

## **Attachment 2: Phase 2 Scope of Work**

### **Scope of Services**

Based on our current understanding of the project and its potential environmental impacts, David J. Powers & Associates proposes to prepare an Initial Study in two phases that would document that the project is eligible for a Mitigated Negative Declaration (MND). If, after completion of the technical analyses, it appears the project has environmental impacts that cannot be mitigated to a less-than-significant level, DJP&A can prepare an EIR under an amended scope and budget. This scope of services covers Phase 2 of the environmental review of the 2023-2031 San Bruno Housing Element Update. Phase 2 entails the completion of the following tasks:

### **Preparation of an Initial Study/MND**

Following completion of the technical reports covered in the Phase 1 scope of work, DJP&A will prepare an Initial Study consistent with the requirements of CEQA and the City of San Bruno. This is based on the understanding the project would be eligible for an MND, assuming there are no significant impacts, or that City policies and standard measures are included in the project that reduce any impacts to a less than significant level.

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, as described below.

Once the Phase 1 technical reports and the additional technical reports identified below for Phase 2 are finalized, DJP&A will prepare the Administrative Draft Initial Study (ADIS). Upon completion of the ADIS, DJP&A will submit an electronic copy of the document to the City for review and comment. DJP&A will then revise the ADIS based on one consolidated set of comments received from the City and submit an electronic copy of the Screencheck version to the City for final review and comment. DJP&A will then make any final revisions to the Screencheck Initial Study and prepare the Initial Study for public circulation. DJP&A will provide the City with up to 15 hard copies of the Initial Study for public distribution and a PDF of the document for posting on the City's website.

### **Consistency with Plans and Policies**

A discussion of the proposed project's consistency with the City's General Plan, City Code, 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, 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.

In addition to the environmental issues identified in our scope of work for Phase 1, we anticipate the key environmental issues for the project will include the following resources:

- **Air Quality and Greenhouse Gas Emissions** - The Housing Element update would increase the number of housing units in the City, contributing to air pollutant emissions. Additionally, implementation of the Housing Element update would introduce new sensitive receptors to the housing opportunity sites. Accordingly, an Air Quality Assessment will be prepared by Illingworth & Rodkin, Inc. (I&R), under contract to DJP&A, that assesses the program-level air quality impacts of the project based on the latest version of the Bay Area Air Quality Management District (BAAQMD) Air Quality Guidelines, and includes the following tasks:
  - *Clean Air Plan Consistency* - The Housing Element and General Plan goals and policies would be reviewed to evaluate consistency with applicable control measures listed in the Bay Area's 2017 Clean Air Plan. In addition, growth in population and traffic projections associated with the Housing Element Update would be reviewed to address BAAQMD's most current significance criteria with respect to clean air plan consistency.
  - *Compute Air Pollutant Emissions* – The Air Quality Assessment would include a qualitative discussion documenting that criteria air pollutant emissions would be considered to be less than significant, assuming that the projected vehicle miles traveled (VMT) or vehicle trip increase would be less than or equal to the projected population increase.
  - *Community Risk* – The discussion of community health risks from construction and operation will identify the potential effects of future construction activities and operational generators and stationary equipment at a program level, and identify City policies and standard measures that would be applied to future developments. Additionally, BAAQMD has recommended that community plans identify buffers between sensitive receptors (i.e., future housing sites) and TAC and PM<sub>2.5</sub> sources. For informational purposes only, analysis tools made available by BAAQMD would be used to identify potential impacts to housing sites from sources of TACs and PM<sub>2.5</sub>. General Plan policies would be reviewed and, if necessary, revised to ensure adequate protection for future residents. Results would be reported in tabulated format and graphically.

Additionally, the introduction of new housing units to the City would contribute to greenhouse gas (GHG) emissions. The Air Quality Assessment will also include a GHG

analysis of the project-level GHG impacts of the proposed Housing Element update. BAAQMD has identified thresholds of significance for GHG emissions; however, these address goals developed to meet 2020 targets. A threshold appropriate to San Bruno would have to be developed that addresses future 2030 and 2050 State goals. At this time, the City has not adopted a qualified Climate Action Plan to address future GHG emission reductions from existing and future planned sources. Therefore, GHG emissions would be computed and measures that show consistency with State plans to achieve 2030 and 2050 goals would be identified. I&R shall complete the following tasks in relation to the GHG emissions analysis:

- *Compute GHG Emissions* - New GHG emissions associated with development of the Housing Element sites would be evaluated. This would be done by modeling the overall increase in emissions associated with forecasted vehicle travel changes and energy consumption and comparing them with an interpolated 2031 threshold. To the extent that information is available, measures included in the General Plan that would reduce GHG emissions would be incorporated into the analysis.
  - *Compute Per Capita Emissions*. The service population forecasted with the Housing Element would be used to compute the per capita GHG emissions that could be compared against the significance thresholds identified by BAAQMD.
  - Identify State plans that apply to housing to meet the State's goals to reduced GHG emissions by 80 percent below 1990 levels by 2050.
- **Noise** – Traffic on I-280 and I-380 and other major roadways including El Camino Real, Sneath Lane, San Mateo Avenue, and San Bruno Avenue are the predominant noise sources within the City. Implementation of the Housing Element update would introduce new sensitive receptors to the housing opportunity sites. Additionally, construction of new housing units within the City would increase noise in the short-term around each site as construction occurs and could result in a significant increase in noise in the long-term as additional vehicles are on area roadways. I&R, under contract to DJP&A, will prepare a Noise Assessment for the project.

The Noise Assessment will include an initial screening of the exposure of the proposed housing opportunity sites to noise using available information in the General Plan and recent environmental studies prepared for projects in the vicinity of the proposed sites. Focus areas would include the major roadways listed above. The screening analysis would also include a review of adjacent land uses from aerial photographs available on Google Earth to determine if there are any stationary noise sources nearby that could affect the feasibility of the sites, or sensitive receptors nearby that could be affected by project construction activities or traffic.

I&R will prepare supplementary baseline noise measurements at up to eight sites identified through the screening process where there could be potential impacts upon adjacent sensitive receptors due to implementation of the Housing Element update. I&R will assess

the compatibility of the noise exposure at each site with respect to the noise and land use compatibility guidelines and policies set forth in the General Plan. Additionally, I&R will (at a program level) assess the short-term construction impacts and long-term operational impacts (i.e., traffic noise) upon existing land uses that could result from implementation of the Housing Element update. Standard measures would be identified that would ensure impacts from future developments within the housing opportunity sites are less than significant.

- **Utilities and Service Systems** – Implementation of the Housing Element update would increase the number of housing units within the City, thereby increasing the demand upon the existing utilities and service systems. Based on a preliminary review of current and projected capacity at the South San Francisco Water Quality Control Plant and Ox Mountain Landfill, it is our expectation that wastewater and waste generated by buildout of the 2023-2031 Housing Element can be accommodated by these facilities. The Initial Study will evaluate the Housing Element update’s impact on the City’s water supply based on a Water Supply Assessment to be provided by the City. Impacts to the City’s storm drain system will be based off the City’s 2014 Storm Drain Master Plan.
- **Other Environmental Issues** – Pursuant to CEQA, the Initial Study will also include a discussion of aesthetics, agriculture and forestry resources, biological resources, energy, geology and soils, hazards and hazardous materials, hydrology and water quality, land use and planning, mineral resources, population and housing, public services, recreation, wildfire, and mandatory findings of significance. These discussions will be based on existing, publicly available information, and information provided by City staff. All other technical information will be derived from previous City documents (e.g., General Plan FEIR, Transit Corridors Plan FEIR, etc.).

## Preparation of a Draft Mitigated Negative Declaration

DJP&A will prepare a draft MND in conformance with the CEQA Guidelines and the City of San Bruno requirements. The draft MND will describe the proposed project, present findings related to the environmental conditions, and include a copy of the Initial Study and mitigation measures for project-level impacts to support the findings. The draft MND will be submitted to the City along with the Screencheck Initial Study.

## Preparation of Mitigation Monitoring and Reporting Program

In accordance with state law and CEQA Guidelines, DJP&A will draft a Mitigation Monitoring and Reporting Program (MMRP). The MMRP will summarize the mitigation measures identified for any project-level VMT and GHG impacts, when mitigation measures will be implemented, who will be responsible for implementation, and who will provide oversight. DJP&A will submit a draft of the MMRP for the City’s use prior to the project hearing.

## Preparation of a Responses to Comments Memorandum

Prior to the public hearing, DJP&A will assist the City with preparation of responses to the substantive comments received on the Initial Study. The form of the responses will be a memorandum addressing all substantive and procedural issues raised concerning the project's environmental review. Any additional DJP&A hours and support from technical subconsultants would require a budget amendment based on the required level of effort.

## Participation in Meetings and Hearings

This scope of work includes DJP&A attendance at up to two project/community meetings and two public hearings (e.g., one Planning Commission hearing and one City Council hearing). DJP&A can attend additional public hearings or meetings, as requested on a time and materials basis.

## Project Management and Contract Administration

DJP&A will provide general Initial Study project management, contract administration, and coordination with the City and project team throughout the Initial Study process. The DJP&A Project Manager will coordinate with the City on a regular basis using email and telephone communications. Our scope of work does not include regularly scheduled meetings with City staff.

## Estimated Schedule

DJP&A proposes the following schedule for completion of Phase 2 of the Initial Study/MND. DJP&A can commit to maintain the schedule in the areas that are within our control. Completion of the Initial Study, as outlined in the schedule below, is based upon receipt of project information listed on the following page in accordance with the schedule and authorization to proceed with Phase 2 two months after receiving authorization to proceed with Phase 1. Accordingly, the schedule below starts nine weeks from authorization of Phase 1. Delays in receiving requested information or responses by others will result in at least day-for-day delays in the overall schedule.

|    | <b>Task</b>   | <b>Duration of Task</b>                | <b>Date</b> |
|----|---|--|-------------|
| 1. | DJP&A receives authorization to proceed with Phase 2; Air Quality/GHG/Noise studies commence                | --                                     | July 12     |
| 2. | Air Quality, GHG, and Noise Assessments completed   | 6 weeks                                | August 24   |
| 3. | DJP&A completes Administrative Draft Initial Study (ADIS), three weeks after last technical report received | 2 weeks                                | Sept. 7     |
| 4. | City reviews ADIS and provides comments to DJP&A  | 3 weeks                                | Sept. 28    |
| 5. | DJP&A revises ADIS and prepares a Screencheck draft Initial Study, Draft MND, and MMRP                      | 2 weeks                                | October 12  |
| 6. | City reviews Screencheck IS and provides comments to DJP&A  | 1 week                                 | October 19  |
| 7. | DJP&A finalizes IS/MND  | 1 week                                 | October 26  |
| 8. | 30-day public circulation period  | 4 weeks                                | November 23 |
| 9. | Preparation of Responses to Comments/Public Hearings  | TBD                                    | TBD         |
|    | <b>Total</b>  | <b>19 weeks plus time for hearings</b> |             |

## Cost Estimate

Based on our understanding of the project and technical reports required, the total cost for completion of Phase 2 is estimated not to exceed **\$66,850** (including a contingency in the amount of **\$5,320**). The intent of the contingency is to cover unanticipated tasks that may arise during the environmental review process and avoid potential delays related to contract amendments. The contingency will not be used unless authorized by the City of San Bruno in writing.

A breakdown of the cost estimate is provided below. Costs will be charged on a time and materials basis, commensurate with work completed, in accordance with the attached charge rate schedule. This scope and budget assume the project will proceed in accordance with the schedule on the page six. The budget is based on the anticipated amount of work that would occur during the estimated duration of the project. If the schedule extends beyond the anticipated timeframe due to factors outside of DJP&A's control, and/or if the project includes multiple stops and starts, the proposed budget would need to be increased to account for the additional time spent.

| <b>David J. Powers &amp; Associates, Inc. (Initial Study Phase 2)</b> |                 |
|---|-----------------|
| • Completion of Initial Study Phase 2                                 | \$23,605        |
| • Reimbursables (travel, printing, etc.)*                             | \$780           |
| <b>B. Subconsultants*</b>   |                 |
| • Illingworth & Rodkin, Inc. (Air Quality and GHG Assessment)         | \$18,285        |
| • Illingworth & Rodkin, Inc. (Noise Assessment)                       | \$18,860        |
| <b>Total</b>  | <b>\$61,530</b> |
| <b>C. Contingency</b>   |                 |
|   | <b>\$5,320</b>  |
| <b>Initial Study Phase 2 + Contingency Total</b>                      | <b>\$66,850</b> |

\* Subconsultant and reimbursable expenses include our standard 15 percent administrative fee.

Please note that the cost estimate shown is a not-to-exceed total amount for all tasks combined. DJP&A will complete the IS for the not-to-exceed total. 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.

DJP&A provides regular, clear and accurate invoices as the work on this project proceeds, in accordance with normal company billing procedures. The cost estimate prepared for this project 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. 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.

This scope 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 your authorization. Project description changes after our notice to proceed is received may have schedule and budget implications.