Real and improved bicycle/pedestrian connections. The modeling results included both link and turning movement volumes. Kittelson also provided additional computational results to support the environmental review report.

Commonwealth Building 3 Project CEQA Review; Menlo Park, CA. Damian was the project principal for Kittelson's work (as a subconsultant to ICF International) related to traffic and transportation analysis as part of the California Environmental Quality Act (CEQA) clearance for a proposed expansion of the City of Menlo Park's Commonwealth Corporate Center to include a third office building encompassing 320,000 sq. ft. Kittelson prepared a transportation impact analysis (TIA) that served as the transportation section of the environmental document. Kittelson used the ConnectMenlo model to evaluate up to 31 intersections for existing, near-term, and cumulative conditions. Outputs included VMT for SB 743 and greenhouse gas analysis.

SAMTRANS Express Bus Implementation Feasibility Study; San Mateo County, CA. Damian served as project manager for Kittelson's work (as a subconsultant) to prepare travel demand and ridership forecasting for an initial Proof of Concept study to test express buses on the future Express/managed lanes on US-101 in San Mateo County. The study developed in parallel with the US 101 Managed Lanes PA&ED that Kittelson was also doing for the Transportation Authority to take advantage of the travel demand modeling and related managed lanes alternatives conducted for that study. Damian used the C/CAG-VTA Bi-County model with ABAG Projections Plan Bay Area to test express bus service traveling on managed lanes along US-101. Travel forecasts and ridership estimates were developed for the 2020 horizon year primarily for a lane-convert managed lane alternative. Origin-Destination travel patterns were extracted from the model and potential routes were developed based on the highest OD trip rankings and screened down to 9 potential routes using the GIS based REMIX software. Routing focused on connecting residential neighborhoods to commercial and high-tech areas with park and ride lots and access to Caltrain and

BART stations on the Peninsula. Total ridership for all nine routes with peak period service was estimated at about 9,000 daily riders.

US 101 Managed Lanes PA & ED; San Mateo, CA. Damian was the Kittelson project manager working with the San Mateo Transportation Authority and Caltrans on the US 101 Managed Lanes PA&ED as a subconsultant providing travel forecasting for the entire 101 corridor from Santa Clara County to the San Francisco county line. The project required use of the C/CAG-VTA Countywide model in CUBE to prepare forecasts for 2013, 2020 opening year, and 2040 design year in support of the traffic operations; VMT and CEQA analysis; HOV 2, HOV 3+, Express Lane 2, and Express Lane 3+ conditions scenarios; tolling; and revenue generation tasks.

On-Call Modeling and Training Programs. Damian has supported many agencies with on-call modeling services, including San Mateo C/CAG, BART, Marin TAM, Alameda CTC, Alameda County, CCTA, Kern County, Livermore, and Hayward. He has developed and led training programs in travel forecasting, forecasting software, traffic impact analysis and computer applications. Clients have included California Department of Transportation, Alameda County, Kern County, City of Livermore and Oregon Department of Transportation. Kittelson is one of the authorized on-call consultants to advise and support CCTA, Alameda CTC, C/CAG and Marin TAM.

Travel Demand Forecasting. Damian has led and worked on many travel demand modeling studies, including development and adaptation of the MTC Regional Model (MTCFCAST and BAYCAST), Alameda Countywide model, San Mateo C/CAG model, Marin TAM model, City of Livermore model, City of Hayward model, City of Alameda model, KERN COG model, Fresno COG model, Boise model, PSRC model, Orlando FDOT model, Washington DC model, and HGAC Houston model.

Corridor Studies. Damian has led and worked on numerous freeway corridor studies providing travel demand modeling and traffic operations, including the 2016 US 101 HOV/Express Lane PAED and HOV Hybrid studies in San Mateo, I-880 HOV and Interchange studies in Alameda, I-580 HOV and HOT lanes studies in Alameda, SR 238 Corridor Study in Hayward, and Menlo Park El Camino Real Corridor Study.

Transportation Impact Studies/Environmental Impact Reports. Damian has managed a number of transportation impact studies and EIRs that involved the analysis of traffic operations, on-site access and circulation, parking, and impacts on alternative modes. Such projects include transit-oriented developments, large scale mixed use projects, general plans, station area plans and traffic impact studies. Key projects include:

- **General Plans:** Pacifica, Belmont, East Palo Alto, Hayward, San Leandro, Livermore, San Carlos, San Mateo
- **Housing Elements:** Marin County, San Carlos, Belmont, San Mateo, San Leandro, Hayward
- **K-12 Schools:** Hayward High School Access Study, Cherryland Elementary School Relocation and Expansion, Harder Elementary School Expansion, Fremont Thornton School, Fremont Centerville School
- **Large-scale Mixed-Use and Specific Plans:** San Leandro Shoreline Specific Plan/EIR, Alameda Point Reuse EIR, Kaiser San Leandro Mixed-Use EIR, El Charro Specific Plan EIR (Livermore), South Hayward BART Specific Plan EIR, Mission Blvd. Specific Plan EIR (Hayward), West Oakland Specific Plan, Fairview Specific Plan
- **Transit-Oriented Developments:** Oakland Lake Merritt BART Station Area Plan, San Leandro Bay Fair BART Transit Village Transit-Oriented Development Specific Plan, Livermore Isabel BART Station Area Plan

Transit Studies. Damian has led or worked on numerous transit studies, including AC Transit BRT, BART Fremont South-Bay, BART to Livermore, SMART Rail, NOACA Rail, SAMTRANS Express Bus Study and WCCTAC High Capacity Transit Study.

AMANDA LEAHY, AICP | ASSOCIATE PLANNER



Amanda Leahy's areas of expertise include environmental review for land use development, multimodal traffic operations and safety analysis, vehicle miles traveled and transportation demand management analysis, bicycle and pedestrian planning and design, and complete streets policy and implementation. Amanda has worked on many complex projects from planning through implementation, which have required objective and transparent technical analysis, multi-agency coordination, and environmental clearance. Amanda is committed to creating a safe and comfortable public realm for users of all ages and abilities. She is passionate about strengthening connections between people and places through sound planning and analysis; creative, context-sensitive design and engineering; and effective stakeholder and community engagement.

EDUCATION

- Bachelor of Arts, Geography and Urban Studies, University of California, Berkeley

YEARS OF EXPERIENCE

17

CERTIFICATIONS

- Certified Planner, American Institute of Certified Planners (#026690)

AFFILIATIONS

- American Institute of Certified Planners (AICP), Member
- American Planning Association (APA), Member
- Association of Pedestrian and Bicycle Professionals (APBP), Past Board President
- Women in Transportation Seminar (WTS), Member

PUBLICATIONS/PRESENTATIONS

- Association of Pedestrian & Bicycle Professionals Conference, August 2019 – *Leveraging Vision Zero and Black Lives Matter to Achieve Transportation Safety and Equity Goals* (Presentation/Publication)
- Rice Urbanists, November 2018 – *Multimodal Transportation* (Webinar)
- California ITE, October 2018 – *Complete Streets* (Presentation)
- Walk Bike Places Conference, September 2018 – *Designing and Implementing Effective Project Evaluations* (Poster)

PROJECT EXPERIENCE

Commonwealth Building 3 Project CEQA Review; Menlo Park, CA. Amanda was the project manager for Kittelson's work (as a subconsultant to ICF International) related to traffic and transportation analysis as part of the California Environmental Quality Act (CEQA) clearance for a proposed expansion of the City of Menlo Park's Commonwealth Corporate Center to include a third office building encompassing 320,000 sq. ft. Kittelson prepared a transportation impact analysis (TIA) that served as the transportation section of the environmental document. Kittelson used the ConnectMenlo model to evaluate up to 31 intersections for existing, near-term, and cumulative conditions. Outputs included VMT for SB 743 and greenhouse gas analysis.

141 Jefferson Uptown EIR; Menlo Park, CA. Amanda was the project manager for Kittelson's work (as a subconsultant to LSA Associates) related to traffic and transportation analysis as part of the California Environmental Quality Act (CEQA) clearance for the redevelopment of three parcels with 483 multi-family dwelling units comprised of 42 for-sale condominium units and 441 rental units on a 4.83-acre site near the Facebook campus in the Bay Front area. Kittelson prepared a transportation impact analysis (TIA) and transportation section of the environmental document, using the ConnectMenlo model to evaluate up to 25 intersections for existing, near-term, and cumulative conditions. Outputs also included VMT for SB 743 and greenhouse gas analysis.

141 Jefferson Uptown EIR; Menlo Park, CA. Amanda was the project manager for Kittelson's work (as a subconsultant to LSA Associates) related to traffic and transportation analysis as part of the California Environmental Quality Act (CEQA) clearance a proposed 108-unit multi-family residential development at 111 Independence Drive in Menlo Park, CA. Kittelson led all traffic and transportation tasks for the CEQA EIR analysis including travel forecasting and VMT per SB 743 using the Cube based City model developed directly from the C/CAG-VTA Countywide model.

San Francisco Planning Department Pre-Qualification List; San Francisco, CA.

Kittelson is prequalified for general transportation planning and environmental review for new development projects. Amanda has managed and successfully led multiple projects through the transportation impact analysis approval, environmental impact report certification, and entitlement process. As part of the environmental review, Kittelson typically completes the following tasks:

- Collect intersection turning movement counts and conduct field observations to document existing transportation conditions
- Prepare travel demand estimates, including person trip generation by mode and freight and passenger loading demand
- Evaluate site access and circulation for all modes
- Conduct vehicle miles traveled analysis
- Conduct transit delay analysis
- Assess and document project-related effects to access and circulation for people walking and biking
- Prepare truck turning templates to confirm truck and emergency vehicle access to the site and proposed loading docks
- Prepare driveway loading operations and management plans
- Assess transportation-related construction impacts
- Prepare transportation demand management (TDM) plans and evaluate the effectiveness of the TDM measures in reducing vehicle trips generated by the project
- Develop mitigation measures and/or conditions of approval to minimize potential project impacts
- Review consistency with Planning Code requirements
- Prepare a transportation impact study and/or environmental impact report summarizing and documenting findings
- Communicate and coordinate with the applicant, Planning Department, and San Francisco Municipal Transportation Agency (SFMTA) staff
- Participate in public hearings and respond to public comments on the draft environmental impact report, if applicable

Throughout the process, Amanda works closely with applicant team, Planning Department staff, and SFMTA staff to develop appropriate analysis methodology and assumptions, including the project description, land use program and streetscape modifications as well as the baseline and cumulative transportation network. Recent projects that Amanda has led/is leading include:

- Freedom West Homes EIR (Ongoing)
- Stonestown Galleria EIR
- 3333 California Street Mixed-Use Development EIR
- Balboa Reservoir EIR
- 725 Harrison Street TIS/CPE
- Parcel F (542-550 Howard Street) TIS
- 542-550 Howard Street TIS
- 524 Howard Street TIS
- 555 Howard Street TIS

San Francisco Municipal Transportation Agency (SFMTA), Transportation Planning On-Call Services; San Francisco, CA. Task orders under this contract include transportation planning and engineering services, data analytics, and environmental documentation support. Amanda has led multiple task orders, including:

- **Slow Streets Support.** Amanda is leading consultant support for the Slow Streets Program efforts to convert the temporary treatments into longer term designs for the 24 corridors identified as slow streets. Kittelson's role on the project includes data collection and evaluation, concept design development, survey development, survey distribution and analysis, as well as support with the communications strategy and community engagement.
- **Safe Streets Evaluation Handbook.** Amanda served as a task lead for the development of a project evaluation handbook and data collection standard operating practices with supporting templates and guidance for SFMTA staff. After completion, the evaluation framework developed by the team continues to be applied to projects throughout the city.
- **Valencia Street Bikeway Implementation Plan.** Amanda was project manager for a plan to establish baseline conditions and identify options to enhance the existing bicycle facilities along Valencia Street to make the corridor safer for all users. Kittelson's role encompassed data collection, multimodal analysis of existing transportation conditions (including parking supply/demand and travel behavior and interactions), intercept surveys, and support of public engagement activities.

RELEVANT EXPERIENCE WITH RACIAL AND SOCIAL EQUITY

Board President, Co-Chair Equity and Inclusion Committee, Co-Chair Policy Committee, Association of Pedestrian and Bicycle Professionals; United States and Canada. Amanda was the Association of Pedestrian and Bicycle Professionals (APBP) Board President from 2019-2022 and co-created and co-led the organization's Equity and Inclusion Committee and Policy Committee. The E&I Committee works to highlight issues and foster discussions within the association, identify ways to engage historically underrepresented people within leadership, membership, and the profession at large, identify ways to measure and report on progress, and develop or recommend capacity-building resources to APBP members. The work is aimed at advancing equity and inclusion within the industry and demonstrates APBP's commitment to mobility justice and community equity in the transportation field.

Board Member, Chair Equity Task Force, Bike East Bay; Bay Area, CA. Amanda was a Bike East Bay Board Member from 2020-2024 and led the Board's Equity Task Force to educate Board members and support the Bike East Bay's mission to build a more just and equitable transportation system and prevent and redress racial and class bias in transportation planning, policies, and enforcement. The task force seeks to build capacity of less well-resourced partner organizations to engage in the planning process, and create an environment where people of all races, ethnicities, incomes, ages, religions, sexual orientations, gender identities, abilities, and countries of origin feel welcomed, seen, celebrated, and treated equitably.

Diversity, Equity, and Inclusion Steering Committee, Kittelson; United States, CA. Amanda was a founding member of Kittelson's Diversity, Equity, and Inclusion Steering Committee. The group seeks to amplify Kittelson's values by continuing to raise the bar for ourselves in the areas of equity and inclusion. Over the past five years the committee launched an Equity Challenge to foster practical ideas for advancing equity in projects, held a series of firmwide "safe spaces" open discussions, curated a collection of education resources, and initiated Employee Resource Groups. The committee continues to investigate ways to create a more inclusive recruiting and hiring process and reduce biases within our screening and interviewing processes, among other initiatives.



Christina Dikas Brobst

Principal in Charge

Christina is an Architectural Historian and Principal of Page & Turnbull's Cultural Resources Planning Studio. With her extensive expertise in surveying, researching, and evaluating historic properties, Christina stands out for her exceptional communication skills and keen sensitivity to clients' needs, prioritizing flexibility and open dialogue. In her work, she values the sense of place, historical perspective, and sustainability inherent in cultural resource management and historic preservation. As a Principal, she has led the majority of Page & Turnbull's large-scale survey projects, and conducted numerous Historic Resource Evaluations (HREs), CEQA documentation, Section 106 Technical Reports, General Plans, Specific Plans, Design Guidelines, and other planning documents. She has also developed and managed a number of interpretive programs, which typically are required as an outcome of CEQA review. Christina meets the Secretary of the Interior's Professional Qualification Standards (36 CFR Part 61) for Architectural History.



California College of the Arts CEQA Technical Report



Potrero Power Station Historic Resource Evaluation



Deer Hollow Farm Historic Resource Evaluation

RELEVANT PROJECT EXPERIENCE

- CityView Plaza CEQA Historic Resource Mitigation. San Jose, CA
- Mt. Umunhum CEQA & Section 106 Consultation. Santa Cruz Mountains, CA
- San Francisco Department of Public Works Environmental On-Call. San Francisco, CA
- San Luis Obispo Environmental On-Call. San Luis Obispo, CA
- California Department of General Services Real Estate Division CEQA On-Call. CA
- Fremont On-Call Historic Preservation Services. Fremont, CA
- East Agnews CEQA Mitigation. San Jose, CA
- Potrero Power Station CEQA Historic Resource Mitigation Measures. San Francisco, CA
- California College of the Arts Oakland Campus CEQA Technical Report and EIR. Oakland, CA
- San Bruno Veterans Memorial Recreation Center CEQA Cultural Resource Mitigation Measures. San Bruno, CA
- Palo Alto Historic Preservation On-Call Consultations. Palo Alto, CA
- PG&E Headquarters Preliminary Evaluation Memorandum. San Francisco, CA
- Stanford Research Institute Campus CEQA Project Analysis, Preservation Alternatives Analysis, and Historic Resource Evaluation. Menlo Park, CA
- Potrero Power Station CEQA Project Analysis, Mitigation Measures, and Historic Resource Evaluation. San Francisco, CA

EDUCATION

University of Virginia, Master of Architectural History, Certificate in Historic Preservation,
University of California, Los Angeles, Bachelor of Arts in Sociology, Minor in Museum Studies

CERTIFICATION

AICP Certification

AFFILIATIONS

California Preservation Foundation, Former Member of Board of Trustees
San Francisco Architectural Heritage, Member
American Planning Association (APA), Member
Association of Environmental Professionals (AEP), Member



Stacy Kozakavich PhD, RPA

Project Manager

Stacy has worked as a historian and archaeologist in cultural resources management and planning for over twenty years, including more than ten years in California. She is experienced in the cultural resource review process for Section 106 and CEQA compliance, has successfully led and conducted archaeological field surveys and data recovery projects, material culture analyzes, historic resource evaluations, and project impact analyzes for a wide variety of property types. Stacy is a skilled researcher, and has conducted records searches and archival research at numerous repositories, undertaken oral history interviews, and enthusiastically seeks the stories of significant places in our midst. Stacy meets the Secretary of the Interior's Professional Qualification Standards (SF 36 CFR Part 61) for Architectural History.

RELEVANT PROJECT EXPERIENCE

- 1431 Franklin Street CEQA Addendum. Oakland, CA
- California College of the Arts Oakland Campus CEQA Technical Report and EIR. Oakland, CA
- 415 20th Street CEQA Addendum. Oakland, CA
- 5801 Christie Avenue CEQA Technical Analyses. Emeryville, CA
- VA Medical Center Section 106 Consultation. San Francisco, CA
- Moffett Federal Airfield Section 106 Consultation. Mountain View, CA
- 900 Innes Avenue and 700 Innes Avenue Developments Section 106 Consultations. San Francisco, CA
- Fremont On-Call Services. Fremont, CA
- Santa Clara Valley Open Space Authority On-Call. Santa Clara, CA
- San Luis Obispo Environmental On-Call. San Luis Obispo, CA
- San Mateo Historic Preservation Planning On-Call. San Mateo, CA
- Salinas Historic Preservation Planning On-Call. Salinas, CA
- Fresno SPRR Depot Rehabilitation Section 106 and PRC 5024 Consultation. Fresno, CA
- East Santa Clara and South 4th Street CEQA Technical analyses. San Jose, CA
- 1111 Aladdin Avenue Evaluation. San Leandro, CA
- 1453 23rd Avenue CEQA Technical Analyses and Consultation. Oakland, CA
- Touro University Building H1 Project Analysis. Vallejo, CA
- 5725 Harrison Street CEQA Mitigation Measures. San Francisco, CA
- Langsam Building CEQA Initial Study. Sausalito, CA



EDUCATION

University of California, Berkeley, Ph. D,
Anthropology

University of Saskatchewan, Master of Arts,
Anthropology and Archaeology

University of Saskatchewan, Bachelor of Arts,
Anthropology and Archaeology

AFFILIATIONS

Professional Archaeologist No. 433620

Society for Historical Archaeology

California Preservation Foundation

Oakland Heritage Alliance

DJP&A 300 Middlefield Proposal 10.3.2025 (revised 11.19.2025)

Final Audit Report

2025-11-19

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