EXHIBIT A

I. Work Program/Scope of Work

Preamble

In accordance with CEQA Section 21082.1(c)(3), environmental documents prepared pursuant to CEQA (such as the documents necessary for this project) must reflect the independent judgment of the Town of Portola Valley as the lead agency. The final responsibility for the content and adequacy of the environmental document will lie in the sole discretion of the Town of Portola Valley and its designated representatives. Therefore, Lamphier-Gregory will work under the sole direction and control of the Town of Portola Valley for this assignment.

Reliance on technical studies prepared by the Project Applicant. From the materials referenced in the Town's RFP and accessible on the Town's website, we are aware of and have reviewed the technical studies already prepared by the Project applicant. These studies provide valuable information relevant to the environmental evaluation and we intend to rely upon and incorporate this information, subject to our own process of peer review validation as detailed below. The studies provide information in the following technical areas:

- Civil engineering drawings by the engineering firm Sandis that include the vesting tentative map, grading plans, and stormwater control plans
- Biological survey of plants and wildlife, regulatory setting and a complete impact analysis, as if ready to be incorporated into the Draft EIR, prepared by H. T. Harvey & Associates
- Arborist Study and Plans for tree removal, prepared by HortScience
- Preliminary Geotechnical Study and Recommendations, prepared by Cornerstone Earth Group
- Hydrological and storm drainage plans and quantitative calculations by Sandis

Lamphier-Gregory has assumed that these technical studies are complete and of professional quality, but that the Town and the public expect these studies to be peer reviewed for validation by members of our independent CEQA team prior to their use in the EIR. Consequently, we have assembled a multi-disciplinary team of professionals for this purpose who will review the completed technical studies, identify any gaps or technical errors in the work that has been done, expand the scope of prior studies where necessary to meet CEQA requirements, and assist in identifying potentially significant environmental impacts, evaluating alternatives, and recommending feasible measures to mitigate significant impacts.

Additional Technical Analysis. Lamphier-Gregory's technical subconsultants provide expertise in all the key environmental topic areas required of this EIR, including aesthetics/visual, air quality, biological resources, cultural resources, geology and hydrology, noise, traffic, and wildfire. Technical studies will include the following:

- **Environmental Vision** will provide photo-simulations of the proposed site plan from 2 vantage point locations to be chosen in coordination with the Town. Their simulations will assist in evaluating and identifying significant visual or aesthetic impacts.
- **Illingworth & Rodkin** will prepare analyses of air quality, greenhouse gas emissions, health risk and a noise impact study.
- **WRA, Inc.** will undertake a peer review of the biological surveys and impact analyses prepared by H. T. Harvey & Associates.

- **WRA, Inc.** will also undertake a peer review of the existing tree survey information prepared by HortScience for the Project applicant.
- **PaleoWest** will prepare a cultural resources evaluation and will attend to the requirements for contacts to Tribal interests through the Native American Heritage Commission.
- **Questa Engineering** will peer review the preliminary geotechnical report prepared by Cornerstone Earth Group and the hydrological and stormwater control plans by Sandis.
- **Hexagon Transportation Consultants** will prepare a traffic impact analysis including an evaluation of traffic impacts using VMT methodologies.
- **Wildland Resource Management** will provide a technical assessment of wildfire risks and impacts, and will prepare the Wildland fire section of the EIR.

Task 1: Project Initiation

1.1 **Finalize Scope of Work and Contract Documents.** Lamphier-Gregory will lead efforts to reach final agreement among the parties and approval by Town staff regarding the specific elements of the work program and the overall scope of work required of the environmental consultant. This will then involve preparation of proper contract and subcontract documents consistent with our prime agreement with the Town. Lamphier-Gregory will work diligently to meet the requirements of all parties in this regard.

1.2 **Project Kick-off Meeting and Site Visit.** A meeting involving Town staff, the Project applicant, the Lamphier-Gregory Project Manager, and possibly one or more members from our subconsultant team will be held to introduce all parties, exchange project materials, and finalize understanding of the project, scope, process, and schedule. A tour of the project site would be useful to gain insights and familiarity with relevant details, field conditions, and the Project setting. Following receipt of a Notice to Proceed, the Lamphier-Gregory Project Manager will coordinate with Town staff to arrange a time for a kick-off meeting and site visit.

1.3 **Review of Project Materials.** Lamphier-Gregory will review relevant information from Town staff, the Project applicant, and other sources to gain a full understanding of the Project, the Project site, its history, and the environmental factors relevant to the evaluation of impacts and achievement of Project objectives.

1.4 **Project Description.** Lamphier-Gregory will prepare a draft project description based on the results of the environmental constraints analysis and information provided by Town staff and the applicant. We will disseminate the draft project description to the Town for review and comment on its accuracy and completeness. Once a project description has been accepted by the Town as final, changes to the Project after this point may result in the need to re-do analyses and/or document drafting and could result in the need for additional budget.

1.5 **Notice of Preparation.** Lamphier-Gregory will prepare a draft Notice of Preparation (NOP) in the Town's preferred format. The NOP will include a summary of the Project Description prepared in Task 1.4 and no Initial Study. After review and revisions satisfactory to Town staff, we will provide Town staff with a final NOP ready for distribution and release to the public and interested parties. Our scope assumes that Town staff will file the NOP with the State Clearinghouse and distribute copies to Town's mailing list of interested agencies and individuals.

1.6 **EIR Scoping and Comments Summary.** During the latter part of the 30-day public comment period following issuance of the NOP, we assume the Town will elect to hold an EIR scoping meeting. The Lamphier-Gregory Project Manager will prepare for and attend the scoping meeting to explain the CEQA process and schedule and our approach to the environmental analysis. Our scope assumes Town staff will be responsible for all necessary logistical arrangements. Lamphier-Gregory will work with Town staff to prepare a summary of comments received during the scoping meeting.

Task 2: Environmental Analysis and Draft EIR

2.1 **Administrative Draft EIR.** Lamphier-Gregory will prepare an administrative Draft EIR including introductory and summary chapters, a description of the project adequate for CEQA purposes, environmental analysis chapters (detailed below), and an assessment of up to 4 alternatives, including the no project alternative, a mitigated project design alternative, an alternative site use alternative, and a reduced intensity or reconfigured development alternative. Any comments received in response to the NOP will be included in an appendix, summarized in the Draft EIR introduction, and carried through as "Known Concerns" in relevant topic areas, as applicable.

Lamphier-Gregory will coordinate and manage the completion of technical studies to be prepared by our subconsultants and conduct our own technical studies, in-house. Each analysis chapter of the EIR will include a Setting section that sets forth baseline or existing conditions, followed by a Regulatory Setting section that sets forth applicable statutes, policies, and regulations that apply to the subject matter of the study. Each chapter will conclude with the Impact Analysis section, which presents the analysis of environmental impacts against the significance criteria used in Appendix G of the CEQA Guidelines, or other thresholds that have been adopted by the Town. The analyses will include recommended mitigation measures to avoid or reduce impacts to less than significant levels.

The document will consist of the following sections:

- Introduction
- Executive Summary
- Project Description
- Environmental Analysis, by topic, each one to include Settings, Impacts and Mitigation Measures
- Other CEQA Considerations (Significant/Unavoidable Impacts, Growth-Inducing Impacts, Cumulative Impacts)
- Alternatives (up to four, including the No Project Alternative)
- References and EIR Preparers

Detailed analysis in the EIR will include the following:

2.1.1 **Aesthetics/Visual.** Environmental Vision (EV) will carry out the following work program to generate photo-simulations that will serve as the basis for a critical part of the EIR's assessment of visual and aesthetic effects. EV will shoot high quality site photography and produce realistic computer-generated visual simulations to portray the proposed Stanford Wedge Housing Project as seen from two key public vantage points. The simulation viewpoints will be selected

in consultation with project team and Town staff. As an optional service, Environmental Vision can prepare visual simulations from additional viewpoints.

Data Review, Site Reconnaissance and Photography, Review Photographs. EV will collect and review pertinent project data including grading and development plans and proposed building designs. Digital drawings are requested in CAD and pdf format (refer to requested data listed below).

EV will conduct a site visit to photograph the project site from key requested public viewpoints, using a digital single lens reflex (SLR) camera. Viewpoint locations may include Alpine Road and the Felt Lake or Arastradero Preserve hiking trails. Basemap annotation, photo log sheet and GPS recording will be employed to document viewpoint locations. For cost estimating purposes, one site photography trip and up to 6 review photographs are included. Submit candidate photos with a viewpoint location map for review and approval. Coordinate with the project team and Town staff to select 2 photographs for preparing the visual simulations.

Visual Simulations. Using selected high-resolution digital photography and advanced computer modeling and rendering techniques, EV will produce realistic visual simulations to portray the appearance of the proposed new subdivision. The simulation images will illustrate post-project views with proposed new houses, landscaping and tree removal, grading, and driveways or access roads. The simulation viewpoints and photographs will be selected in consultation with the project team and Town staff.

The simulations will be based on project design data provided to Environmental Vision, and the level of detail shown in the visual simulations will be consistent with level of detail in the design data provided.

The simulation images will show the proposed project appearance superimposed on selected photographic views. The simulations will be presented as pairs of existing or "before" and simulated or "after" views, formatted for printing on 8.5 by 11 inch sheets. The simulation images will be submitted in electronic format. One review/revision cycle based on minor comments is included.

Viewpoint Location Map. EV will delineate the location of the visual simulation viewpoints on a map showing the project location and surrounding area.

Coordination. EV will coordinate with project team to select simulation photographs, and to obtain and provide pertinent information in a timely fashion.

2.1.2 Air Quality, Greenhouse Gas Emissions, and Energy. The primary air quality issue would be exposure of sensitive receptors to toxic air contaminants and fine particulate matter or PM2.5. The project emissions of air pollutants and GHG would also have to be assessed to demonstrate less than significant impacts with respect to CEQA. Subconsultant Illingworth& Rodkin, Inc. would complete the following tasks in the air quality assessment:

Exposure to Sources of Toxic Air Contaminants. The effect of nearby toxic air contaminant sources on future residents would be evaluated as a non-CEQA item. This includes assessing impacts from traffic and stationary sources using screening methods acceptable to

BAAQMD. Both single- and combined-source community risk impacts would be assessed against thresholds for cancer risk, non-cancer hazards and annual PM2.5 concentrations.

Evaluate Construction Activities. Construction air quality impacts resulting from the project would be addressed by predicting construction period emissions and community risk impacts to nearby sensitive receptors and identifying best management practices to control emissions. The project is near sensitive receptors (e.g., residences), so a community risk assessment is proposed. This would involve dispersion modeling. Emissions obtained from the California Emissions Estimator Model (CalEEMod) would be used to develop construction period emission rates based on project-specific information. Dispersion modeling would be conducted using EPA's AERMOD or ISCST3 model and hourly meteorological data from the most representative monitoring station. The cancer risks associated with modeled construction-period diesel particulate matter concentrations would be computed following the Bay Area Air Quality Management District (BAAQMD) risk management policy guidance. Screening data obtained from BAAQMD would be used to predict cumulative community risk impacts. Mitigation measures that represent "Best Management Practices" to control dust or particulate matter emissions or other measures as necessary would be identified.

Assess Air Pollutant and GHG Emissions. The CalEEMod model would be used to predict construction and operational air pollutant and greenhouse gas emissions associated with the project. The modeling would utilize site project-specific inputs for traffic and energy usage and adjustments to reflect BAAQMD requirements would be made (e.g., restrictions on wood burning fireplaces). Net emissions associated with the proposed project would be compared against emission thresholds. Since the project would likely be occupied after 2020, a significance threshold that addresses post-2020 action plans would be developed and used. If necessary, mitigation measures would be identified and evaluated. Note that the modeling would also include estimates of air pollutant emissions generated by operation of the project (e.g., traffic generation).

Deliverable. Illingworth & Rodkin will prepare an air quality, GHG and health risk report in standard CEQA format with setting, impact and mitigation sections. This report would address each of the pertinent CEQA questions that address environmental impacts for air quality and greenhouse gas emissions.

2.1.3 Biological Resources including Arborist Report. Subconsultant WRA will conduct a peer review of the biological survey and impact analysis prepared for the project applicant by H. T. Harvey & Associates and the arborist report prepared by HortScience. WRA will rely on its extensive background in biology and arborist services to determine if results and conclusions discussed in both technical reports are accurate and appropriate. A summary memorandum, discussing findings and recommendations, will be provided upon completion of the review.

2.1.4 Cultural Resources and Tribal Cultural Resources. Subconsultant PaleoWest will prepare an archaeological resources study. The work program includes archival records search, contact with Native American Heritage Commission, AB 52 consultation, a site field survey and a technical Cultural Resource Evaluation report.

2.1.5 Geology/Soils. Subconsultant Questa will review the existing Geology and Soils conditions of the site area including review of the Applicant provided Preliminary Geotechnical and Geological

Hazard Investigation by Cornerstone Earth Group and published regional geological, soil, seismic and fault related maps and reports. Regional and project site geology and soils will be presented and summarized as it pertains to geological hazards of the area. Subconsultant Questa would complete the following tasks:

The potential for severe ground shaking, landsliding, earthquake-induced landsliding, expansive soils, and other geologic hazards will be estimated from published reports and studies.

Questa will prepare an Existing Conditions Analysis of Geology and Soils including preparing a write up of the Geology and Soils section of the EIR including geological and seismic hazards for the project site and regional area.

An impact analysis will be completed. Questa will determine significant geological and geotechnical impacts related to the subdivision development. Mitigation measures for any significant impacts will be identified.

2.1.6 Hazardous Materials. Lamphier-Gregory will prepare the Hazards/Hazardous Materials section of the EIR. Information will be drawn from materials supplied by the Project applicant which we assume will include a Phase I Environmental Site Assessment (ESA). We will also access available databases of the State Water Resources Control Board (Geotracker) and the Department of Toxic Substance Control (Envirostor) to determine whether the project site is involved in any type of hazardous substance clean up. Information available about the site from the applicant's Phase I ESA and from these databases will be used to assess the potential for environmental effects related to hazardous materials and whether the project site is on the Cortese List.

2.1.7 Hydrology/Water Quality. Subconsultant Questa will review the existing Hydrology and Water Quality conditions and summarize hydrologic characteristics of the area, including a review of applicant supplied reports and maps. This includes an assessment of local drainage patterns and existing stormwater drainage network capacities. Subconsultant Questa would complete the following tasks:

Questa will peer review the proposed subdivision drainage design plan for site prepared by Sandis. The information prepared for the project including the Site Plans and any other drainage maps will be reviewed and analyzed.

Questa will review updated flood maps for the site and vicinity and provide a qualitative review of the potential for increased risk of flood hazard exposure in downstream areas. This will involve providing a peer review of analysis of runoff effects on storm drain levels at the project site and vicinity, an estimate of the increased runoff from the site based on updated data, and a review of potential cumulative effects on the local storm drainage system.

Questa will examine the proposed project land use and determine the potential of non-point source pollutants to impact the water quality of receiving waters, especially with respect to local NPDES and TMDL criteria and regulations. Updated Best Management Practices for control of non-point source pollutants at the project site will be reviewed and identified.

An impact analysis will be completed. Questa will determine significant hydrologic/water quality impacts of the closure plan. Questa will update appropriate and feasible mitigations to address identified impacts of the project.

2.1.8 Land Use. Lamphier-Gregory will prepare the Land Use chapter of the EIR and identify any potential land use conflicts that may relate to environmental issues. In particular, our analysis will assess the consistency of the proposed use with all relevant Town of Portola Valley General Plan Policies as they relate to the project, as well as zoning ordinance provisions, open space policies, tree protection policies, and a consideration of ridgeline and significant view corridors.

2.1.9 Noise. Illingworth & Rodkin, Inc. will evaluate the project's potential noise impacts. The main issues are expected to be temporary noise from project construction activities and the compatibility of the proposed residential land uses with ambient noise sources such as traffic along Alpine Road. Permanent noise increases from the operation of the project (e.g., increased traffic in the project vicinity) will also be evaluated. Specific tasks will include the following:

Quantify Existing Conditions. I&R will visit the project site and monitor ambient noise levels at the project site and locations representative of the nearest noise-sensitive receivers during the daytime, evening, and nighttime. Short-term noise measurements would be made at additional locations, as necessary, to adequately quantify variations in the noise environment at adjacent receptors. These data would establish the baseline noise conditions that will be used in the impact assessment.

Calculate Future Noise Levels. Future noise levels will be calculated at the project site based on the results of the noise monitoring survey and through a review of site and building plans, and traffic data developed for the project. Future noise levels generated during operation of the project, including noise increases based on the project's traffic study, noise from the project's mechanical system, and other features of the project, will be calculated at the nearest sensitive receptors. Noise and vibration levels resulting from construction activities would be calculated at the nearest sensitive receivers based on project construction information and published data contained in Illingworth & Rodkin files.

Assess Noise Levels and Develop Mitigation. Calculated noise and vibration levels will be assessed for significance against the CEQA checklist questions. Where the predicted future noise and vibration levels would exceed significance thresholds, mitigation measures to reduce impacts would be identified. General recommendations for mitigation, such as noise barriers, mechanical equipment performance standards, building setbacks, and sound-rated construction methods, would be made. Final design review and design specific acoustical recommendations could be made under a separate or amended agreement.

2.1.10 Public Services. Lamphier-Gregory will develop the Public Services chapter of the EIR. The chapter will describe the change in use at the Project site and, through coordination with the Town and appropriate contacts with service providers, will analyze the potential for impacts on the provision of public services, including concerns regarding sheriff, fire, emergency medical services and schools.

2.1.11 Recreation. Similar to the Public Services chapter, Lamphier-Gregory will describe the change in use at the Project site as it relates to recreation and we will analyze the potential for impacts resulting from implementation of the proposed Project, which includes proposed open space and public trail easements.

2.1.12 Traffic. Hexagon Transportation Consultants will prepare an analysis of potential transportation impacts related to the proposed Stanford Wedge Housing Development project to satisfy the requirements of the California Environmental Quality Act (CEQA) and the Town of Portola Valley.

The updated CEQA Guidelines, effective on December 28, 2018, state that automobile delay, as measured by level of service (LOS), will no longer constitute a significant environmental impact under CEQA, and that vehicle miles traveled (VMT) is considered the most appropriate metric to evaluate a project's transportation impacts. Local agencies have until July 2020 to adopt the new policy that establishes the thresholds and procedures for evaluating transportation impacts based on VMT. The Town has not yet adopted thresholds or guidelines related to VMT. However, the Town has requested the project to study VMT for this project. Therefore, the study will prepare a VMT analysis in addition to an analysis of traffic operations.

Because the project would generate a small number of net new trips (fewer than 100 peak-hour trips), a full traffic impact analysis is typically not required according to the County of San Mateo Traffic Impact Study Requirements. Therefore, a traffic operations analysis is proposed to quantify the number of trips generated by the project and to identify any potential traffic operational issues that could occur as a result of the proposed project.

For the traffic operations analysis, we propose to study the following three intersections:

- Alpine Road and Westridge Drive
- Alpine Road and I-280 southbound off-ramp
- Alpine Road and I-280 northbound off-ramp

Hexagon will complete the following tasks as part of the study:

Study Area Refinement. Hexagon will collaborate with the Town staff to refine the study area and scope of the study.

Site Reconnaissance and Observation of Existing Traffic Conditions. The physical characteristics of the site and the surrounding roadway network will be reviewed to identify existing roadway cross-sections, intersection lane configurations, traffic control devices, and surrounding land uses. Existing traffic conditions will be observed in the field in order to identify any operational deficiencies and to confirm the accuracy of calculated levels of service.

Data Collection. New weekday AM and PM peak-hour turning movement counts will be conducted for the study intersections.

Project Trip Generation, Distribution, and Assignment. Estimates of new trips to be added to the surrounding roadway network by the proposed residential units will be based on the trip generation rates recommended by the Institute of Traffic Engineers' (ITE) Trip Generation Manual, 10th Edition. The directional distribution of net site-generated traffic will be forecast based on existing travel patterns, relative locations of complementary land uses, and information obtained from previous traffic studies conducted for developments in the area, as available. The net site-generated traffic will be assigned to the roadway network based on the trip generation and distribution pattern discussed above.

Traffic Operations Analysis. Traffic operations, including intersection level of service and vehicle queuing, will be evaluated for the study intersections. Level of service analysis will be conducted for the AM and PM peak-hour periods using the software Synchro, which employs the 2010 Highway Capacity Manual methodology for intersection analyses. The following analysis scenarios will be evaluated:

- Existing
- Existing + Project

Site Access and On-Site Circulation. A review of the project site plan will be performed to determine the overall adequacy of the site access, sight distance, and on-site circulation in accordance with generally accepted traffic engineering standards and to identify any access or circulation issues that should be improved.

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 study. Any effects of the project on the nearby facilities will be identified and improvements recommended to mitigate the effects.

Parking. Proposed on-site parking will be evaluated relative to the Town's parking requirements.

VMT Analysis. Average daily VMT for the project area and the Bay Area will be estimated using the Metropolitan Transportation Commission (MTC)'s VMT database, which includes the forecasted VMT for each transportation analysis zone (TAZ) in urbanized areas in the Bay Area. The estimated VMT for the project area will be compared to the Bay Area average VMT using the VMT threshold determined by Town staff.

Description of Impacts and Recommendations. Based on the results of the above tasks, impacts associated with the proposed development will be identified and described.

Reports. Our findings and recommendations of the above tasks will be summarized in a draft technical memorandum. Hexagon Transportation Consultants will respond to editorial comments on the draft and prepare a final technical memorandum.

Meetings. The fee estimate includes Hexagon staff attendance at up to three public meetings.

2.1.13 Utilities. Lamphier-Gregory will evaluate the extent to which development of the project site as proposed would affect water supply, treatment and delivery systems, wastewater collection and treatment systems, storm drainage systems, and solid waste collection and disposal services. Because the proposed Project includes up to 39 dwelling units, a Water Supply Assessment is not required for the Project pursuant to AB 610. We assume the Town will review and confirm provision of services and utility plans in coordination with the environmental process. If required information is not available from the applicant or Town, we will attempt to use information from previous environmental documents or will coordinate to add the appropriate scope/budget.

2.1.14 Wildfire. Carol Rice, General Manager of Wildland Resource Management (Wildland Res Mgt) will undertake the tasks described below in assessing hazards and risks related to wildfire.

Existing conditions settings:
Wildland Res Mgt will gather information on existing wildland fire hazard, existing regulations and programs that address the hazard, the current plans to minimize fire hazard. Wildland Res Mgt will look to see if the factors affecting wildland fire behavior and fire hazards are included in the emergency preparedness/evacuation plans or the project subdivision plans. We will identify wildland fire hazards, and map those to allow for an adequate assessment of impacts. The description of hazards will include an assessment of fuels, weather, topography, along with ignition potential and values at risk.

Fuels - We will look for a description of the surface and canopy fuels not only in the area of development, but also within the undeveloped parcel. Hazard assessment would include the type, density and distribution of these important factors.

Weather – We will determine whether weather information is described in terms of average worst conditions (typically the 90th percentile values observed over a decade or more) of relative humidity, temperatures, and especially wind speed and wind direction during times of high fire danger.

Terrain - Information on terrain should be included in the setting section in enough detail so that wind patterns that may be affected by terrain can be described in the area of implementation in addition to prevailing winds.

Fire history - Fire history should be described so that patterns of future fire can be compared with historic. Previous and possible ignition sources should be included in the analysis as increased density and changed land use would affect potential ignition risk. Ignition sources, such as those roadside fires along Alpine Road, will be addressed.

Assets - Values at risk from wildfire should be described so that the vulnerability from wildfire can be described. These can then be compared to the impacts of treatments and the threshold of significance. Values at risk would include a description of population, vulnerability of structures, ease of evacuation, infrastructure features and natural resources sensitive to fire. The location (uphill, or downwind, remote or adjacent) will be part of the description.

Existing conditions that support wildland fire response – The water supply, access, response times, and other aspects that influence the ability to contain/control fires will be analyzed.

Analysis of proposed development
The wildland fire hazard will be assessed.

Wildland Res Mgt will model the effects of the proposed plan and vegetative fuel treatments to determine the post-treatment fire behavior, for both the developed and undeveloped portion of the property. We will describe known effects of treatment or actions in terms of physical changes: the change in vegetation structure, volume, density, moisture, and distribution. These changes will determine the effect on potential fire behavior, which in turn, determines the effects of fire, and threats posed by the project to

adjacent, nearby landowners, potential additional demands on the public services and Town residents.

Wildland Res Mgt will review the mitigations offered in the developed portion of the project as well as mitigations offered in the non-developed portion of the project to determine whether the project's impact, when mitigated, reach the level of significance in regards to wildland fire.

Develop a Wildland Fire Protection Plan

If the wildfire hazard impact of the project is significant, mitigations will be offered via a comprehensive wildland fire protection plan. This wildland fire protection plan will potentially address ignition prevention, vegetation management, construction features, infrastructure improvements and operations enhancements to both reduce potential for and damage from wildland fire.

2.1.15 Other CEQA Topics. Discussion of all other environmental resource topics will be addressed qualitatively. Lamphier-Gregory will prepare an assessment of all other topic areas listed below, relying on information available from the Town's General Plan EIR and other public sources:

- Agricultural and Forestry Resources
- Energy
- Mineral Resources
- Population and Housing

2.2 Alternatives. Lamphier-Gregory will prepare an Alternatives chapter that includes the no project alternative and 3 additional alternatives as identified and defined in consultation with Town staff. Qualitative comparison of the alternatives in terms of the relative degree of impact significance will be presented; the environmentally superior alternative will be identified.

2.3 Other CEQA Considerations. Lamphier-Gregory will prepare a chapter that addressed other CEQA required considerations, including growth inducement and cumulative environmental effects.

2.4 Reviews, Revisions, and Screencheck Draft EIR. We will submit the first Administrative Draft EIR and all subsequent revisions to the Town in MS Word format for digital redline review. We will revise the first administrative Draft in response to Town's comments. For this proposal, we assume three iterations of the administrative Draft EIR will be prepared, submitted, and revised, showing changes in strikeout and underscore format (Track Changes mode) to facilitate reviews and revisions of all chapters. We will compile the reviewed chapters into a Screencheck Draft EIR for digital review prior to preparing the Draft EIR for release to the public. Town will review and approve the document prior to the publication and release of the Draft EIR.

2.5 Produce and Publish Draft EIR. We will prepare and finalize the Draft EIR for public release. We will provide a digital PDF version of the Draft EIR suitable for posting on the Town's website. We will provide the Town with up to 15 bound printed copies of the Draft EIR, with all appendices included on a CD attached to the rear cover of the document plus up to 10 copies (EIR and appendices) on CD or USB drive, per the Town's preference.

As part of this Task 2.5, we will prepare draft and final public notices in accordance with CEQA procedures and Town format preferences, as well as forms for submittal to the State Clearinghouse. Our scope assumes that Lamphier-Gregory will submit materials to the State Clearinghouse but that Town staff would otherwise distribute copies to Town's mailing list of interested agencies and individuals and file with the County clerk.

Task 3: Comments, Responses, and Final EIR

3.1 **Public Comment Hearing**. Lamphier-Gregory will prepare for and attend a public hearing to be hosted by the Town during the 45-day public review period at which comments on the Draft EIR will be solicited from interested members of the public. This scope assumes the Town will organize and notice the meeting and conduct the presentation and provide minutes of the public hearing suitable for inclusion in the EIR.

3.2 **Approach to Comment Responses.** Lamphier-Gregory will compile all comments received during the public review period, identify preliminary approach to responses including information needed from other parties, and will meet with Town staff to review the comments and reach agreement on an approach to the responses and timeline for receipt of any necessary information from other parties. We have included in our Budget an estimate of the costs associated with preparation of responses to comments but it is not possible to predict the extent of comments or the depth of technical effort needed to fully and accurately respond to all comments. Our scope of work assumes a moderate amount and complexity of comments with no additional technical analysis required. If, after preliminary review of the comments, we determine that additional effort will be required, we will coordinate to identify the appropriate additional scope and budget.

3.3 **Responses to Comments and Administrative Final EIR.** We will prepare an Administrative Final EIR that includes responses to all agency and individual comments in accordance with the strategy agreed upon under Task 3.2. The Administrative Draft Final EIR will consist of chapters that include an Introduction, Revisions to the Draft EIR, and Comments and Responses. We will submit the first Administrative Draft Final EIR to Town staff for review.

3.4 **Mitigation Monitoring and Reporting Program.** Lamphier-Gregory will prepare a comprehensive Mitigation Monitoring and Reporting Program (MMRP) for all applicable mitigation measures in the format preferred by Town staff.

3.5 **Reviews, Revisions, and Screencheck Final EIR.** L We will submit the first Administrative Draft Final EIR and all subsequent revisions to the Town in MS Word format for digital redline review. We will revise the first administrative Draft in response to Town's comments. Up to three iterations of the Administrative Final EIR will be prepared, submitted, and revised, showing changes in strikeout and underscore format (Track Changes mode) to facilitate iterative reviews and revisions.

We will compile the reviewed chapters into a comprehensive Screencheck Final EIR for digital review prior to preparing the Final EIR for release to the public. Town staff will review and approve the document prior to releasing the Final EIR for publication.

3.6 **Produce and Publish Final EIR.** We will prepare and finalize the Final EIR for public release. We will provide a digital PDF version of the Draft EIR suitable for posting on the Town's website. We

provide the Town with up to 15 bound printed copies of the Final EIR, with all appendices included on a CD attached to the rear cover of the document plus up to 10 copies (EIR and appendices) on CD or USB drive.

As part of this Task 3.6, we will prepare draft and final public notices in accordance with CEQA procedures and Town format preferences, as well as forms for submittal to the State Clearinghouse. Our scope assumes that Lamphier-Gregory will submit materials to the State Clearinghouse but that Town staff would otherwise distribute copies to Town's mailing list of interested agencies and individuals and file with the County clerk.

3.7 **CEQA Findings, Staff Reports and Resolutions.** In consultation with Town staff, we will draft CEQA findings and, as applicable, a Statement of Overriding Considerations for the Project. We will also assist Town staff in the drafting of appropriate Staff Reports and Resolutions for consideration by the Town's decision-making bodies.

3.8 **Certification Hearings (2).** We will prepare for and attend hearings before the Town Planning Commission and the Town Council at which time the EIR would be presented for certification and project approval (or recommendation) consideration and any other Town meetings as requested. This line item includes preparation for and attendance by Lamphier-Gregory and representatives from the traffic and wildfire subconsultants at up to 2 hearings. This scope assumes that Town staff will organize and notice the meetings and conduct the presentation. Lamphier-Gregory and the traffic and wildfire technical subconsultants will attend and be prepared to answer technical questions related to the environmental analysis.

3.9 **Additional Meetings/Hearings.** Per the RFP, we have included attendance by Lamphier-Gregory at up to 2 additional public meetings with the same assumptions as for task 3.8 above.

3.10 **Notice of Determination.** We will also prepare a draft and final Notice of Determination (NOD) for Town staff to file with the County Clerk and State following project approval.

Task 4: Coordination & Project Management

4.1 **Meetings.** During the course of the project, the Lamphier-Gregory Project Manager will participate in coordination meetings with Town Staff, most of which are likely to be best conducted telephonically via conference calls. For in-person meetings, we anticipate needing and have budgeted for the following:

- One Initial Kick-Off Meeting (included in Task 1.2)
- One EIR scoping meeting (included in Task 1.6)
- One meeting with Town staff to discuss Administrative Draft preliminary conclusions
- One meeting with Town staff to discuss comments and preliminary responses for the Final EIR
- One public hearing for commenting on the DEIR (included in Task 3.1)
- Up to four additional public meetings including at least one Planning Commission hearing and one Town Council hearing to consider EIR Certification and Project Approval (included in Tasks 3.8 and 3.9)
- Note that attendance at an additional public meeting would be expected to cost approximately $1,050 for Lamphier-Gregory, $925 for the traffic consultant, and $990 for

the wildfire consultant depending on the amount of preparation necessary and the meeting length.

4.2 **Project Administration and Management.** Every contract for professional services involves a certain amount of time spent on administration, project management, and quality control. Our budget reflects our best estimate of the amount of time and expense required to manage this process, coordinate with our subconsultant team, maintain the budget and project schedule, and provide accountability to the Town during the process.

II. Schedule

Set forth on the following page is our preliminary schedule for preparing the EIR and completing the CEQA process. We have identified the time periods required for our technical analysis and documentation, and have estimated a timeframe that includes public comment processes, the time required by Town staff for review of draft documents, and the number of iterative reviews that may be necessary. For this schedule, we assume Town staff will require three weeks to review and comment on first draft documents, two weeks for a second draft and one week to review and sign off on Screencheck Drafts prior to publishing final documents. Based on these assumptions our preliminary schedule is displayed in a Gantt type chart format on the following page showing an approximately 13-month process.

III. Budget and Costs

The line item breakdown shown following the schedule page reflects our estimate of the cost to produce the EIR and complete the environmental review process for this project. The cost estimate is $200,350.

Because of the inherent unpredictability of this work, we recommend including approximately 10 percent as a contingency which would be accessed with administrative level approval for out-of-scope work, should the need arise. With the contingency, the total proposed budget would be $220,350 which we would treat as a “Not to Exceed” budget for contract purposes.