

Project Understanding and ESA's Scope of Work

Balboa Reservoir Project

2018-007883ENV

1. Project Understanding

The approximately 17-acre Balboa Reservoir site (project site) comprises one parcel located in the southern portion of San Francisco, with Ocean Avenue to the south, City College of San Francisco (CCSF) property and Phelan Avenue to the east, Greenwood Avenue to the north, and Plymouth Avenue to the west. The project site is zoned as a P (Public) Use District and within the 40-X and 65-A Height and Bulk District, and surrounded by NCT (Neighborhood Commercial Transit), RH-1(D) (Residential House One Unit Per Lot, Detached) and P zoning. The project site is immediately surrounded by Avalon Ocean Avenue Apartments to the south, Archbishop Riordan High School to the north, CCSF parking and Multiuse Building to the east, and the Westwood Park neighborhood to the west.

The project site was the first site to be considered under San Francisco's Public Land for Housing Program in 2014 (formerly the Public Sites Program, or PSP). Under the PSP, City agencies identified and examined underutilized City-owned properties that could potentially be converted to housing or other uses that would provide public benefits while allowing the agencies to fulfill their missions. The Balboa Reservoir was originally constructed by the San Francisco Public Utilities Commission (SFPUC) to serve as a water reservoir. It has never been used as a reservoir, and currently used by CCSF for parking.

The Balboa Park Station Area Plan provides the overall vision for development of the 210-acre plan area, including the project site. The Plan includes policies to increase affordable housing, create open space, and integrate land uses around the area's commercial and transit corridors.

The project would provide a phased land use program which would be developed for residential uses and open space. The project sponsor proposes to create a new neighborhood that would involve the construction of new residential buildings, public realm improvements, pedestrian and vehicle circulation, sustainable infrastructure, and new public open space. The project would consist of a base project, a higher density variant, and up to three variants that involve street reconfiguration and garage relocation will be analyzed to a lesser extent. The base project would consist of up to 1,100 mixed-income residential units (50 percent affordable units), approximately 4 acres of open space, shared below-grade public garage to meet both project and City College demand, retail, and a childcare center for up to 100 children. A City-sponsored higher density variant (number of units to be determined) would also be analyzed.

The residential buildings would generally be sited in blocks and would step down in height from east to west. These buildings would generally be six- or seven-story buildings (65 to 75 feet) on the eastern edge and two- and three-story townhomes (20 to 30 feet) on the western edge.

The project would also include below-grade parking including a shared use garage for residents and CCSF. Lee Avenue would be extended through the project site, but vehicle circulation would be limited to the site perimeter to create a pedestrian-focused core. Low-speed east-west streets would be located along the north and south side of the site to provide access to the below-grade parking garages. A shared

auto and pedestrian street would be located along the west side of the site to provide access to townhomes bordering Westwood Park.

The proposed project would require amendments to the San Francisco General Plan and Planning Code, with the possibility of creating a new Special Use District (SUD) that would establish land use zoning controls for the project site. The Zoning Map would be amended to show changes from the current zoning to the proposed SUD zoning, including increases in the maximum allowable building heights on the eastern side of the project site.

2. CEQA Approach

2.1 CEQA Document Type

In December 2008, the San Francisco Planning Commission certified the *Balboa Park Station Area Plan Final EIR* (Area Plan FEIR) and adopted environmental findings and a statement of overriding considerations. The Area Plan FEIR is a program EIR under CEQA Guidelines 15168 and analyzed the environmental impacts associated with the development program proposed for the entire Balboa Station Area Plan, which included the Balboa Reservoir site. It also included project-level analysis for two individual near-term projects, which are now built. The land use program for the reservoir site evaluated in the Area Plan FEIR assumed 500 residential units and 100,000 square feet of open space. The current project proposes 1,100 residential units, approximately 4 acres (174,000 square feet) of open space, 7,500 square feet of retail, and a 10,000-square-foot childcare center.

Section 15168(c) of the CEQA Guidelines sets out the approach to the analysis of subsequent actions where a program EIR has been prepared and certified. Section 15168(c)(1) states that if a later activity could have effects that were not examined in the program EIR, then an initial study should be prepared that could lead to an EIR or a negative declaration. Section 15168(d) of the CEQA Guidelines indicates that Program EIRs can: (1) provide the basis in an Initial Study for determining whether a later activity may have any significant effects; (2) be incorporated by reference to deal with regional influences, secondary effects, cumulative impacts, broad alternatives, and other factors that apply to the program as a whole; and (3) focus an EIR on a subsequent project to permit discussion solely of new effects which had not been considered before. Thus, the Balboa Reservoir project is considered a subsequent activity under the Balboa Station Area Plan. ESA proposes to prepare an Initial Study, which will focus the EIR, and a Subsequent EIR. Both documents will tier off of the Area Plan FEIR.¹

2.2 Approach to Analysis

ESA will prepare an Initial Study, consistent with CEQA Guidelines Sections 15063(b)(1)(c) and 15168(d)(1), to provide documentation to determine which of the proposed project's effects were adequately examined in the Area Plan FEIR and which topics warrant more detailed environmental analysis. The analysis will cover the proposed project, a higher density variant, and up to three variants that involve street reconfiguration and garage relocation. The topics that warrant more detailed environmental analysis are those criteria listed in CEQA Guidelines Section 15162 (e.g., for which implementation of the proposed project could result in either new significant effects or substantially more severe impacts than were previously identified in the Area Plan FEIR). For these topics, a focused project-level EIR will be prepared; the focused EIR will be a Subsequent EIR per CEQA Guidelines Section 15162.

¹ The project as proposed exceeds the development density evaluated in the Area Plan FEIR and is therefore not eligible for an exemption from environmental review under Section 15183 of the CEQA Guidelines.

ESA will prepare a modified Initial Study checklist to reflect that the proposed project is a subsequent activity under the Balboa Park Station Area Plan and that the analysis will be tiered from the certified Area Plan FEIR. The Initial Study checklist will use current significance criteria and the existing conditions as the baseline, but using the modified checklist and answering questions asking whether the proposed project would have new or substantially more severe impacts than were identified in the Area Plan FEIR pursuant to CEQA Guidelines Section 15162.

The Initial Study analysis approach will consist of the following:

- Summary of how each resource area topic was addressed for the Balboa Park Station Area Plan as it related to Balboa Reservoir site in the Area Plan FEIR, including identifying any applicable mitigation measures from the Area Plan FEIR and potential clarifications, amplifications, or modifications to those mitigation measures, and conclusions reached regarding significance of effects.
- Determine if the proposed changes, circumstances under which the project is undertaken, or new information would lead to new or more severe significant environmental effects.
- Topics for which no new or substantially more severe significant impacts are identified do not need to be studied in the Subsequent EIR.

The Initial Study will not contain any detailed information or analysis for those environmental topics to be addressed in detail in the Subsequent EIR (e.g., transportation and circulation), unless there is a specific subtopic that can be fully evaluated in the Initial Study. Rather, the Initial Study will inform the reader that the respective environmental topics will be addressed in full detail in the Subsequent EIR.

3. Proposed Work Program

The CEQA approach for the Balboa Reservoir project will require three major phases: (1) preparation and publication of the Notice of Preparation (NOP) and public scoping; (2) preparation and publication of the Draft EIR with Initial Study and a public hearing to receive comments on the Draft EIR; and (3) preparation and publication of a Responses to Comments (RTC) document, which when combined with the Draft EIR will constitute the Final EIR, and certification of the Final EIR.

While the final work scope will be determined by EP staff, this scope assumes that CEQA review will take the form of an Initial Study and focused Subsequent EIR that will analyze Transportation, Air Quality, and Noise and that remaining issues in the City's CEQA Checklist will be fully analyzed in lesser detail, in an Initial Study.

Task 1. Project Initiation and Kick-Off Meeting

- Formal kick-off meeting with the project sponsor and EP
- Site visit by key staff

Deliverables

- Draft and final scope of work, draft schedule
- Draft and final QA/QC Plan
- Draft and final kick-off meeting agenda and notes

Task 2. Prepare Project Description, Notice of Preparation, Distribute Notice of Preparation, and Attend Public Scoping

ESA will prepare a Notice of Preparation (NOP) and Project Description (PD) for the proposed project. The NOP will contain all information as required by CEQA Guidelines Section 15082, and consistent with environmental review guidelines of the City (e.g., format of documents, process). ESA will respond to and incorporate comments from EP and the project sponsor for each draft of the deliverable.

Deliverables

- Administrative Draft NOP/PD #1 and #2 in electronic format only
- Notice of Availability of Notice of Preparation of Environmental Impact Report
- Printcheck and final published NOP/PD
- QA/QC Review Form and Consultant Checklist for Document Submittal
- Affidavit of Mailing
- Declaration of Posting
- Draft and Final Scoping Meeting Sign-In Sheet, Written Comment Form, Agenda, Speaker Cards, Directional Signs
- Draft and final transcript
- Draft and final scoping meeting comments summary

Meetings

- Preliminary check-in meeting at least 2 weeks prior to submittal of NOP/PD #1
- One working session meeting between Administrative Draft NOP/PD #2 and Screencheck Draft NOP/PD

Assumptions

- ESA will print and distribute up to 50 copies of the NOP/PD and up to 500 copies of the Notice of Availability of Notice of Preparation of Environmental Impact Report.
- ESA will send the NOC to the State Clearinghouse, along with 15 copies of the NOP.
- EP will provide a draft distribution list to ESA, and ESA will coordinate with the project sponsor for additional people/organizations to be added to the distribution list.
- EP will be responsible for determining the publication date, placing a legal notice in the newspaper, and filing the NOP with the County Clerk.

Task 3. Technical Studies and Other Supporting Documents

The following technical studies and other supporting documents have been identified for the proposed project. The technical scopes of work may require adjustments following review of comments received on the NOP. ESA and EP will determine any appropriate adjustments to the scope of work, if required, and will notify the project sponsor.

Health Risk Assessment/Air Quality Technical Report

Given the size of the project and its proximity to sensitive receptors (residents surrounding the project site), a detailed Health Risk Assessment (HRA) within a stand-alone Air Quality Technical Report (AQTR) is required for both project construction and project operation. The HRA will be required to evaluate potential health impacts for proposed project, largely from emissions of diesel-powered construction equipment. Other sources of health risk include routine testing of diesel-powered electrical generators, fire pumps, and any other on-site backup diesel equipment, diesel delivery trucks serving the

project site, and other project traffic. (Most auto traffic is gasoline-powered and generates considerably less risk than diesel engines; nevertheless, the increment is calculated in the HRA.)

ESA will prepare a separate, detailed stand-alone work scope for review and approval by EP which sets forth the project understanding; the anticipated methodologies to be used in the analysis; dispersion modeling assumptions; risk characterization methods; and a discussion of cumulative analyses to be undertaken. Because there will be onsite sensitive receptors planned as part of the proposed project (residents and childcare), if residential or childcare buildings were anticipated to be completed during the first phase of project construction, residents and children occupants of those buildings could be exposed to health risks during subsequent project construction phase(s). ESA assumes information regarding project traffic will be provided by the transportation consultant.

Deliverables

- Draft 1, Draft 2, and final HRA/AQTR scope of work
- HRA and AQTR-1, HRA and AQTR-2, Final HRA and AQTR
- QA/QC Review Form and Consultant Checklist for Document Submittal for each draft

Meetings

- Preliminary check-in meeting at least 2 weeks prior to submittal of HRA and AQTR-1

Transportation and Circulation

The Planning Department will not require a stand-alone Transportation Impact Study (TIS). Kittelson will prepare a combined TIS /Transportation and Circulation section of the SEIR. This work will occur in two phases. As part of an approved Phase 1 scope of work, Kittelson will collect relevant transportation traffic volume data, conduct a site review to identify existing transportation conditions and issues, and achieve consensus with both EP and SFMTA on an appropriate approach and methodology for transit analysis. The schedule and scope will depend in part on the level of detail required in the transit analysis; at this time Kittelson anticipates detailed delay and operational analysis will be likely. The outcome of Phase 1 includes a scoping meeting with EP and SFMTA to discuss and receive approval on a transportation-specific scope of work for Phase 2.

Once the methodology is approved, Kittelson will draft a combined TIS/Transportation and Circulation section of the SEIR. The section will include documentation of existing transportation conditions; project description including code compliance and a transportation demand management (TDM) plan; travel demand estimates including freight and passenger loading demand; and transportation analysis. The analysis will include identification of any project impacts with respect to the following areas:

- Vehicle miles traveled;
- Transit service and operations;
- Conditions for people walking;
- Bicycle circulation;
- Freight and passenger loading;
- Emergency vehicle access; and,
- Construction conditions.

This analysis will be conducted both for an Existing Plus Project scenario, and for a Cumulative (2040) scenario. The cumulative analysis will include appropriate land use development, infrastructure, roadway, and transit operations changes agreed upon by EP and SFTMA. Kittelson's section will include

appropriate mitigation measures if significant impacts are identified, and improvement measures if less-than-significant impacts have been determined.

Deliverables

- Draft and final scope of work (including transit analysis)
- Draft and final Travel Demand Memorandum

Meetings

- Transportation scoping meeting
- Standalone preliminary check-in meeting at least 2 weeks prior to submittal of Travel Demand Memorandum
- Standalone preliminary check-in meeting at least 2 weeks prior to submittal of ADSEIR-1 Transportation and Circulation Chapter

Assumptions

- Alternatives will be evaluated in a separate process, which may overlap with review cycles
- No substantive changes to the project are made after start of Phase 2 analysis
- No Baseline scenario will be required for analysis; just Existing plus Project and Cumulative.

Historic Resources

The Planning Department requires an abbreviated historic resource evaluation (HRE) that outlines all existing information, including a property description, site history, neighborhood context, California Register significance evaluation, integrity and character-defining features (if any), and, if there are previous determinations, a conclusion that either concurs or disagrees. ESA will prepare a scope of work for review and approval by the EP Preservation Planner prior to undertaking the analysis to confirm the approach.

Deliverables

- Draft and final historic resources scope of work
- Draft and final abbreviated Part 1 HRE
- QA/QC Review Form and Consultant Checklist for Document Submittal for the Draft Abbreviated Part 1 HRE

Assumptions

- Two rounds of review
- It is assumed that an abbreviated Part 1 HRE will be required for this project.

Archeological Sensitivity Assessment

A site-specific Archeological Sensitivity Assessment (ASA) will be required by EP to support the Initial Study. The ASA would be prepared under separate contract to the project sponsor by a consultant selected from the EP roster of prequalified archeological consultants.

Deliverables

- Draft and final ASA scope of work
- Draft and final ASA

Noise

ESA understands the Planning Department will not require a stand-alone Noise Study. However, ESA will prepare a scope of work for review and approval by EP to confirm the technical approach prior to undertaking the analysis.

Deliverables

- Draft and final noise scope of work

Assumptions

- Two rounds of review
- It is assumed that a standalone Noise Study will not be required for this project.

Water Supply Assessment

SFPUC requires specific project information to prepare a Water Supply Assessment (WSA) for new projects. ESA will work with the project sponsor to complete the SFPUC Non-Potable Water Calculator to estimate project water and wastewater demands and prepare a brief memorandum. EP will transmit this package to the SFPUC for review and consideration of their Water Supply Assessment.

Deliverables

- Draft, Screencheck, and final WSA/Memo

Task 4. Administrative Draft Initial Study-1

The Area Plan FEIR identified significant unavoidable impacts in the areas of **Transportation and Historical Resources** (the potential Ocean Avenue Neighborhood Commercial Historic District); impacts related to **Noise; Air Quality; Archaeological Resources; Hazards and Hazardous Materials** were found to be less than significant with mitigation; **Biological Resources; Land Use, Plans, and Policies; Visual Quality; Population, Housing, and Employment; Energy/Natural Resources; Geology/Topography; Greenhouse Gas Emissions; Utilities/Public Services; Shadow; Wind; Hydrology and Water Quality** were found to be less than significant.

ESA will prepare Administrative Draft IS-1 as a separate deliverable to allow staggered review of the first administrative draft documents. Subsequent Initial Study drafts will be submitted with the SEIR drafts. The Initial Study is anticipated to include the topics and environmental issues below.

- Concerning **aesthetics (aka Visual Quality** in Area Plan FEIR), this topic has been removed by California Senate Bill 743 from consideration under CEQA for projects that, like the proposed project, are in a transit-accessible location. Accordingly, no analysis will be needed in the Initial Study, but ESA will make note of this change in the Initial Study. ESA assumes EP will complete the Department's SB 743 Checklist for the proposed project.
- With respect to **archaeological resources**, Mitigation Measures AM-1 and AM-2 in the Area Plan FEIR would apply to the project. These measures detail the appropriate treatment of archaeological resources that may be encountered during construction. Based on the assumption that an ASA will be required, a summary of the archeological analysis presented in the final ASA will be included in the analysis, along with any applicable site-specific mitigation measure(s). This scope assumes that the archeological section of the Initial Study will be prepared only after

the ASA has been finalized. ESA assumes that Native American consultation, pursuant to Assembly Bill (AB) 52, will be completed by EP and the results provided to ESA for inclusion in the Initial Study.

- The Area Plan FEIR concluded that the Area Plan would have a significant and unavoidable cumulative impact on the potential Ocean Avenue Neighborhood Commercial District (blocks fronting Ocean Avenue between Fairfield Way and Plymouth Avenue) under CEQA. It further states that proposals for demolition or significant exterior alteration of a potentially individually significant resource would receive further project-level study and review to determine whether the resource is an historical resource under CEQA. The Balboa Reservoir site is not listed in Article 10 or Article 11 of the Planning Code, not located within the potential historic district, and does not contain any structures identified as a potentially individually significant resource in the Area Plan FEIR. ESA will summarize the findings of the abbreviated HRE, described above. It is assumed that the HRE will find no historic resource present.
- With respect to **wind** impacts, buildings up to 85 feet in height generally have not been found to result in hazardous pedestrian-level wind conditions. The Area Plan FEIR concluded that although implementation of the Area Plan would result in changes to height and bulk limits in the project area; because new development would be limited to a maximum height of 85 feet or less, the Area Plan is not expected to result in significant wind impacts. Accordingly, given that the tallest proposed buildings would be a maximum of 75 feet in height, this scope assumes that wind will be discussed qualitatively in the Initial Study, and that no wind-tunnel testing will be required.
- Concerning **shadow**, the Initial Study will document that there are no nearby Section 295 properties. The Area Plan FEIR concluded that maximum allowable development on all other potential sites under the Area Plan (aside from the northeast and southeast corners of San Jose and Ocean Avenues), would not result in the creation of net new shade on Balboa Park or any other public open spaces and recreational properties. ESA will rely on preliminary shadow fan diagrams prepared by Planning Department staff for the proposed project's maximum building envelope to confirm no new shadow would result on Balboa Park. The project buildings would cast shadow on the planned public open space that would be developed as part of the project (i.e., neighborhood greenways, community gardens, courtyards). This scope assumes that no quantification of shadow impacts will be required and that the shadow impacts will be qualitatively discussed in the Initial Study. We assume that no stand-alone shadow technical memorandum will be required.
- Potential **hazards and hazardous materials** effects are anticipated to be avoided through compliance with applicable regulations. We anticipate effects related to hazards and hazardous would be avoided through compliance with San Francisco Health Code Article 22A, which requires a site-specific Phase I Environmental Site Assessment and oversight by the SF Department of Public Health, which obviates the need for Mitigation Measures HM-1, HM-2, and HM-3 in the Area Plan FEIR. This section will also discuss compliance with State and local regulations regarding naturally occurring asbestos. ESA assumes the Project sponsor will enroll in SFDPH's Maher program and provide a Phase I environmental site assessment for the project site, which will be summarized in the Initial Study.

- The City does not require quantification of estimated **greenhouse gas emissions** in CEQA analysis for construction or operation of a project. Rather, the approach to this analysis is to confirm that the project will be consistent with the City's *Strategies to Address Greenhouse Gas Emissions*. This determination is made on the basis of a checklist developed by EP. Much of the information in the checklist—such as how the project will comply with various aspects of the City's Green Building Ordinance, water conservation and stormwater requirements, and recycling and composting requirements—must be supplied by the project design team, to the extent that this information is available at the time that CEQA review is under way. ESA will complete the checklist in coordination with the project sponsor.
- With regard to **utilities and public services**, the proposed project will generate greater demand for water, generate wastewater and require wastewater and stormwater collection and treatment than originally analyzed in the Area Plan FEIR. The Area Plan FEIR analyzed utilities and public services in a combined section. The modified Initial Study checklist for the proposed project will follow the current EP format and discuss **utilities and service systems** and **public services** as separate topics. ESA will describe public utility system improvements serving the project site vicinity. This scope of work assumes that the project sponsor's engineers will provide ESA with a description of proposed utility system improvements to serve the project site, including proposed water utilities, water reduction measures/systems, wastewater collection utilities, stormwater collection, storage and/or treatment utilities; as well as projected utility demands for the project, including water demand, wastewater generation and stormflows. The public services section will include a discussion of public school capacity, the findings of the water supply assessment, and a discussion of the potential need for access to the SFPUC water/wastewater easement along the south side of the project site. EP will provide ESA with language regarding public schools and new flood maps.
- The Balboa Reservoir site is completely developed, with limited landscaping on the berm. Effects related to **biological resources** are anticipated to be less than significant through compliance with the Migratory Bird Act and the City's tree ordinance, as analyzed in the Area Plan FEIR.
- Other effects identified as less than significant in the Area Plan FEIR will be analyzed in the Initial Study. As the project would be consistent with the Balboa Park Station Area Plan, the discussion of **land use** will focus on the project's proposed uses, which are generally comparable with those in the vicinity, although greater in intensity, as described in the Area Plan FEIR.
- ESA will estimate the anticipated **population (employment)** associated with the proposed project, based on standard Planning Department factors and/or information provided by the project sponsor.
- Issues such as **geology and soils, hydrology and water quality, recreation, agriculture/forestry, and energy/mineral resources** will be discussed in less detail, given the project site's location in a developed neighborhood; we will rely on background studies such as the project Geotechnical Investigation and Phase I site assessment, as applicable.

Deliverables

- Administrative Draft IS-1 in electronic format and one hard copy
- QA/QC Review Form and Consultant Checklist for Document Submittal

Meeting

- Preliminary check-in meeting at least 2 weeks prior to submittal of Administrative Draft IS-1

Assumptions

- ASA would be prepared under separate contract by a consultant selected from the EP roster of prequalified archeological consultants.
- Native American consultation pursuant to Assembly Bill (AB) 52 will be completed by EP and the results provided to ESA for inclusion in the Initial Study.
- No wind-tunnel testing will be required.
- No stand-alone shadow technical memorandum will be required.
- ESA assumes EP will complete the Department's SB 743 Checklist for the proposed project.

Task 5. Prepare Administrative Draft Subsequent EIR-1

ESA will prepare an Administrative Draft Subsequent EIR-1 (ADSEIR-1) that will include the topics and environmental issues listed below. ESA will review and respond to comments on the Administrative Draft IS-1 and include Administrative Draft IS-2 with the ADSEIR-1 submittal. ADSEIR-2 will include the first draft of the Summary chapter of the SEIR.

A brief discussion of the level of detail for each section is also shown below.

- The SEIR will use the same approach to the impact analysis as the Initial Study, i.e., using current significance criteria and the existing conditions as the baseline. However, unlike a stand-alone EIR, the SEIR analysis will not evaluate simply whether the project would result in significant impacts, but rather whether the project would result in any new or substantially more severe significant impacts than were identified in the Area Plan FEIR. The SEIR will also identify any new or substantially different mitigation measures from those previously analyzed, as appropriate.
- It is also assumed that the SEIR will describe and analyze the proposed project, a higher density variant, and up to three variants that involve street reconfiguration and garage relocation.
- ESA will submit ADSEIR-1 to EP and the project sponsor for review and comment in electronic format only. It is assumed that EP will then provide a consolidated set of non-conflicting comments in electronic format to ESA for use in preparing ADSEIR-2.

The key topics to be covered in the SEIR and their associated scope are summarized below:

- **Summary** – This section will include a project synopsis, summary of impacts, mitigation measures and improvement measures (if applicable), summary of project alternatives, and areas of known controversy and issues to be resolved.
- **Introduction** — This section will include a description of the purpose and function of the SEIR and how it relates to the Area Plan FEIR, CEQA environmental review process, and summary of public comments received during the scoping period. The Introduction will also include a summary of the Balboa Reservoir program analyzed in the Area Plan FEIR as it relates to the project as currently proposed.

- **Project Description** — The project description will be based on the project description prepared for the NOP, and expanded for the focused environmental analysis as additional project detail is made available by the project sponsor team. The project description will include project objectives as provided by the project sponsor and City.
- **Plans and Policies** — Relevant City documents to be reviewed to identify apparent conflicts with the project would include, but not be limited to, the San Francisco General Plan, Balboa Station Area Plan, and other applicable plans (e.g., the City’s Sustainability Plan, Climate Action Plan, Better Streets Plan, and Bicycle Plan). Applicable federal, regional and/or state plans/policies to be discussed would include, but not be limited to, those of the California Regional Water Quality Control Board, Bay Area Air Quality Management District, and Association of Bay Area Governments; as well as applicable legislation, such as Senate Bill 743 (SB 743).
- **Transportation and Circulation** —The project sponsor has retained Kittelson & Associates, Inc. A Transportation and Circulation EIR section will be developed. This work will be completed under separate contract to the project sponsor with a detailed scope separately approved by EP. ESA’s in-house transportation analyst will conduct a QA/QC as part of a focused review of all transportation deliverables.
- **Air Quality**—An AQTR will be prepared for both project construction and operation and ESA will summarize the results of that assessment in this section (see Task 3) in comparison to the Area Plan FEIR findings.
- **Noise** – ESA will prepare will prepare a scope of work for review and approval by EP to confirm the technical approach prior to undertaking the analysis. ESA will summarize the results of that assessment in this section (see Task 3) in comparison to the Area Plan FEIR findings.
- **Other CEQA Issues** – This section will discuss growth-inducing impacts, identify significant impacts of the project that cannot be reduced to a less-than-significant level, significant irreversible changes, and discuss areas of known controversy and issues to be resolved.
- **Alternatives** — This scope of work assumes the SEIR alternatives analysis will include the No Project Alternative and two other alternatives (likely to be a reduced intensity alternative); these alternatives may require quantitative analysis for one or more EIR topics identified above if directed by EP.

Deliverables

- Administrative Draft SEIR-1/IS-2 in electronic format and one hard copy
- Notice of Completion (NOC) and Notice of Availability (NOA)
- QA/QC Review Form and Consultant Checklist for Document Submittal for each draft

Meeting

- Preliminary check-in meeting at least 2 weeks prior to submittal of Administrative Draft SEIR-1/IS-2

Task 6. Prepare Administrative Draft Subsequent EIR-2 and Screencheck Draft Subsequent EIR

ESA will review and respond to comments on the ADSEIR-1/IS-2 and prepare an Administrative Draft Subsequent EIR-2 (ADSEIR-2)/IS-Screencheck. ADSEIR-2 will include the first draft of the Summary chapter of the SEIR.

- ESA will prepare the Mitigation Monitoring and Reporting Program (MMRP) consistent with EP requirements for submittal with ADSEIR-2/IS-Screencheck.
- ESA will submit ADSEIR-2/IS-Screencheck to EP and the project sponsor for review and comment in electronic format only. It is assumed that EP will then provide a consolidated set of non-conflicting comments in electronic format to ESA for use in preparing the Screencheck Draft SEIR.
- Following receipt of comments on ADSEIR-2/IS-Screencheck, a Screencheck Draft SEIR/IS will be submitted to EP and the project sponsor, including the Environmental Review Officer (ERO), for review and final comment prior to publication.
- One Printcheck Draft SEIR/IS will be submitted to EP prior to proceeding with printing and distribution.

Deliverables

- ADSEIR-2/IS-Screencheck, Screencheck ADSEIR/IS, Printcheck DSEIR/IS in electronic format and one hard copy for each draft
- QA/QC Review Form and Consultant Checklist for Document Submittal for each draft
- Draft MMRP
- Agreement to Implement Mitigation Measures (signed by the project sponsor) with each ADSEIR/IS submittal

Meetings

- Check-in meeting at least 2 weeks prior to submittal of Administrative Draft SEIR-1/IS-2
- One working session meeting between ADSEIR-2/IS-Screencheck and Screencheck ADSEIR/IS

Assumption

- ADSEIR-2 will include the first draft of the Summary chapter

Task 7. Prepare and Distribute Draft SEIR /IS

- In conjunction with EP, ESA will prepare a mailing list and distribute the NOAs and Draft SEIR/IS to the mailing list, and send the NOC to the State Clearinghouse, along with either 15 copies of the Draft SEIR Summary Chapter and 15 CDs. It is assumed ESA will print and distribute up to 50 copies of the Draft SEIR/IS plus up to 100 CDs and up to 500 copies of the NOA.
- At the time that the Draft SEIR is published, ESA will provide EP with a complete set of all references cited in the Draft SEIR, any associated technical studies, and any other relevant material used to inform the analysis, in electronic format.

- ESA will attend one public hearing to receive oral comments on the Draft SEIR, including providing a court reporter at the hearing who will prepare a draft and final transcript to be used in responding to comments.

Deliverables

- NOA, NOC, Public Draft SEIR/IS
- Administrative Record
- Affidavit of Mailing
- Declaration of Posting
- Draft and final transcript

Task 8. Responses to Comments Document and MMRP (Estimate Only)

At this time, the number, nature, and extent of comments on the Draft SEIR cannot be predicted. For the purposes of this scope of work, we assume that responses will not require new analysis in any resource area, any substantive changes to the Project Description or associated graphics, or any new quantitative analysis. If after review and discussion of all comments received we estimate that the response effort will exceed the estimated labor cost of this task, ESA will notify the project sponsor and City to determine any appropriate adjustments to the scope of work.

- ESA will review, bracket/code, organize, and synthesize comments received on the Draft SEIR, including preparing a matrix of all comments received to facilitate preparation of responses. The matrix will identify the commenter, comment code, primary and secondary topic, person(s) responsible for preparing the response, additional information needs, and issues to be resolved, and the matrix can be sorted as needed for various purposes.
- ESA will work with EP, project sponsor, and other City staff as applicable to strategize in the most efficient way to prepare responses and structure the responses to comments (RTC) document.
- Similar to the process for the Draft SEIR, the RTC will require preparation of two administrative drafts of the RTC document.
- A screencheck and printcheck RTC will be prepared for EP's final review before printing and distributing the public RTC document.
- At the time that the RTC document is published, ESA will provide EP with an updated set of all references cited in the Draft SEIR and RTC document in electronic format.
- Following publication of the RTC document, ESA will prepare the final MMRP, incorporating any text changes as a result of the RTC. We assume one round of review for the final MMRP.
- ESA will print 50 hard copies of the RTC document and 100 CD copies.

Deliverables

- RTC-1, RTC-2, Screencheck RTC, Printcheck RTC in electronic format and one hard copy for each draft
- Public RTC in electronic format and hard copies specified above

- Final MMRP
- Affidavit of Mailing
- Updated Administrative Record
- QA/QC Review Form and Consultant Checklist for Document Submittal for each draft

Task 9. SEIR Certification and Notice of Determination

The ESA Project Manager will attend the certification hearing of the Final SEIR. ESA will provide a court reporter at the hearing who will prepare a draft and final transcript.

Deliverables

- Draft and final transcript

Assumptions

- EP will be responsible for preparing the EIR certification motion and the CEQA Findings.
- The project sponsor will be responsible for all filing fees, including the California Department of Fish and Wildlife CEQA fees.

Task 10. Project Management and Meetings

This task covers project management activities as follows:

- Formal and informal meetings
- Day-to-day coordination and consultation with project sponsor, EP, and other staff as needed
- Monitoring project status in terms of staffing, budget, and schedule
- Monthly progress reports with invoices
- Updates to the project schedule on a monthly basis or as needed
- The ESA team will coordinate work efforts, maintain consistency in project understanding and approach, maintain action item lists and information requests, address and respond to issues as they arise, and distribute the project information needed for preparation of the CEQA documentation.
- ESA will prepare, in consultation with EP, and distribute an agenda prior to meetings and prepare and distribute meeting notes following meetings.

Optional Task. Appeal Support

- While this scope of work covers the CEQA review process through certification of the Final SEIR, there is the potential that an appeal could be filed on the certification decision. If this occurs, ESA can provide appeal support as directed by EP, including preparing appeal responses and providing technical support prior to and during appeal hearings.