Corte Madera Town Council
Staff Report

Report Date: September 30, 2015
Meeting Date: October 6, 2015

To: Town Manager, Mayor and Council Members

From: Phil Boyle, Senior Planner

Subject: Review and Approval of the Contract for the Environmental Consulting Firm of GHD to Prepare Phase 1 of the Environmental Impact Report (EIR) for the Village of Corte Madera 2016 Expansion Project under the Direction of Town Staff and Paid for by the Applicant-Corte Madera Village, LLC

Purpose:

To consider approving the scope of work and budget proposed by GHD to prepare Phase 1 of the EIR for the Village of Corte Madera 2016 Expansion Project.

Staff Recommendation:

Staff recommends that the Town Council approve the contract with GHD to prepare Phase 1 of the EIR for the Village of Corte Madera 2016 Expansion Project and direct the Town Manager to sign the attached contract.

Town Manager’s Recommendation:

Support staff’s recommendation.
BACKGROUND:

Project Description

Corte Madera Village, LLC ("CMV") has submitted an application to expand The Village by adding a retail store of approximately 53,000 square feet of gross floor area, proposed as a Restoration Hardware design gallery. The store will have two levels, plus an open-air rooftop courtyard surrounding an enclosed scencey loft of glass and steel. CMV also proposes to acquire and pave the existing gravel parking lot currently owned by the Town, located north of the shopping center across Redwood Highway. This improvement will yield 428 parking spaces. The application requests a General Plan Amendment, Zoning Amendment, Preliminary and Precise Development Plan Amendments and Design Review.

Prior to consideration of the project application, it is necessary to analyze environmental considerations under the California Environmental Quality Act. The CEQA analysis will include a project-level EIR that utilizes pertinent information from the 2008 General Plan EIR, the 2009 General Plan and the 2012 Initial Study/Mitigated Negative Declaration for the expansion of Nordstrom and Macy’s retail stores. The General Plan EIR studied the construction and operational impacts of expanding The Village from a Floor Area Ratio (FAR) of 0.34 to 0.60. When the Town adopted its new General Plan, it approved an FAR of 0.47 for The Village. Thus, the General Plan EIR studied more development than is allowed by the General Plan and more than the FAR of approximately 0.38 that is being proposed with this application.

Consultant Selection

Town staff sent requests for proposals to prepare the EIR to five environmental consulting firms (Attachment 1). Each proposal was carefully reviewed by staff to assure that it included:

1. A Statement of Qualifications demonstrating the consultant’s ability to provide the services described in the RFP.

2. Experience with similar CEQA analysis.

3. A proposed budget containing a breakdown of costs for in-house labor, outside consultants or subcontractors, and any anticipated additional expenses.

4. A schedule of fees, on a time and materials basis for all persons assigned to the project.

5. The availability of the key persons who will perform work on the project, their resumes, and the percentage of time the key personnel will be assigned to the project.

6. A statement of availability to complete the EIR, a proposed payment schedule and references.

Three of the five firms who submitted proposals were interviewed by Adam Wolff, Director of Planning and Building, Phil Boyle, Senior Planner and Judith Propp, Assistant Town Attorney.
Staff unanimously chose GHD as the most qualified and experienced firm to prepare the EIR. The proposal submitted by GHD is attached with updates that reflect the added traffic analysis which was not part of the original proposal and the updated budget.

EIR Preparation

To efficiently use resources and produce a clear and comprehensive CEQA document, the preparation of the EIR has been broken into two phases. The first phase is intended to result in a thoroughly vetted scope of work for the EIR which will be produced during Phase 2. Below is a summary of the tasks that will be completed as part of Phase 1. A more detail description of each of the tasks can be found on pages 15-18 of the attached proposal.

1) GHD will provide a detailed review of the General Plan EIR’s project-level analysis of full build-out of The Village at Corte Madera.

2) GHD will provide a detailed review of the 2012 Initial Study/Mitigated Negative Declaration for the expansion of Nordstrom and Macy’s retail stores.

3) GHD and its team of consultants will peer review the February 2015, Biological Resources Assessment, by WRA Environmental Consultants and the May 2015, Geotechnical Investigation by Kleinfelder, Inc.; both which were provided by the applicant.

4) The Traffic Consulting firm of Fehr and Peers will provide data collection that will establish baseline traffic and parking conditions, and to perform review of previous transportation studies.

5) GHD will produce a detailed proposal, work program, list of additional technical reports and budget needed to complete Phase 2 of the Project EIR. The scope of work for Phase 2 will be reviewed by Town Staff and brought before the Council for review and potential approval.

The completion of Phase 1 will take approximately 8 weeks. The consultant will be managed by Town Staff with periodic updates given to the Town Council and the Planning Commission. The applicant will provide a deposit to the Town that will be used to pay all invoices from the consultant and for Town Staff time on a time and materials basis.

Phase 2 will require the preparation of the EIR and will follow all of the public noticing and public hearing procedures required by CEQA including the various opportunities for public input. Once Phases 1 and 2 of the EIR are completed, the EIR will be reviewed by the Planning Commission and the Town Council together with the project applications. It is estimated that the EIR will be completed by the summer of 2016.

OPTIONS
1. Approve the GHD proposal and contract
2. Approve the GHD proposal and contract with revisions
2. Do not approve the GHD proposal and contract
ATTACHMENTS

1. Request for Proposals
2. GHD Proposal
3. Agreement for Professional Services
4. Certificate of Insurance
ATTACHMENT 1: Request for Proposals
July 23, 2015

RE: Request for Proposals - The Village at Corte Madera 2016 Expansion Project.

Dear Interested and Qualified CEQA Consultants,

The Planning Department of the Town of Corte Madera is seeking a qualified consultant to prepare a project EIR for The Village at Corte Madera 2016 Expansion Project. Corte Madera Village, LLC ("CMV"), the applicant, proposes to expand its shopping center, known as The Village at Corte Madera, by adding a Restoration Hardware design gallery of approximately 53,000 square feet of gross floor area. The store would have two levels, plus an open-air rooftop courtyard surrounding an enclosed scenery loft of glass and steel. It would be located in an area adjacent to the eastern edge of the existing stores that is currently occupied by paved parking. As part of the project, CMV also proposes to acquire, pave, landscape and illuminate the existing gravel parking lot currently owned by the Town, located north of the shopping center across Redwood Highway. For a more complete Project description, please refer to the description prepared by CMV, which is attached to this RFP (Attachment 1).

The EIR the Town certified in 2009 for its current General Plan (the “General Plan EIR”) analyzed, at a project level, the environmental impacts of full build-out of The Village at Corte Madera. The current Project proposes to realize a portion of the expansion allowed by the General Plan. The current Project also includes the parking lot component, which was not studied in the General Plan EIR. Accordingly, it is anticipated that an EIR will be required. The initial study for this Project will focus on whether the Project is implementing the mitigation measures established in the General Plan EIR, whether any studies are needed to supplement the prior analyses, and whether potential new or modified mitigation measures should be explored. A copy of the General Plan EIR is available on the Town’s website at http://www.ci.corte-madera.ca.us/182/General-Plan.

If you wish to participate in the selection process for this Project, please submit your proposal to Phil Boyle, Senior Planner, pboyle@tcmmail.org by 5:00 pm on Friday, August 14, 2015. If you have questions or need additional information, please contact one of the following individuals:

- Adam Wolff, Director of Planning and Building, (415) 927-5059, awolff@tcmmail.org
- Phil Boyle, Senior Planner, (415) 927-5067, pboyle@tcmmail.org
RESPONSE TO THIS RFP

The response to this Request for Proposals should include the following:

1. Statement of Qualifications demonstrating the consultant's ability to provide the services described in this RFP. Experience with similar CEQA analysis should be described. The Town is especially interested in experience reviewing and applying a prior EIR to a current project.

2. Proposed budget for completion of all items listed below under "Consultant Tasks." The budget should contain a breakdown of costs for in-house labor, outside consultants or subcontractors (if any), and any anticipated additional expenses. A schedule of fees, on a time and materials basis, must be provided for all persons who would be assigned to this project.

3. Availability of the key persons who will perform work on this project, their resumes, and the percentage of time the key personnel will be assigned to this project.

4. A statement of availability to complete the EIR for the Project. The scope and type of project-level EIR will be determined in subsequent consultations between staff and the consultant, and a proposal to prepare that EIR will be solicited from the consultant at that time. Given the experience the consultant would gain in completing the consultant tasks below, which are necessary to preparation of the EIR, it is not anticipated that another RFP would be issued for the EIR work.

5. A proposed payment schedule.

6. References.

CONSULTANT TASKS

The consultant will perform the following tasks:

1. Detailed review of the General Plan EIR’s project-level analysis of full build-out of The Village at Corte Madera.

2. Detailed review of the Initial Study/Mitigated Negative Declaration the Town adopted in 2012 in connection with an expansion of Nordstrom and Macy’s retail stores at The Village. The portions of this document that should receive close attention would be determined in consultation between the consultant and Town staff; the remainder would be reviewed for context.

3. Peer review the following technical reports prepared by the Project applicant and its consultants:
   
   a. A report on biological impacts of the Project prepared by WRA Environmental Consultants.

   b. A geotechnical report prepared by Kleinfelder.
4. Upon completion of tasks 1-3, a detailed proposal, work program, list of additional technical reports (i.e. traffic study) and budget needed to complete the Project EIR will be submitted to the Town.

CONSULTANT SELECTION PROCESS

The Planning Department will base its decision on the following criteria:

1. The consultant's previous experience in preparing CEQA documents for similar projects, and especially use of a prior EIR.

2. Experience of the Project Manager assigned to this project. The Project Manager should have proven experience managing the preparation of similar environmental documents.

3. Consultant's ability to meet work program and scheduling deadlines and deliver quality work products.

4. Commitment of key personnel and resources to complete the project.

5. The proposed budget.

6. Consultant's ability to conform to the Town’s contract requirements.

PRELIMINARY SCHEDULE

Staff currently anticipates that its review of proposals will be completed within a week of submittal, and that the consultant will be selected and retained by late August. Staff further anticipates completion of tasks 1-5 by early October, with the EIR completed in the summer of 2016.

Sincerely,

Phil Boyle, Senior Planner,

Attachments:

1) Project description, prepared by CMV.
Proposal for

Environmental Review Services for
The Village at Corte Madera 2016 Expansion Project

Town of Corte Madera

August 14, 2016
August 14, 2015

Phil Boyle
Senior Planner
Town of Corte Madera
300 Tamalpais Drive
Corte Madera, CA 94925

RE: Proposal for Environmental Review Services for The Village at Corte Madera 2016 Expansion Project

Dear Mr. Boyle:

Thank you for giving GHD this opportunity to present our qualifications to prepare an EIR for the Restoration Hardware project, as well as to provide our proposal for the initial review services requested in your RFP. We understand that this project will improve one of the Town’s major shopping centers, improve an existing gravel parking lot, increase Town revenues, and generate substantial public interest.

In the GHD Team, the Town has a highly qualified consultant, including experts with local experience in evaluation of impacts to aesthetics, traffic, stormwater quality, sea level rise, California Ridgway’s rail (formerly California clapper rail) and salt marsh harvest mouse. Highlights of our proposal include:

- **A project team known and respected by the stakeholders for the Project.** GHD staff members have worked on controversial environmental review projects in central Marin County for over two decades, and are currently working for the Marin Municipal Water District on an important EIR.

- **An experienced project management team.** Kristine Gaspar and Pat Collins each have over 20 years’ experience, and have a solid history of working together to prepare EIRs on budget and on schedule.

- **An unmatched understanding of the critical issues.** For example, our Team includes Jen McBroom from Olofson Environmental Services who has recently completed California Ridgway’s rail surveys in the Corte Madera marsh and who is responsible for managing the rail database for the San Francisco Estuary Invasive Spartina Project. Jen’s peer review of WRA’s Biological Resources Assessment will provide the transparency and level of acknowledged expertise needed to resolve any issues regarding potential impacts to the species.

- **A team with experience producing legally defensible EIRs.** Our documents have never been found inadequate by a court.

- **Availability of resources to complete both the initial review work and EIR, according to the Town’s requested schedule.**
We have reviewed the Town's Agreement for Preparation of an Environmental Impact Report and would like to discuss a couple of its provisions with you. We are confident that we can come to agreement with the Town regarding the provisions of the contract.

We look forward to discussing our qualifications and approach in detail with you. Should you have any questions please feel free to contact Kristine or Pat at 707-523-1010, or by email at kristine.gaspar@ghd.com or pat.collins@ghd.com.

Sincerely,
GHD

Kristine Gaspar
Project Manager

Pat Collins
Project Director
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1. Statement of Qualifications

Over the course of the past 35 years, GHD (previously Winzler & Kelly) has managed a number of visible, controversial environmental projects on the North Coast and we bring strong experience delivering clear, legally defensible EIRs that are understood and supported by decision makers. In Marin County, our experience includes EIRs for the MMWD Water Storage Improvement Project, the North Marin Water District’s Aqueduct Energy Efficiency Project, Novato’s Commons at Mt. Burdell Project, and numerous Mitigation Negative Declarations, all of which attracted public interest and comment.

Organizational Chart

As illustrated in our organizational chart, GHD has clearly assigned CEQA document review and technical document peer review responsibilities, and these reviews will be informed by the overall document strategy. Our plan includes completing these peer reviews in an expedited manner, so that comments can be returned to the applicant’s consultant quickly to avoid delays.
Our team has proven experience and an outstanding reputation for California Environmental Quality Act (CEQA) documentation. Our proposed Project Manager, Kristine Gaspar, and Project Director, Pat Collins, have successfully completed EIRs for similar small, but controversial, development projects. For example, Kristine and Pat recently completed an EIR for the Spring Lake Village EIR Project, a 62-unit expansion of an existing senior living campus in Santa Rosa, CA. City staff had initially prepared a Mitigated Negative Declaration (MND) for the project, but after receipt of a comment letter from an attorney, the City Council rejected the MND and requested that an EIR be prepared. The City subsequently selected GHD to prepare the EIR, which was unanimously certified, and the project was eventually approved after a protracted public hearing process. No legal challenge was brought against the EIR, and the project is currently under construction. Projects such as these have provided Kristine and Pat with extensive experience in preparing thorough analyses which result in defensible CEQA documents. In fact, our CEQA documents have never been found inadequate in a court of law.

As illustrated by our relevant experience, our environmental planners work in controversial settings, including small communities in the North Bay with extensive citizen participation. Importantly, both Kristine and Pat have more than 20 years of experience at cities, towns, and districts throughout the North Bay.

For all projects, but most importantly for controversial documents, we begin by developing an overall strategy for the environmental document early in the process. A legally defensible CEQA document is the primary measure of success for any project. Our environmental professionals are committed to working with clients to define the legal strategy, both for content and process, early in the project in order to avoid "surprises." This includes identifying the critical issues up front to assure appropriate technical studies are completed and avoid unexpected controversy and schedule delays. Because our environmental planners work within the context of a multi-discipline firm, they are accustomed to working with design teams to identify impacts early in the process, take advantage of "mitigation by design," and develop practical mitigation that can be implemented.

The effectiveness of GHD's approach is evident in our track record. While we have authored literally hundreds of CEQA documents, and some have been challenged, none of our environmental documents has ever been found inadequate in a court of law as shown in the figure to the right.
# Experience with Tiered CEQA Documents

Especially relevant to The Village at Corte Madera 2016 Expansion Project, GHD has decades of experience managing tiered CEQA documents, as shown in the table below. CEQA and the CEQA Guidelines have an ever-increasing variety of tiering mechanisms, making it important to select the appropriate type of tiering for each project. Because some tiering methods do not require a public circulation period, it is also important to provide sufficient opportunities for public input and to maintain transparency of the environmental review and project approval processes.

## Selected GHD Tiered CEQA Documents

<table>
<thead>
<tr>
<th>GHD CEQA Document</th>
<th>15168 (CEQA Guidelines Section, see Notes below)</th>
<th>Tiering Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Healdsburg Area Plan EIR, Healdsburg</td>
<td>15168</td>
<td>Program-level EIR was prepared to facilitate future planning approvals within the Plan area.</td>
</tr>
<tr>
<td>Roundabout Checklist</td>
<td>15168(c)</td>
<td>Project was found to be within the scope of the Program EIR with no new significant impacts or need for new mitigation measures.</td>
</tr>
<tr>
<td>Growth Management Ordinance Addendum, Healdsburg</td>
<td>15164(a)</td>
<td>Project was found to not substantially change the Healdsburg General Plan and not result in new significant impacts or a substantially more severe significant effect than identified in the General Plan EIR.</td>
</tr>
<tr>
<td>Dick’s Sporting Goods Checklist, Santa Rosa</td>
<td>15168(c)</td>
<td>Project was found to be within the scope of the Santa Rosa North Station Area Plan Program EIR with no new significant impacts or need for new mitigation measures.</td>
</tr>
<tr>
<td>North Marin Water Agency Aqueduct Energy Efficiency Project EIR, Novato</td>
<td>15150</td>
<td>Project was evaluated in the Caltrans Narrows EIR/EIS, except that the aqueduct would have a larger diameter. Caltrans did not allow the District to tier from their EIR, so the District prepared a separate EIR, but incorporated large sections of the Caltrans EIR by reference.</td>
</tr>
<tr>
<td>Cotati Commons/Lowe’s EIR Addendum, Cotati</td>
<td>15164</td>
<td>Addendum (prepared by GHD staff while at another firm) revised the zoning in a previously certified EIR from office to general commercial, allowing a new shopping center anchored by a Lowe’s Home Improvement Store.</td>
</tr>
<tr>
<td>Caltrans Addendum</td>
<td>15164</td>
<td>Caltrans, a responsible agency, required a CEQA document in their format.</td>
</tr>
<tr>
<td>SFPUC Regional Groundwater Storage and Recovery Project EIR, San Mateo County</td>
<td>15162, 15168</td>
<td>Project-level EIR tiering from the SFPUC Water Supply Improvement Program EIR.</td>
</tr>
<tr>
<td>GHD CEQA Document</td>
<td>Tiering Mechanism</td>
<td>Tiering Comments</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Incremental Recycled Water Program (IRWP) EIR, Sonoma County</td>
<td></td>
<td>Program-level EIR (prepared by GHD staff while at another firm).</td>
</tr>
<tr>
<td>Seasonal Storage Project EIR</td>
<td>15162, 15168</td>
<td>Project-level EIR that tiers from the IRWP programmatic EIR.</td>
</tr>
<tr>
<td>Urban Reuse Addendum</td>
<td>15164</td>
<td>Addendum extended the boundary for the Urban Reuse Alternative.</td>
</tr>
<tr>
<td>Geysers Recharge Project</td>
<td></td>
<td>After adopting an Addendum that evaluated an increased maximum flow to the Geysers steamfield, the Checklist found that the Geysers Expansion Project was within the scope of the IRWP programmatic EIR with no new significant impacts or need for new mitigation measures.</td>
</tr>
<tr>
<td>Expansion Addendum and Checklist</td>
<td>15164, 15168(c)</td>
<td>Delta Pond Pump Station, Recycled Water Ordinance, and Phase 1 Project were found to be within the scope of the Program EIR with no new significant impacts or need for new mitigation measures.</td>
</tr>
<tr>
<td>3 Checklists</td>
<td>15168(c)</td>
<td>Combined project- and program-level EIR that tiers from the IRWP programmatic EIR. The programmatic review was limited to a Nutrient Offset Program.</td>
</tr>
<tr>
<td>Discharge Compliance Project EIR</td>
<td>15162, 15168</td>
<td>Each Nutrient Offset Project was found to be within the scope of the DCP EIR with no new significant impacts or need for new mitigation measures.</td>
</tr>
<tr>
<td>3 Checklists</td>
<td>15168(c)</td>
<td></td>
</tr>
<tr>
<td>Ellis Creek Water Recycling Facility EIR, Petaluma</td>
<td>15162</td>
<td>Project-level EIR was a subsequent EIR to an EIR that was certified but not implemented several years previously.</td>
</tr>
<tr>
<td>2004 Addendum</td>
<td>15164</td>
<td>Addendum revised the location of the Project.</td>
</tr>
<tr>
<td>3 Construction Addenda</td>
<td>15164</td>
<td>Addenda revised the Project in response to site-specific conditions identified during construction.</td>
</tr>
<tr>
<td>Petaluma General Plan Greenhouse Gas Emissions Draft Supplemental EIR, Petaluma</td>
<td>15163</td>
<td>After the City's General Plan Draft EIR was in circulation, the City received a letter from the State Attorney General requiring additional evaluation and mitigation for greenhouse gas emissions. The necessary evaluation was added via a Draft Supplemental EIR.</td>
</tr>
</tbody>
</table>

Notes:  
15162 Subsequent EIR  
15163 Supplemental EIR  
15168(c) Use with Later Activities – CEQA Checklist  
15168 Program EIR  
15164 Addendum to an EIR or MND
Key Team Member Qualifications

Our project team is supported by an extensive network of key technical staff and subconsultants. Brief biographies for each key GHD team member for this initial review are provided below. Professional resumes with current and past relevant projects are found in Section 3.

Kristine Gaspar, Project Management, Air Quality, and Greenhouse Gas Emissions

Kristine Gaspar’s experience includes 22 years of environmental planning, CEQA compliance, resource agency permitting, greenhouse gas analysis, data research and analysis, grant writing, and community surveys. Ms. Gaspar has been involved in environmental analysis on a wide variety of projects including commercial and mixed-use projects, infrastructure projects and parks.

Pat Collins, Quality Assurance/Quality Control

Pat is a Senior Project Manager with over 30 years of professional experience. Throughout her career, Pat has been extensively involved in public communications and interaction with elected decision makers. She specializes in Quality Assurance for environmental planning and documentation, environmental permitting, water supply and wastewater planning, and project management. She has substantial experience in northern California with CEQA and NEPA documents for controversial projects, including commercial and mixed-use development projects, general plans, water, recycled water, and wastewater projects.

Dave Davis, AICP, Aesthetics

Dave brings over 25 years of experience in the preparation of environmental documentation including CEQA/NEPA environmental impact studies, resource permitting and a variety of environmental planning, screening, and guidance documentation. Dave has extensive experience with a variety of methodologies for evaluation of visual and aesthetic impacts.

Carol Kielusiak, Cultural Resources

Carol has over 25 years' professional experience specializing in the areas of environmental planning, including CEQA compliance and cultural resources management. As a professional archaeologist, Ms. Kielusiak has prepared cultural resources agreement documents, management plans, and survey and excavation reports and has prepared the cultural resources impact analysis sections for CEQA documents.

Matt Wargula, PE, TE, Transportation

Matt is a licensed civil and traffic engineer with over twelve years of professional experience. He has an educational background in civil engineering and has planning, design and construction experience in traffic/transportation, site development, and hydrology. He is proficient in the design and construction of a variety of site-civil infrastructure projects, including traffic signals, pedestrian and bicycle facilities, striping and signing plans, site development, underground utilities, and traffic control systems for construction.

Ted Whiton, PE, Stormwater Management and Sea Level Rise

Ted is a senior civil engineer with 30 years of experience consulting with public water agencies and municipalities. He has extensive experience with planning and implementing projects, including projects for Las Gallinas Sanitary District, Marin County Public Works Department, and the Novato Sanitary District. He has experience planning and implementing projects over the full asset life cycle including feasibility studies and master planning, detailed designs, condition assessments, and renewal/replacement for flood control, storm water management, and sea level rise infrastructure.
Chris Trumbull, GE, Geotechnical, Peer Review

Mr. Trumbull has performed numerous peer review services for projects under the jurisdiction of federal, state and local agencies. Based on his past experience, he provides state-of-the-art quality assurance / quality control (QA/QC) on his projects and stresses client communication as the most important factor in creating successful projects.

Mr. Trumbull is also a subject matter expert for the California Board of Professional Engineers, Land Surveyors, and Geologists (BPELSG) regarding development of the geotechnical engineering licensing exam. He also acts as a technical expert with the California BPELSG regarding licensing claims and enforcement and for the California Attorney General's Office during hearings for licensure enforcement cases.

Olofson Environmental Services (OEI)

Jen McBroom, Biological Resources, Peer Review

Ms. McBroom has over 10 years of environmental consulting experience in the San Francisco Bay Area. She has extensive experience monitoring for the endangered California Ridgway’s rail (formerly known as the California clapper rail) and is recognized as an expert in the field. Ms. McBroom has performed biological research and peer review of biological assessments, impact analysis, permit assessment, and report preparation in support of both small and large-scale projects involving special-status species. She is the Primary Investigator on OEI’s USFWS 10(a)(1)(A) Recovery Permit for the California Ridgway’s rail, as well as the State Memorandum of Understanding for the California Ridgway’s rail and California black rail. Ms. McBroom has also developed environmental awareness training materials and conducted training programs related to work in sensitive tidal wetland habitat.

Jesse Reefs, Biological Resources, Peer Review

Mr. Reefs has over 10 years of field biology experience, including surveying for threatened and endangered plant and wildlife species, as well as six years of environmental compliance and regulatory experience. He has experience conducting preconstruction biological surveys, monitoring compliance during project construction, assisting in preparation of resource agency permit applications, and writing biological assessments and technical reports. In support of construction efforts, Mr. Reefs has developed environmental awareness training materials and conducted training programs for project personnel. Mr. Reefs has experience conducting protocol-level surveys for the California Ridgway’s rail, California black rail, and salt marsh harvest mouse.
Project Experience

Coddington Mall Projects, Target Store Mitigated Negative Declaration and Dick's Sporting Goods CEQA Checklist

GHD completed three CEQA documents for Coddington Mall in Santa Rosa:

GHD completed an MND for a new Target Store. To provide space for the new store, the existing two-story Gottschalk's building had to be razed. Potential issues examined in the Project's MND included traffic generation, historic architecture, aesthetics, hazardous materials, air quality health risk, and noise. Although GHD was engaged directly by Simon Properties, the MND needed to meet the needs of the landowner, Coddington Enterprises, and the City of Santa Rosa as the CEQA Lead Agency. Even with the effort of balancing these interests, the MND was completed on budget and on schedule.

GHD completed a CEQA Checklist for the development of the Dick's Sporting Goods retail outlet. The project site is located within the City's North Santa Rosa Station Specific Plan Area which was developed to guide development in the vicinity of a proposed station on the Sonoma Marin Area Rail Transit commuter line. The EIR for the Specific Plan was certified in September, 2012, and covered the project site. Rather than create another new CEQA analysis from scratch, GHD prepared a CEQA Checklist to determine that the Dick's Project was within the scope of the Program EIR, and no supplemental CEQA review was needed. Although project-specific technical studies were required (e.g., traffic, health risk, noise, and visual simulations), this approach greatly streamlined the project's CEQA review process by not “recreating the wheel”.

GHD recently prepared the background documentation for a Categorical Exemption for a small expansion at the Mall to facilitate addition of a Nordstrom Rack.

Team Members
Pat Collins, Kristine Gaspar, Dave Davis
Central Healdsburg Avenue Plan Program EIR

The City of Healdsburg prepared a Plan with the intent of transforming the Central Healdsburg Avenue and Mill Streets gateways to the City into attractive, safe, and inviting pedestrian environments. The Plan also proposes high density residential uses around their rail station. The Programmatic EIR provides a mechanism for the environmental review of future individual projects within the Plan area to be streamlined. Key issues analysed in the EIR include replacement of an aging infrastructure system, demolition of historic structures, and controversial changes in the circulation system, including the addition of two roundabouts and new Highway 101 on- and off-ramps.

GHD recently completed a CEQA Checklist for the first project to be approved under the Plan’s EIR: a roundabout at a 5-way intersection, including the SMART rail line. Because the roundabout was an explicit part of the Plan, the Checklist was an efficient way to comply with CEQA.

To facilitate the development approved as part of the Plan, the City proposed to revise their Growth Management Ordinance to modify the rate at which growth would occur. GHD prepared an Addendum to the City’s General Plan EIR, which found that the revisions did not substantially change the Healdsburg General Plan and would not result in new significant impacts or a substantially more severe significant effect than identified in the General Plan EIR.

Team Members
Pat Collins, Kristine Gaspar, Carol Kielusiak, Dave Davis
North Marin Water District Aqueduct Energy Efficiency Project EIR

The District contracted with GHD to provide CEQA, NEPA, and permitting services relative to their Aqueduct Energy Efficiency Project. Portions of the District's North Marin Aqueduct were going to be relocated as part of the Caltrans Marin-Sonoma Narrows Widening Project. The Aqueduct Energy Efficiency Project would upsize the relocated pipeline to eliminate the use of the existing Kastania Pump Station and to allow gravity flow of water through the Aqueduct. However, because the EIR/EIS had been sued, Caltrans did not allow the District to tier from their EIR, so the AEEP EIR incorporated information by reference from the Caltrans document.

Team Members
Pat Collins, Carol Kielusiak

“NMWD hired W&K [now GHD] to prepare an EIR for a large diameter water transmission project in concert with a CalTrans freeway widening project. This project had complex environmental issues and also required close coordination with CalTrans. Throughout the project Pat Collins provided exemplary services and delivered a top quality EIR on schedule and within budget.”

-Drew McIntyre, Chief Engineer, North Marin Water District
Marin Municipal Water District Water Storage Improvement Project EIR

GHD is currently preparing an EIR for water storage infrastructure improvements to be located on the Marin Municipal Water District’s Mt. Tamalpais watershed lands. The Project consists of decommissioning the Pine Mountain Tunnel and the existing Ross Reservoir and the construction of three new water tanks providing 7.8 million gallons of potable water storage. The Project will provide operational flexibility by replacing lost storage from the decommissioned Pine Mountain Tunnel and Ross Reservoir and additional storage to meet current storage standards and the emergency needs of the existing system. The Project area includes two tank sites, an excavated soil disposal site, and the Pine Mountain Tunnel site. Primary issues include impacts on recreation, endangered species, viewsheds, and traffic. Of particular concern are impacts to streamflow in tributaries to Corte Madera Creek, as well as wetlands, riparian habitat, and northern spotted owl.

Team Members
Pat Collins, Kristine Gaspar, Carol Kielusiak, Dave Davis
Cotati Commons/Lowe’s, Highway 116 Beautification and Widening Study, MND, EIR Addenda, and Permitting

The City of Cotati had certified an EIR for a large office complex. As office demand declined in the region, the applicant desired to change the approval to a big box retail complex. Pat Collins (while at a previous firm) served as project manager for an EIR Addendum that documented impacts from listing of the California tiger salamander and increased traffic generation. Later, Caltrans required additional second Addendum for phased improvements to Highways 101 and 116 adjacent to the project. GHD worked with project designers to develop project plans that facilitated two Natural Environment Studies (NES) and consultation with the U.S. Fish & Wildlife Service to support two Caltrans Encroachment Permits.

The Lowe’s hardware store was constructed and has been an important contributor to Cotati’s sale tax receipts. The remainder of the shopping center buildout has been delayed due to the recession.

Team Members
Pat Collins, Kristine Gaspar, Dave Davis
Saltworks Project

The Saltworks Specific Plan is a major proposal that would convert 1,436 acres of industrial salt ponds into a mixed use development of 12,000 dwelling units, 1.5 million square feet of office and retail, and 500 acres of restored wetlands in the heart of Silicon Valley. Primary issues included impacts on the salt marsh habitat, including potential habitat for salt marsh harvest mouse and California clapper rail. The purpose of the Plan is to provide reasonably priced housing close to jobs to reduce vehicle miles travelled (VMT) due to outcommuting from the Peninsula. The first two years of the GHD's contract were spent conducting extensive public outreach and five public scoping meetings, as well as peer review of the applicant's documents. The project is currently on hold pending the results of the jurisdictional delineation of wetlands which has been elevated from the Corps to the EPA.

Team Members
Pat Collins, Kristine Gaspar, Dave Davis
Spring Lake Village Expansion and Annexation EIR and Addendum

Spring Lake Village, located in the City of Santa Rosa, was an existing 375-unit community care facility, encompassing approximately 26 acres of land. The Project would expand the existing facility to include an additional 5.5 acres and 62 units, as well as replace and renovate some of the support facilities such as the auditorium and dining facilities on the existing campus. Entitlements included Conditional Use Permit, rezoning, pre-zoning, and annexation. The Project is a medium-density project set in a rural setting adjacent to Annadel State Park and along a scenic corridor. The Project received a high level of scrutiny by neighbors who felt the project did not fit within their neighborhood. The analysis in the Visual Resources section included the preparation of visual simulations; relied on adopted City policies, including design guidelines, to develop the thresholds of significance; and incorporated appropriate and feasible mitigation. In addition, a specialized lighting study was prepared to assist in analyzing light pollution and light trespass. The 5.5-acre expansion parcel is located between a riparian corridor and Spring Lake. The Biological Resources section included an analysis of the value and use of the expansion parcel as a wildlife corridor. Other environmental issues included flooding of neighboring properties, construction noise, impacts to groundwater levels and neighboring wells, and impacts to a prehistoric archaeological site. The EIR was unanimously certified by the City Council in October 2010. Subsequent to certification, GHD prepared an Addendum to the EIR to analyze changes to the Project.

Team Members
Pat Collins, Kristine Gaspar, Carol Kielusiak
Sonoma-Marin Area Rail Transit (SMART)

OEI with Area West Environmental, Inc. was contracted by SMART to provide environmental assessment and biological construction monitoring services for a planned railway renovation project along an 18-mile stretch of active right-of-way. OEI was contracted to conduct an assessment of the areas near the right-of-way alignment for potential California Black Rail and California Ridgway’s Rail habitat, prepare a survey plan, and conduct surveys for rails in all potential habitat areas, as well as provide biological construction monitoring and reporting support for compliance management.

This project had a number of unique requirements and challenges. Specialized railway safety training was required for all staff within four days of the contract execution, and staff had to be transported to the survey stations along the right-of-way in a “hi-rail” vehicle that could only transport six staff at a time. USFWS protocol for this project required four rounds of surveys to be completed at each of the 34 stations (136 surveys), and it required one listener to stand for two hours at sunrise or sunset, at each station for each survey. Furthermore, survey rounds were required to be at least two weeks apart. To complete all of the surveys within the very short time period available and with protocol requirements and myriad of access and environmental constraints, OEI developed and implemented an efficient schedule to accomplish goals within the timeline. Surveys were completed on time and under budget.

Earthen Island Construction Project

The Conservancy constructed 21 high tide refuge islands in San Francisco Bay tidal marshes in the winter of 2014-2015 to provide high tide refuge habitat for the federally endangered California Ridgway’s rail and salt marsh harvest mouse. In partnership with H.T. Harvey & Associates, OEI provided environmental awareness training for the special-status species potentially impacted by the construction activities, as well as biologically monitored all work.

All islands were constructed using marsh mud excavated from a nearby slough channel, covered with marsh sod, and then planted with native species. The 21 islands were constructed at 3 marshes: Muzzi Marsh in Corte Madera (5 islands), Corkscrew Slough in Redwood City (8 islands), and Palo Alto Baylands in Palo Alto (8 islands).
2. Approach, Scope of Work, and Budget

Understanding and Approach

The Village at Corte Madera site has been the subject of a number of environmental review documents including the 2009 General Plan Update EIR, as well as the Village Shopping Center Expansion Project Environmental Assessment. GHD will review the existing CEQA documents to identify any tiering opportunities or analysis that can be "incorporated by reference" into the project-specific CEQA document (anticipated to be an EIR) for The Village at Corte Madera 2016 Expansion Project (Project). Our goal will be to utilize as much of the existing work as possible. At the same time, consideration needs to be given to environmental concerns raised by the community on this, and other recent, development projects in the Town. These concerns include impacts on aesthetics, biological resources, storm water management, sea level rise, and traffic, as well as transparency of the Town's environmental review process. The GHD Team has been formulated to provide the technical expertise needed to assist in the evaluation of these issues. In addition, Fehr and Peers has joined our team to preform data collection that will establish baseline traffic and parking conditions, and to perform review of previous transportation studies.

At the conclusion of our review, GHD will provide a recommendation for the most efficient, transparent, and legally-defensible approach for the Project's EIR.

Scope of Work

Task 1 Kick-off and Data Collection

GHD will list the existing available documentation relevant to the Project and identify any additional pertinent documents that should be included in the review, such as any existing resource agency permits covering the Project site, stormwater management plan for the adjacent stormwater management basin. GHD will prepare a list of additional information that should be reviewed as part of this scope of work.

This task includes one meeting with the Town, attended by the Project Manager, Kristine Gaspar, and Quality Control reviewer, Pat Collins. The agenda of the meeting will include: 1) review the list of documents to be reviewed; 2) discuss which portions of the Village Shopping Center Expansion Project Environmental Assessment for the Nordstrom and Macy's expansion should "receive close attention", as mentioned in the RFP; 3) establish lines of communication; and 4) agree to a schedule.

This task also includes one site visit.

Task 1 Deliverables: kick-off meeting; site visit.

Task 2 Review of General Plan Update EIR and Village Shopping Center Expansion Project Environmental Assessment

GHD will review the General Plan Update EIR and Village Shopping Center Expansion Project Environmental Assessment to determine to what extent the setting, analysis, and mitigation measures can be used in the EIR for the Project. GHD will create a Document Review Matrix addressing each CEQA checklist question, and indicating where existing information is adequate, where new or updated information is needed, where new or revised mitigation measures are recommended, and whether the Applicant needs to provide additional or revised technical studies. Below is a preliminary example, using one checklist question, of how the Document Review Matrix could be set up. This will be further refined in coordination with the Town.
Example of Document Review Matrix

<table>
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<tr>
<th>Setting</th>
<th>Analysis</th>
<th>Mitigation</th>
</tr>
</thead>
<tbody>
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</tr>
<tr>
<td>Have a substantial adverse effect on a scenic vista?</td>
<td>Described adequately in GP Update EIR and Environmental Assessment.</td>
<td>Mitigation measures may need to be revised specific to the Project.</td>
</tr>
<tr>
<td></td>
<td>Described broadly in GP Update EIR and Environmental Assessment. Will require project-specific analysis. Applicant's visual simulations are adequate.</td>
<td></td>
</tr>
</tbody>
</table>

GHD will submit the matrix to the Town for review. This scope of work includes a conference call or meeting to discuss the preliminary matrix and make a determination on the type of EIR appropriate for the Project.

**Task 2 Meetings:** conference call or meeting to discuss Document Review Matrix.

**Task 2 Deliverables:** preliminary Document Review Matrix in electronic format.

**Task 3 Peer Review Applicant Reports**

Task 3 will be performed in tandem with Task 2.

**Geotechnical Investigation Report**

GHD's Geotechnical Engineer, Chris Trumbull, will peer review the *Geotechnical Investigation Report Restoration Hardware Building and Southern Parking Structure* (Kleinfelder, May 2015). If the review results in any recommended revisions or concerns, it will be noted in the Document Review Matrix prepared under Task 2.

**Biological Resources Assessment**

GHD Team member Olafson Environmental Services will peer review the *Biological Resources Assessment* (WRA, February 2015). If the review results in any recommended revisions or concerns, it will be noted in the Document Review Matrix prepared under Task 2.

**Task 3 Meetings:** no meetings.

**Task 3 Deliverables:** no deliverables; results will be reported under Task 2.

**Task 4 Traffic/Parking Data Collection**

GHD’s Team member Fehr and Peers will perform the following tasks related to transportation and parking, in addition to assisting with Task 2 as it relates to traffic. GHD will provide oversite and review all work products prior to sublist to the Town.

**Subtask 4.1 Data Collection**

A count firm will be contracted with to conduct roadway segment, intersection, and parking occupancy counts in the vicinity of the Village at Corte Madera. The roadway segment and driveway count data will be used to analyze traffic conditions during the peak school and peak Saturday periods near the Village and compare these periods to the traditional PM peak analysis period.

The purpose of preparing these comparative forecasts is to confirm that the planned analysis of weekday PM peak hour conditions represents the highest combination of existing background and project traffic, when compared to weekday mid-afternoon (i.e., 2-4 pm period with active school traffic) and Saturday peak hour conditions.

**Roadway Segments at Village and Nearby Schools**

Roadway segment counts will be collected at three locations: two roadway segments nearby local schools (specific locations to be determined through coordination with Town staff) and one roadway segment between the intersection of
Redwood Highway/San Clemente Drive and Redwood Highway/Southeast Village Entrance. Daily tube counts will be collected at these three sites for a typical weekday and a Saturday. The count data from the Saturday tube count at the Village location will be used to determine the peak Saturday period for further data collection activities and analysis.

Counts at Village Driveways (School and Saturday Periods)
Intersection traffic counts will be conducted at the following four intersections which represent the entrance points for the Village:

- Redwood Highway / Southeast Village Entrance
- Redwood Highway / East Village Entrance
- Redwood Highway / Northeast Village Entrance
- Redwood Highway / North Village Entrance

Traffic counts will be conducted during a typical weekday school peak period (2:00 to 4:00 p.m.) and on a typical Saturday two-hour peak period (specific time period to be determined by tube count collected in Task 1.1).

Parking Occupancy at Village
Parking occupancy counts will be conducted at the Village at Corte Madera Parking Lot during a typical weekday from 8:00 a.m. to 8:00 p.m. and a typical Saturday from 10:00 a.m. to 8:00 p.m.. These counts will be conducted once in October and once in December to capture both typical and holiday shopping season parking conditions. These counts will include an inventory of the existing parking supply at the Village, and will be segregated by sub-area within the overall lot. The schedule for parking occupancy counts will be coordinated with Town staff.

Study Intersection Traffic Counts (Weekday PM Peak Period)
Fehr & Peers will collect traffic count data at the following nine study intersections:

- Redwood Highway / Wornum Drive
- Redwood Highway / Northeast Mall Entrance
- Redwood Highway / Middle Entrance
- Redwood Highway / Southeast Mall Entrance
- Tamalpais Drive / Redwood Highway / San Clemente Drive
- Tamalpais Drive / Northbound US-101 Ramps
- Tamalpais Drive / Southbound US-101 Ramps
- Tamalpais Drive / Town Center Entrance
- Tamalpais Drive / Madera Boulevard

Data will be collected during a typical weekday PM peak period (4:00 to 6:00 pm). AM peak period counts will not be conducted because the PM peak period represents the more congested peak period during a typical day. In addition, the Proposed Project is expected to generate few trips during the AM peak period since the store will likely be closed.

Subtask 4.2 Peak Hour Comparison (School and Saturday)
The count data collected as part of Subtask 4.1 will be used to compare the following time periods:

- Traditional weekday PM peak period (4:00 to 6:00 p.m.)
- Peak weekday afternoon school period (2:00 to 4:00 p.m.)
- Peak Saturday period (specific time period to be determined)

The intersection count data will be used to develop an empirical trip generation rate for the Proposed Project during the peak school and peak Saturday periods to estimate the number of vehicle trips the Project would generate during these periods.
The trips generated by the Project will be distributed through the local roadway network using the trip distribution pattern used as part of the General Plan EIR that was conducted in 2009. The sum of existing traffic and project trips that would be added will be compared for each road segment between the three time periods. This Existing Plus Project comparison will include a bar chart showing the level of background traffic and Project-added traffic at each of the three roadway segments at which counts were collected for the three different time periods.

**Subtask 4.3: Parking Supply and Demand Review**

The methodology described in the Urban Land Institute's (ULI) Shared Parking Model, Second Edition (2005) will be used to estimate the parking demand that would be generated by the Proposed Project and use the data collected in Subtask 4.1 to calibrate the model to local conditions. The estimated parking demand will be compared to both the proposed parking supply and the code-required parking supply as specified in the Town of Corte Madera Zoning Code (Section 18.020.030) based on the size of the Project. The parking demand methodology and results will be summarized in a brief memo that can either be provided as a separate document for Town staff to review or incorporated into the full TIS report.

**Subtask 4.4: Preparation of TIS Methodology Memo**

A memo will be prepared that presents the results of the data collection effort, document the peak period trip generation comparison, and provide a review of past transportation studies. The memo will include figures showing the results of the roadway segment and intersection traffic counts. The findings from the data collection and previous study review will be used to present to Town staff options for the EIR methodology and key assumptions to be made as part of Phase 2. We will prepare and submit a draft memo for Town staff to review, respond to one round of consolidated comments, and submit a final memo to be presented to the project applicant.

This task assumes three in-person meetings (two with Town staff and one with the applicant) to discuss comments made by Town staff and to present the findings of the final memo to the project applicant. We are available to attend additional meetings or calls on a time-and-materials basis if requested.

**Task 4 Meetings:** three meetings; two to review methodology and one to present findings.

**Task 4 Deliverables:** Draft and Final TIS Methodology Memo in electronic format.

**Task 5 Work Program**

At the completion of Tasks 2 and 3, GHD will prepare and submit a detailed Draft Work Program, including a budget. The Work Program will include the list of additional technical studies identified under Task 2 as necessary to complete the EIR. Upon review by the Town, the Project Manager will meet with Town staff to review and discuss changes to the Draft Work Program. GHD will then take the Town's input and prepare a Final Work Program.

**Task 5 Meetings:** meeting to review the work program.

**Task 5 Deliverables:** Draft and Final Work Program in electronic format.

**Budget**

The following table illustrates staff hours, billing rates, materials, and total cost for each task as provided in the Scope of Work. The total fee of $78,852 assumes an approximate eight week schedule.
## Budget: Village at Corte Madera 2016 Expansion Project

**9/28/2015**

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| **TOTAL** |                                   | 46                   | 84              | 30                  | 40                | 0                     | 12                | $31,430 | $1,273          | $2,800         | $37,332      | $6,023 | $78,552
Kristine Gaspar
Senior Environmental Planner

Qualified. M.P.A./1995/Public Administration/ California State University, Sonoma
B.A./1992/Environmental Studies and Planning/California State University, Sonoma

Connected. American Planning Association
North Bay Regional Activities Coordinator (2011 to present), American Planning Association

Relevance to project. Kristine Gaspar's experience includes 22 years of environmental planning, CEQA compliance, resource agency permitting, greenhouse gas analysis, data research and analysis, grant writing, and community surveys. Ms. Gaspar has been involved in environmental analysis on a wide variety of projects from infrastructure, including recycled water and parks, to private development projects. She is currently the Project Manager for the Ellis Creek Water Recycling CEQA compliance project. Her projects are often complex with multiple deadlines.

Project Manager
Central Healdsburg Avenue Plan
Programmatic EIR | City of Healdsburg, CA
The City prepared a plan with the intent of transforming Central Healdsburg Avenue and Mill Streets into beautiful and functional gateways to the City that are attractive, safe, and inviting pedestrian environments. The Plan also proposes high density around a rail station. The Programmatic EIR provides a mechanism for the environmental review of future individual projects within the Plan area to be streamlined. Key issues analysed in the EIR include replacement of an aging infrastructure system, demolition of historic structures, and controversial changes in the circulation system, including the addition of two roundabouts and new Highway 101 on and off ramps.

Project Manager
Spring Lake Village Expansion and Annexation EIR and Addendum | City of Santa Rosa, CA
Spring Lake Village is an existing 26 acre senior community care facility in Santa Rosa. The project was to provide an additional 62 units and supporting amenities to serve the growing senior population. This EIR handled, among other things, impacts related to a significant recorded cultural resource on the project site, a potential habitat corridor through the project site, construction noise in exceedance of applicable noise standards, pre- and post-construction storm water runoff, and the projects contribution to greenhouse gas emissions including reduced sequestration form the loss of over 100 trees.

Project Planner
Coddington Mall - Various CEQA and Tiering Documents | City of Santa Rosa, CA
Ms. Gaspar served as Project Planner in charge of Quality Control of the air quality and greenhouse gas emissions sections of a variety of CEQA and tiering documents for expansion and upgrades at Coddington Mall (Target IS/MND, Dick's Sporting Goods tiering document, and Nordstrom's Rack categorical exemption documentation).

Project Planner
Saltworks Specific Plan EIR | Redwood City, CA
Ms. Gaspar served as Project Planner conducting research, assisting in the public outreach workshops, and overseeing circulation of the NOP to a distribution list of hundreds of interested parties and responsible agencies. The Saltworks Specific Plan is a major proposal that would convert 1,436 acres of industrial salt ponds into a mixed use development of 12,000 dwelling units, 1.5 million square feet of office and retail, and 500 acres of restored wetlands in the heart of Silicon Valley. The project is currently on hold pending the results of the jurisdictional delineation of wetlands which has been elevated from the Corps to the EPA.
Project Planner/Task Leader
Water Storage Improvement Project EIR
| Marin Municipal Water District, Ross, CA
Ms. Gaspar served as Task Leader on the agricultural and forestry resources, geology, greenhouse gas emissions, noise, and cumulative analysis for this EIR. The project is for three new storage tanks to be located on the Marin Municipal Water District’s Mt. Tamalpais watershed lands.

Project Manager
Lake Herman Quarry EIR | County of Solano, CA
The Lake Herman Quarry Project was for a new Use Permit and expansion of an existing quarry. The Project site is located adjacent to, and includes, biologically sensitive areas and habitat for two federally endangered species (California Red-legged Frog and Callippe Silverspot Butterfly). The EIR addressed complex issues for not only biology but also air quality related to health risk, water quality and hydrology concerns, and historic mining activities with cultural significance located in and around the Project site.

Project Manager
South Wright Road Elementary School Initial Study/Mitigated Negative Declaration | City of Santa Rosa, CA
The South Wright Road Elementary School project was for construction of a new 500-student school on a 9.5 acre parcel. The site was previously occupied by Santa Rosa Christian School, so the project included adaptive reuse of certain buildings, demolition, and new construction. Areas of particular concern in the IS/MND included impacts to 70-year old native oak trees, impacts to wetlands, impacts to potential historic buildings, stormwater runoff, and safe access to the school.

Project Planner
American Canyon Road & Broadway Commercial Center Initial Study/Mitigated Negative Declaration | City of American Canyon, CA
Ms. Gaspar was a Project Planner responsible for the analysis of, and mitigation development for, greenhouse gas emissions in light of Assembly Bill 32 and Executive Order S-02-05. The project consisted of four commercial/retail buildings, including a Walgreens drug store, on a 3-acre parcel at a busy intersection in the central portion of the City.

Project Manager
Comstock Mixed-Use Project Initial Study/Mitigated Negative Declaration | City of Santa Rosa, CA
Ms. Gaspar served as Project Manager responsible for preparation of an Initial Study/Mitigated Negative Declaration. The Comstock Mixed-Use Project, located in the heart of downtown, consisted of a single building, 150 feet tall, 14 stories, and 200,000 square feet. The ground floor consisted of retail commercial use, and the remaining 13 floors consisted of 116 residential units. The project included a General Plan Amendment and Zoning Text Amendment in order to allow an increase in the allowable number of floor levels for this particular site.

Project Manager
DeTurk Winery Village Initial Study/Mitigated Negative Declaration | City of Santa Rosa, CA
Ms. Gaspar served as Project Manager responsible for preparation of an Initial Study/Mitigated Negative Declaration. The project included 80 attached units on 3 acres in a historic industrial area of Santa Rosa. Issues of concern included impacts to historic resources and impacts related to soil and water contamination on and adjacent to the site.

Project Planner
American Canyon Road & Broadway Commercial Center IS/MND | City of American Canyon, CA
Ms. Gaspar was a Project Planner responsible for the analysis of greenhouse gas emissions in light of Assembly Bill 32 and Executive Order S-02-05. The project consisted of four commercial/retail buildings, including a Walgreens drug store, on a 3-acre parcel at a busy intersection in the central portion of the City.
Patricia Collins
Senior Project Manager
Project Director, QA/QC

Qualified.
B.A. 1970 Ecology, UC, Berkeley, CA
M.S. 1972 Environmental Health Sciences, UC, Berkeley, CA

Connected. American Planning Association, North Bay RAC Chairman, 1997 to 2008
Association of Environmental Professionals, Panelist, Basic and Advanced CEQA
Workshops, 2003 to present
Lecturer, Sonoma State University, teaching Introduction to Environmental Impact
Reporting, 2000 to 2010

Relevance to project. Ms. Collins is a Senior Project Manager with over 30 years of
professional experience. Throughout her career, Ms. Collins has been extensively
involved in public communications for large development and infrastructure projects. She
specializes in environmental planning and documentation, environmental permitting, and
project management.

Project Director
Central Healdsburg Avenue Plan EIR | City of Healdsburg, CA
The City prepared a Plan with the intent of transforming Central Healdsburg Avenue and Mill
 Streets into beautiful and functional gateways to the City that are attractive, safe, and inviting
 pedestrian environments. The Plan also proposes high density around a rail station. The
 Programmatic EIR provides a mechanism for the environmental review of future individual projects
 within the Plan area to be streamlined. Key issues analysed in the EIR include replacement of an
 aging infrastructure system, demolition of historic structures, and controversial changes in the
 circulation system, including the addition of two roundabouts and new Highway 101 on and off
 ramps.

GHD recently completed a CEQA Checklist for the first project to be approved under the Plan’s EIR: a
 roundabout at a 5-way intersection, including the SMART rail line. Because the roundabout was an
 explicit part of the Plan, the Checklist was an efficient way to comply with CEQA.

To facilitate the development approved as part of the Plan, the City proposed to revised their Growth
 Management Ordinance. GHD prepared Checklist to document that the revised Ordinance was within
 the scope of the City’s General Plan EIR, because the revisions did not increase the number of new
dwelling units, only the rate at which they may be approved.

Project Director
Coddington Mall – Three Recent Projects | Santa Rosa, CA
Ms. Collins served as Project Director for the CEQA Checklist for the Dick’s Sporting Goods
 retail outlet near Coddington Mall in Santa Rosa. This is the first CEQA document used by the
 Santa Rosa Community Development Department to utilize Program EIR tiering options provided in
 CEQA Guidelines section 15168(c). The CEQA Checklist tiered from the Santa Rosa North Station
 Area Plan EIR.

Ms. Collins also served as Project Director for an MND for a Target Store in the Coddington Mall.
 Primary issues included traffic and demolition of the existing Gottschalk’s building.

Recently, Ms. Collins also oversaw preparation of background documentation for a Categorical
 Exemption for a Nordstrom Rack at the Mall.

Project Director
Aqueduct Energy Efficiency Project EIR | North Marin Water District, Novato CA
Ms. Collins served as Project Director for development of the Aqueduct Energy Efficiency
 Project EIR. The project upsized the diameter of pipelines that would be replaced by Caltrans as
part of their Sonoma Narrows Project. However, Caltrans did not allow the District to tier from their EIR, so the AEEP EIR incorporated information by reference from the Caltrans document. The project will eliminate the use of the existing Kastania Pump Station and to allow gravity flow of water through the Aqueduct, saving energy, greenhouse gas emissions, and the need for maintenance, at the same time as increasing reliability.

**Project Manager**
**Regional Groundwater Storage and Recovery Project EIR | San Francisco Public Utilities Commission, San Francisco, CA**
Ms. Collins served as the Project Manager for an EIR on a passive conjunctive use project that would provide additional water supply during dry years and emergencies to fulfill the SFPUC’s reliability goals for their overall system. Sixteen new wells would be constructed in San Mateo County to provide 7.2 mgd during a drought. The EIR focuses on potential impacts on lake levels at Lake Merced and interference with irrigation wells at nearby cemeteries and golf courses. The EIR is a project-level EIR, tiering from the SFPUC’s WSIP EIR and was unanimously certified.

**EIR Manager**
**Saltworks Specific Plan EIR | Redwood City, CA**
The Saltworks Specific Plan is a major proposal that would convert 1,436 acres of industrial salt ponds into a mixed use development of 12,000 dwelling units, 1.5 million square feet of office and retail, and 500 acres of restored wetlands in the heart of Silicon Valley. Primary issues included impacts on the salt marsh habitat, including potential habitat for salt marsh harvest mouse and California clapper rail. The purpose of the Plan is to provide reasonably priced housing close to jobs to reduce vehicle miles travelled (VMT) due to outcommuting from the Peninsula. The first two years of the contract were spent conducting extensive public outreach and five public scoping meetings, as well as peer review of the applicant’s documents. The project is currently on hold pending the results of the jurisdictional delineation of wetlands which has been elevated from the Corps to the EPA. The outcome of the delineation will determine the type of NEPA documentation to be required.

**Project Manager**
**Highway 116 Beautification and Widening Study, Cotati Commons/Lowe’s Mitigated Negative Declaration, EIR Addenda, and Permitting | City of Cotati, CA**
In 2001, the City of Cotati had certified an EIR for a large office complex. As office demand declined in the region, the applicant desired to change the approval to a big box retail complex. Pat served as project manager for an EIR Addendum that documented impacts from listing of the California tiger salamander and increased traffic generation. Later, Caltrans required additional environmental review for phased improvements to Highways 101 and 116 adjacent to the project. Pat worked with project designers to develop project plans that facilitated two Natural Environment Studies (NES) and consultation with the U.S. Fish & Wildlife Service to support two Caltrans Encroachment Permits.

**Project Director**
**Water Storage Improvement Project EIR | Marin Municipal Water District, Ross, CA**
Ms. Collins is the Project Director for an EIR currently under preparation for three new storage tanks to be located on the Marin Municipal Water District’s Mt. Tamalpais watershed lands. Primary issues include impacts on recreation, endangered species, viewsheds, and traffic.

**Project Manager**
**Incremental Recycled Water Program (IRWP) EIR | City of Santa Rosa, CA**
The City of Santa Rosa requested a Program EIR on the Incremental Recycled Water Program to provide recycled water treatment and disposal for planned population growth in the service area that is expected to result in an ADWF increase from 21.3 to 25.9 mgd. The Program’s primary goals included bringing the existing system into compliance with the California Toxics Rule and attempting to offset potable water use through strategic reuse. Ms. Collins served as Project Manager for the EIR, the public involvement program, and the project website (please see www.recycledwaterprogram.com). Since approval of the Program in 2004, Ms. Collins has served as the Project Director, providing CEQA review for the following tiered projects.
Curriculum Vitae

- Project-specific EIR for the Discharge Compliance Project
- Project-specific EIR for the Seasonal Storage Project
- CEQA Checklist, Addendum, and Revised Master Plan for the Geysers Expansion Project
- CEQA Checklist, Addendum, and Revised Master Plan for the Santa Rosa Urban Reuse Project, Recycled Water Ordinances and Demand Fees
- CEQA Checklist for Phases I and II of the Santa Rosa Urban Reuse Project
- CEQA Checklist for the Delta Pond Pump Station
- Three CEQA Checklists for Nutrient Offset Projects

Project Manager
Ellis Creek Water Recycling Facility EIR and Permitting | City of Petaluma, CA
A subsequent EIR was prepared for the new Ellis Creek Water Recycling Facility proposed by the City of Petaluma to replace its aging wastewater treatment plant. After certification of the EIR, the permitting task was undertaken to obtain the Individual 404 Permit from the Corps including the 404(b)(1) alternatives analysis, NEPA EA, and various other approvals from the Regional Board, California Department of Fish and Game, the US Fish & Wildlife Service, NOAA-Fisheries, SHPO, BCDC, and the State Lands Commission. The biological assessment was prepared for seven endangered and threatened species, including California clapper rail, California red-legged frog, and salt marsh harvest mouse. As design changes occurred, three Addenda were prepared. The project began successful operations in 2009.

Other commercial and mixed-use CEQA documents where Ms. Collins served as Project Manager or Project Director:

- Spring Lake Village EIR | City of Santa Rosa, CA
- Commons at Mount Burdell EIR | City of Novato, CA
- Wilfred/Dowdell Village Specific Plan and EIR | City of Rohnert Park, CA
- General Plan 2025 Greenhouse Gas Emissions Element and Revised Draft EIR, City of Petaluma, CA
- DeTurk Round Barn Village Mixed-Use Project MND, City of Santa Rosa, CA
David Davis, AICP
Senior Planner

Qualified. M.S./1988/Geography/ Indiana University of Pennsylvania
B.S./1986/Geography/ Northwest Missouri State University

Connected. National & California Associations of Environmental Professionals
American Planning Association/American Institute of Certified Planners

Relevance to project. David (Dave) Davis is experienced in the preparation of
California Environmental Quality Act (CEQA)/National Environmental Policy Act (NEPA)
environmental impact studies, providing his clients with innovative, practical, and legally-
adequate solutions for sound environmental regulatory compliance. His technical
proficiencies include: land use, zoning, agriculture, aesthetics, neighborhood character,
roadway noise, public transit, natural hazards, subsurface conditions, and community
facilities (public services). The types of facilities and projects with which he has worked
vary widely and include site development, infrastructure, energy, government facilities, and
transportation facilities. His project experience has taken him across the U.S. working in a
variety of environs and with a variety of regulatory processes. He has spearheaded
permitting efforts with a number of local and California state agencies, including [but not
limited to] BCDC, State Lands Commission, Regional Water Quality Control Boards, and
the U.S. Army Corps of Engineers.

Project Manager
Dick's Sporting Goods EIR Tiering
Document | Santa Rosa, CA

Mr. Davis was the Project Manager for the CEQA compliance document for the development of a
Dick’s Sporting Goods retail outlet near C Oddington Mall in Santa Rosa. The project site
was located within the City’s North Santa Rosa Station Specific Plan Area developed to guide
development in the vicinity of a proposed station on the Sonoma Marin Area Rail Transit commuter
line. The EIR for the Specific Plan was certified in September, 2012, and covered the project site
and sufficient adjacent area. Rather than create another new CEQA analysis from scratch, Mr.
Davis developed the successful approach of using the existing and current Specific Plan EIR as a
base document off of which the project-specific CEQA compliance document could be tiered.
Although project-specific technical studies were required (e.g., traffic, health risk, noise, and visual
simulations), this approach greatly streamlined the project’s CEQA review process by not “recreating
the wheel”.

Project Manager
Coddington Target Store IS/MND | Santa Rosa, CA

Mr. Davis was the Project Manager for the Initial Study/Mitigated Negative Declaration for the
development of a Target Store in the Coddington Mall. To provide space for the new store, the
existing vacant, two-story Gottschalk’s building had to be razed. Potential issues examined in the
Project’s IS/MND included traffic generation, historic architecture, aesthetics, hazardous
materials, air quality health risk, and noise. Although GHD was engaged directly by the
Project Applicant, the IS/MND needed to meet the needs of the City of Santa Rosa as the CEQA
Lead Agency. This required coordination and facilitation of multiple stakeholders interests in the
Project, including the City, Simon Properties, and Coddington Enterprises. Even with the effort of
balancing these interests, the IS/MND was completed on schedule, with no delay in Project
initiation.

CEQA and Permitting Support
Cotati Commons Environmental Studies and Support | Cotati, CA, USA

Mr. Davis lent support to the City in guiding the final permitting process for this commercial and
residential project in Cotati. Given the complex nature of the project and its compressed schedule,
coordination between the applicant, City, and numerous permitting agencies was challenging.
Issues of particular concern include California tiger salamander habitat and transportation operations.
In response to concerns expressed by Caltrans in the review of the project’s encroachment permit
application, a second EIR Addendum was
completed for the project, as well. Mr. Davis’ role was to coordinate GHD’s team of environmental planners and engineers, and numerous specialists, and to ensure the accurate and timely provision of information permitting agencies to expedite the permit approval process.

Project Manager
American Canyon Road and Broadway Commercial Center Mitigated Negative Declaration | American Canyon, CA
Mr. Davis was the Project Manager for the CEQA review of this development project, which proposed approximately 29,000 square feet of tenant space. The project would include a chain pharmacy, drive-thru restaurant, and two retail/office spaces. Situated in the commercial core of American Canyon near State Highway 29, issues of note included transportation/traffic, visual resources, public utilities, and cumulative impacts. Water supply was also an important issue, as the City requires new projects to have a “zero water footprint”. As a result of the Initial Study findings, project-specific mitigation measures were recommended to ameliorate any potentially significant impacts to a less-than-significant level.

Deputy Project Manager
The Commons at Mt. Burdell EIR | Novato, CA
Mr. Davis was the Deputy Project Manager for this EIR which evaluated the redevelopment of the office campus to add 750,000 square feet of office, retail, and hotel uses together with 150 dwelling units at the existing Fireman’s Fund office campus located adjacent to a proposed train station for Sonoma Marin Area Rail Transit (SMART). This project generated great interest in neighboring residential areas who are concerned particularly with the potential visual and traffic effects of such a large-scale development.
Alternatives included options trading commercial space for additional dwelling units. The project’s sustainable goal proposed to create no new demands for water, sewer, solid waste, or energy. However, these goals provided particular challenges as there was very little prior analysis statewide which evaluate the potential impacts of the proposed sustainable systems in the context of CEQA.

Project Manager
City of Novato Administrative Offices
IS/MNDs | Novato, CA
Mr. Davis was the Project Manager for the MND addressing the construction and operation of a new office building to accommodate future day-to-day City departmental operations. Currently, most of the City’s administrative and service departments are housed in leased space. The City seeks to consolidate these activities in a single, City-owned structure proposed to be built on City-owned property in downtown Novato near existing City facilities, including its newly-refurbished City Hall. Given its size and bulk, potentially significant issues to be addressed in the project’s MND include the structure’s “fit” with the existing downtown visual context and the City’s historic overlay zone – which has proven to be of concern to a number of townfolk. Mr. Davis is lending his planning expertise to ensure a CEQA analysis to adequate enough to withstand challenge.

Project Planner
Marin Municipal Water District Water Storage Improvement Project | Marin County, CA
Mr. Davis conducted the analysis of visual resources for this water storage improvement project in Water District’s Mt. Tamalpais Watershed. GHD is preparing the EIR and resource permits for this project. The analysis assessed the potential impact of the construction and presence of two large concrete reservoirs, a trail realignment, restoration of a former quarry site, and decommissioning of an existing water storage tunnel. Some of these project components would be located on highly visible sites in the watershed, whether along heavily-used trails or from distant points. Mr. Davis developed a three-point impact evaluation strategy to provide a common and balanced aesthetic impact analysis to each component. This analysis took into consideration vegetative cover, trail usage (i.e., viewpoints), viewsheds, etc. Adequate and practicable mitigation measures were then applied to bring the project’s impact to visual resources to a less-than-significant level.
Carol Kielusiak
Senior Planner

**Education and Training:**
B.A./1974/Anthropology/San Diego State University/CA
M.A./1982/Anthropology/California State University, Sacramento/CA

**Bio:**
Ms. Kielusiak is an environmental planner and professional archaeologist with over 25 years' professional experience. Ms. Kielusiak has prepared cultural resources agreement documents, management plans, and survey and excavation reports and has conducted the cultural resources impact analysis for many NEPA and CEQA documents. She has archaeological survey and excavation experience in nine western states and has developed and managed cultural resource management programs.

- Working at the Archaeological Study center at California State University, Sacramento and the California Department of Parks and Recreation, analyzed artifacts from Fort Ross excavations, conducted many small-scale archaeological surveys throughout northern California, and served as Assistant Field Director for Sonoma Barracks monitoring and excavation activities.

- For the Archaeological Study center at California State University, Sacramento and the California Department of Parks and Recreation, conducted many small-scale archaeological surveys and excavations throughout northern California.

- Conducted cultural resource surveys, monitored construction activities, and prepared EIR sections for various projects in San Bernardino and Riverside counties.

- Conducted cultural resource investigations including surveys and excavations, artifact processing and analysis, archival research, report preparation for various short-term projects in western Washington. Conducted an in-depth historic land use study of Fort Lewis, Washington. Recorded, mapped, and excavated numerous historic and prehistoric sites; trained local Native American tribal members in excavation techniques, performed technical analysis of artifacts.

- Conducted archaeological survey and report preparation for University of California’s Allen Telescope Array at the Hat Creek Radio Observatory. This involved coordination and consultation with Lassen National Forest archaeologists and local tribal representatives and identifying measures to avoid the many archaeological deposits present on the site. Also prepared an Environmental Assessment and Initial Study for the project.

**Cultural Resource Management**

- Technical Advisor - Historic Resources for the Petaluma Boulevard North Roadway Improvement Project and the City Center Plaza and Street Improvement Project in Rohnert Park, which were partially funded by a Federal Highway Administration Grant, administered through Caltrans. The project sites were located adjacent to a Historic District. Caltrans required the preparation of a Historic Property Survey Report (including an Archeological Survey Report) to address potential impacts.

- Developed Lawrence Livermore National Laboratory’s cultural resources management
program, including developing treatment plans for the Lab's archaeological resources and historic buildings, and provided guidance to ensure that the resources were appropriately considered during project planning. Prepared documents under the National Historic Preservation Act, such as determinations of adverse effect; and oversaw the Lab's HABS/HAER documentation program. Worked with the Department of Energy, the SHPO and Advisory Council to develop a Programmatic Memorandum of Agreement for Lab operations.

- As Lawrence Berkeley National Laboratory's NEPA/CEQA Program Manager, oversaw the Lab's historic building inventory, National Register evaluations, and preparation of HABS/HAER documentation.

- As Coastal Reviewer with the Washington SHPO office, performed environmental review for all projects in or affecting coastal or shoreline environments; coordinated with Corps of Engineers and U.S. Coast Guard on Section 10 and 404 permit review, as well as other state and federal agencies; assisted in developing research designs and mitigation strategies; and reviewed professional proposals and reports.
Curriculum Vitae

Ted Whiton, PE
Senior Civil Engineer

Qualified. B.S./1985/Environmental Engineering/ Pennsylvania State University/PA
Connected. American Society of Civil Engineers, Water Environment Federation,
WateReuse, California Water Environment Association, American Water Works Association,
Institute for Sustainable Infrastructure and Project Management Institute.

Relevance to project. Mr. Whiton is a senior civil engineer with 30 years of consulting
experience with water agencies and municipalities. His extensive project experience includes
leading multidiscipline teams in achieving client objectives through project planning, proactive
communication and applied risk management strategies. He has teamed with our
environmental planners on numerous infrastructure projects, including projects in Marin
County, providing technical evaluation of alternatives and engineering support for the CEQA
review process. Ted's engineering experience extends to stormwater management, flood
protection and providing for sea level rise.

Terra Linda Trunk Sewer, Las Gallinas Valley Sanitary District | Las Gallinas,
CA, USA

GHD was retained by the District to perform an
alternatives evaluation and predesign report for a
new 24-inch trunk sewer and upgrade to the John
Duckett Pump Station adjacent to Gallinas Creek.
The project includes an 800-LF trenchless
crossing of Gallinas Creek and Highway 101, 900-
LF trenchless crossing of Manuel T. Freitas
Parkway, and alignment in various residential and
commercial corridors. Alternatives analysis
included use of an oversized, egg-shaped pipeline
to provide storage capacity within the trunk sewer
system to augment WWTP recycled water
production. The pump station will be completed
upgraded including a new wet well structure and
access road with provisions to keep the site
accessible after allowing for sea level rise. GHD is
currently working on an IS/MND and detailed
design of improvements.

Other related areas of interest

- Registered. Civil/1989/CA/#45012
  Construction Documents Technologist (CSI)
- Published. Contributing author for Robert L.
  Sanks' Pumping Station Design, 2nd Edition,
  1998
  Troubleshooting Pump Vibration, Water
  Environment and Technology, January 1992
  Co-authored the 1986 Update – Air Pollution
  Control Industry Outlook, WT Lorenz &

Wastewater Facilities Upgrade, Novato
Sanitation District | Novato, CA, USA

The District initiated this project to combine and
upgrade its Ignacio and Novato Treatment Plants
into a single wastewater treatment facility at the
site of the existing Novato Treatment Plant in
response to a cease and desist order. The Ignacio
plant was decommissioned and the Novato plant
was completely upgraded to handle all flows up to
55 MGD. The new treatment plant includes IPS,
headworks, primary sedimentation, suspended-
growth biological treatment, secondary clarifiers,
UV disinfection, EPS, digesters and gravity belt
thickeners. The project also includes a new 5
MGD submersible pump station, equalization
basins, and 16-inch diameter, 18,000 linear foot
force main to convey influent flows received at the
Ignacio site to the Novato Treatment Plant. GHD
 teamed with RMC for the planning, engineering
support for CEQA review, design, and engineering
services during construction.

Soquel Pump Station Transmission Main
Replacement, Santa Cruz County
Sanitation District | Capitola, CA, USA

The District had detected localized deterioration
of its RCCP wastewater conveyance pipelines
originally constructed in 1977. The Soquel force
main passes under Soquel Creek, a sensitive
waterway and habitat to listed species, and the
District has made it a priority to construct a parallel force main and rehabilitate the existing pipe. GHD evaluated alternatives and designed 1200 linear feet of new 24-inch HDPE pipeline and improvements to the Soquel Pump Station including new valves, flow meter, odor control and concrete repairs. The pump station and construction staging area is within the parking area of the Nob Hill Shopping Center and extensive coordination was required to work out a phased construction plan for the contractor.

IRWP Seasonal Storage Project, City of Santa Rosa | Santa Rosa, CA, USA
In support of the City's IRWP program GHD was retained to evaluate potential seasonal storage options providing an aggregate total of 500 MG of recycled water storage. The project scope included evaluating potential sites, selecting three viable alternatives, and performing preliminary design for each storage pond under consideration. This engineering work was done in support of an EIR and included thorough hydrology/hydraulics evaluations, geotechnical investigations, and preliminary design of earthen berm ponds and pumping facilities to retain and move water in and out of the storage ponds. The final alternatives were located along Llano Road near the Laguna Treatment Plant.

Marinwood CSA13 Drainage Investigations, County of Marin | San Rafael, CA, USA
A massive mud flow triggered by the December 2005 100-year storm event caused serious damage to homes in the Marinwood area in Marin County. The County retained GHD to complete a study of the causes of a mud/debris slide and flooding and to develop a master plan that identified deficient drainage facilities with recommended solutions. Effort included reviewing and conducting field inspections of storm drain structures for a 600-acre watershed, hydrologic/hydraulics modeling of the watershed and developing a CIP based on recommended improvements. There was a significant public outreach component where GHD supported the Public Works Director and other County staff at public meetings to inform the citizens on findings and what was being done to address concerns.

Flood Control Pump Station Study, Marin Flood Control & Water Conservation District | Novato, CA, USA
The District owns and operates a storm water pump station in the Bel Marin Keys area of Novato that moves water from low areas along Novato Creek to a slough running out to the San Pablo Bay. GHD was retained to study options for upgrading and combining two existing storm water pump stations located in close proximity; a 38 CFS diesel-driven pump on Simmons Slough operated by Marin County Flood Control and a 3-pump, 22 CFS pump station operated by Napa Sanitation District.

IRWP Discharge Compliance Project, Santa Rosa Subregional Water Reuse System | Santa Rosa, CA, USA
As managing partner of the Subregional System the City of Santa Rosa initiated the Incremental Recycled Water Program (IRWP) in response to increased flows from planned growth and increasingly stringent discharge requirements. The Discharge Compliance Project evaluates changes to the timing, quality, and/or location of discharge of recycled water. GHD was retained to evaluate conveyance alternatives to potential discharge locations and to prepare the project level EIR for the preferred project.

Bel Marin Keys Pump Station No. 5, Novato Sanitary District | Novato, CA, USA
The District retained GHD to design a replacement sewage pump station conveying flows from the Bel Marin Keys neighborhood to the Ignacio Treatment Plant. Located on a small site immediately adjacent to the slough, the new pump station was constructed while the existing pump station continued to operate.
Curriculum Vitae

Matt Wargula, PE, TE
Civil Engineer/Traffic Engineer

Qualified. Michigan Technological University, BS in Civil Engineering, 2003. Civil Engineer, CA, C76103. Traffic Engineer, CA, TR2749. LEED® AP. Qualified SWPPP Developer/Practitioner #01146

Connected. Member of American Society of Civil Engineers. Past-President of Redwood Empire Branch, American Society of Civil Engineers. Member of Institute of Transportation Engineers. Member of Order of the Engineer.

Relevance to project. Mr. Wargula is a licensed civil engineer with over twelve years of professional experience. He has an educational background in civil engineering and has planning, design and construction experience in traffic/transportation, site development, hydrology, hydraulics and water resources projects. He is proficient in the design and construction of a variety of civil infrastructure projects, including traffic signals, pedestrian and bicycle facilities, striping and signing plans, site development, storm water management plans, underground utilities, water pipelines and pump stations and traffic control systems for construction. His experience includes a broad range of services including developing Synchro, Vistro and Traffic models/simulations for traffic impact studies, signal timing and coordination to developing open channel system hydraulic models using HEC-RAS, HEC-HMS, and StormCAD.

Project Engineer
VA Palo Alto Circulation, Signing and Wayfinding, Palo Alto, CA.
Served as Project Engineer on this project for the planning and preliminary design project analyze and prepare a report of recommendations to improve pedestrian flow and vehicular travel and circulation at the VA Palo Alto Division (PAD) campus in Palo Alto, CA. The VA desires to integrate travel paths between existing and proposed (future) buildings, provide weather protected pathways. The goal for the project is to improve access and safety for Veterans and employees, while remaining good stewards of resources and the environment. The project provided a vehicle and pedestrian circulation analysis of the PAD campus to determine the optimal arrangement of pedestrian pathways, building entrances, congregate spaces, and building connections, and included conceptual designs for a campus-wide canopy system sheltering the main pedestrian paths of travel from environmental exposure. GHD provided site wide traffic engineering services, including site investigations and verification of existing circulation network, collection of vehicle traffic data for use in planning appropriate pedestrian pathways, and preparation of narratives including recommendations for improving the circulation network to meet the goals of the VA for the improvements.

Project Engineer
VA Palo Alto Campus 20-Year Master Plan, Palo Alto, CA.
Served as Project Engineer for the the development of the parking and circulation element of the VA Palo Alto 20-Year Master Plan. The purpose of this master plan is to help facilitate and align capital and noncapital improvements over a 20 year planning time horizon beginning in the year 2020. The master plan evaluated three development scenarios (low, medium and high) considering how each development level can meet the VA's goals for growth and services while providing a safe and intuitively navigable campus environment. The master plan visually and verbally displays the past, current, and future direction of the VAPAHCS campus while including current and future hospital renovation, expansion, and consolidation possibilities at the facility.
The parking and circulation element evaluated the need for modifications to the site traffic circulation routes and the campus loop road to accommodate future campus improvements, provide a safe circulation network for both pedestrians and vehicles, and accommodating multi-modal transportation with an emphasis on bicycle use. The study inventoried the existing parking supply and developed a campus-specific parking demand estimate based on historic parking demands for individual buildings. The existing parking supply and estimated future demand were used to project parking needs throughout the campus in each growth scenario and co-locate parking facilities where estimated demand dictates need. The circulation element emphasized the improvement of the existing multi-modal system, where a significant number of visitors arrive by bus or shuttle, while improving site access and circulation to provide a user-friendly and walkable campus. The master plan was completed in 2013.

Project Engineer
Hare Creek Commercial Center Project
Traffic Impact Study | Group II
Commercial Real Estate, Pleasant Hill
Prepared traffic impact study for a 29,500 gross leasable area commercial retail shopping center located in Fort Bragg, CA. The study included five intersections, coordinated with both the City of Fort Bragg and Caltrans District 1, located on State Routes 1 and 20 within the vicinity of the project. Synchro 8 with SimTraffic was used to model the intersections for existing and future scenarios, utilizing Caltrans District 1 modeling requirements. The project was evaluated based on HCM 2010 methodologies for TWSC, signalized and roundabout intersection types. The project effort was assembled into a traffic impact study report.

Project Engineer
Harry Griffith Hall Driveway, Humboldt State University | Arcata, CA
Project engineer responsible for the development of preliminary designs and preparation of construction documents for bidding for reconfiguration of an existing parking lot and a new driveway to the existing parking lot at Harry Griffith Hall. The University is planning for the future closure of internal campus streets to vehicular traffic to create a more pedestrian and bicycle friendly campus environment consistent with the Campus Master Plan. Harpst Street is one of the streets planned for future closure. The parking lot at Harry Griffith Hall was accessible only from Harpst Street. This project developed a preliminary design to provide additional parking spaces in the existing parking lot including lighting analysis to provide adequate safety lighting, and detailed design for a new main entrance to the parking lot, allowing for the future closure of Harpst Street to vehicular traffic. Driveway improvements included demolition of existing sidewalks, landscaping and tree removal, new curb, gutter and ADA compliant sidewalks and pedestrian ramps, a new driveway accessible from B Street, signing and striping. The project design was fast tracked due to a limited construction window and the need to have the new driveway in place and operational by the start of the fall semester. Design was completed in two weeks, and the project was constructed in approximately 1 month.

Project Engineer
San Francisco Veterans Administration Medical Center Institutional Master Plan | San Francisco, CA
Served as Project Engineer for the development of infrastructure utility, site circulation and parking master planning for the San Francisco VAMC Institutional Master Plan (IMP). The IMP documents the planned improvements to the VAMC campus over the next 20 years, including additional inpatient, ambulatory/special care, outpatient mental health, long-term care, administrative and medical support and research/education space. Parking was estimated and accommodated for in the IMP based on planned space needs and typical parking requirements for medical and research facilities. Utility infrastructure systems were documented and analyzed for existing and future capacity, including potable water, sanitary sewer and storm drainage, natural gas, power and steam. Site circulation and traffic are also planned to improve overall pedestrian and vehicular safety, mobility and to accommodate multi-modal transportation. This project was completed in June 2010.
Christopher Trumbull, PE, GE, D.GE  
Senior Geotechnical Engineer

Qualified. Masters in Civil Engineering, Geotechnical emphasis, San Jose State University, 1995; Bachelor of Science, Civil Engineering, San Jose State University, 1989; CA Professional Geotechnical Engineer; CA Professional Engineer; NV Professional Engineer; HI Professional Engineer; Academy of Geo-Professionals Diplomate of Geotechnical Engineering

Connected. Member, Association of State Dam Safety Officials and American Society of Civil Engineers (ASCE); Attended ASDSO Dam Safety Conference in San Diego on 09-22-2014 through 09-24-2014 (24 PDH)

Relevance to project. Mr. Trumbull has more than 26 years of experience with civil and geotechnical engineering. He is experienced in providing civil, geotechnical, and environmental consulting and project management services. His technical experience includes field exploration and testing in soil and rock environments, laboratory testing, seepage and slope stability analyses, seismic analysis, liquefaction mitigation, geologic hazards, shallow and deep foundations, retaining walls, mass grading earthwork and testing, underground structures and utilities, tie backs, rock anchors, shoring, chemical treatment of soils, grouting, mitigation of expansive soils, surcharging compressible soils, rigid and flexible pavement design, slope evaluation and stabilization, and implementation of geosynthetics.

Pinole-Hercules Wastewater Treatment Plant Improvements, Pinole, CA
The plant expansion included a below-grade influent pump station with twice capacity, aeration basins, two clarifiers, as well as appurtenant chemical storage buildings, pipelines and pavements. Performed a geotechnical investigation including nine exploratory borings and two piezometers. Provided geotechnical analyses and provided recommendations for foundations, retaining walls, liquefaction, settlement, seismic design, pipe loading, and pavements. Geotechnical challenges included fill material over bay deposits consisting of Bay Mud and liquefiable sand.

Sonoma Valley Effluent Reservoir R5, Sonoma County, CA
Led the geotechnical engineering efforts for a new tertiary treatment reservoir. The 17-foot high lined reservoir will contain up to 100 acre-feet of effluent. A pump station and effluent piping is also included. The geotechnical effort included drilling and sampling five borings to as much as 100 feet deep and performing laboratory testing on select samples.

Seepage, slope stability, settlement, and liquefaction modeling and analyses were performed to evaluate embankment performance. Earthwork and foundation recommendations were provided in a geotechnical report. During construction, earthwork observation and embankment foundation preparation was monitored and reported.

BNSF Scale Improvements, Richmond, CA
Two sets of scales and associated track were designed and constructed as a part of a dual-track ethanol transload improvement program. The site was underlain by undocumented fill, compressible soil, and high groundwater. Challenges included mitigating total and differential settlement for foundation design. Mr. Trumbull led the geotechnical team, participated in consultations, and provided observations and recommendations during construction.

Corte Madera Creek Bridges, Larkspur, CA
Geotechnical investigation and limited environmental characterization for the seismic retrofit of three bridge lines having lengths of 1,200 to 1,400 feet and widths of 33 to 97 feet. This project was authorized.
as a portion of the 3,500 bridge retrofit projects being performed by CALTRANS. Geotechnical challenges included between 15 and 70 feet of Bay Mud overlying alluvial soils and Franciscan rock and a strong seismic potential.

Mare Island Entrance Road Realignment - Mare Island Naval Shipyard, Vallejo, CA
Geotechnical investigation for a project consisting of 1) the realignment of an entrance road and new visitor processing facilities to establish the new main entrance to the Mare Island Naval Shipyard, and 2) road widening and a new guard booth.

Santa Rosa Memorial Hospital Additions and Renovations, Santa Rosa, CA
Performed a geotechnical and geologic hazards investigation as well as document review services for the new entry buildings and structural canopies. Heterogeneous fill and expansive soils at the site were the primary foundation concerns and, as a result, we recommended a deep foundation system for support. Pavement and earthwork recommendations were also presented. Supplemental recommendations for unstable subgrade were presented during earthwork, while we were performing quality assurance services.

Oyster Point Redevelopment, South San Francisco, CA
Oyster Point is located along the western side of the San Francisco Bay and is underlain by up to 30 feet of refuse fill and up to 100 feet to soft, compressible Bay Mud below that. Several buildings, including office and hotel buildings, are proposed for this project. The varying depth and consistency of the Bay Mud, the varying thickness and unknown components of the garbage fill, as well as the need for detailed seismic parameters were the primary foundation concerns. Ultimately, a deep, steel H-beam foundation will be implemented with flexible utility systems.

Bay Meadows Redevelopment Area, San Mateo, CA
The 75-acre redevelopment area is underlain by artificial fill material over Bay Mud brought up severe settlement concerns. Performed investigation, document review, construction monitoring, storm water management, and environmental services for the project: new City roadways, modifying a Caltrans interchange, about 15,000 feet of soundwall, subterranean structures, single-family residential homes and townhomes, multi-family apartments, a premier hotel with a 5-story concrete parking structure, restaurant site, and a mixed-use commercial/retail area with two level of underground parking.

Gateway Plaza Shopping Center, Santa Cruz, CA
Performed both feasibility and design-level geotechnical investigations, document review services, and earthwork and foundation observation and testing services for this project underlain by loose fill material and liquefiable sands. To mitigate liquefaction, several options were recommended and compaction grouting was implemented. Provided supplemental testing of the grouted sands and analyses of the test data throughout the compaction grouting process.

Tracy Business Park, Tracy, CA
The primary challenge for this 540-acre business park and golf course development was the need to treat all of its sewage effluent on-site, as conditioned by the City of Tracy. As a result, the client will construct a unique sewage treatment plant on-site. The treated effluent from the plant will be recharged into the ground. The geotechnical challenge will include designing the replacement of massive quantities of less permeable soil with more permeable soil to create a suitable drainage medium. Performed a feasibility level geotechnical investigation for the development and are providing ongoing consultations for the project.

Sycamore Crossings, Hercules, CA
This former Hercules Powder Company site is located along the Bay margins and is being developed into residential, multi-family, and retail property. The site is underlain by artificial fill material over alluvial soil and Bay Mud that is in varying degrees of consolidation and varying thickness. Total and differential settlements are a major concern. A large part of the developable area has been and will be surcharged (with wick drains in some areas) to minimize settlements of street areas and areas with relatively low building loads. Project included a full range of services including extensive geotechnical investigations, document review services, environmental services, and earthwork observation and testing services.
Jen McBroom

Senior Biologist, Program Manager

EXPERTISE

- Permit Application
- Habitat Restoration
- Habitat Assessment
- Special-status Species Surveys
- Plant Identification
- Environmental Training
- Biological Monitoring
- GIS Mapping & Database Management

EDUCATION

B.S., Wildlife and Conservation Biology, University of California, Davis, Cum Laude 2001.

CERTIFICATIONS

U. S. Fish & Wildlife Service 10(a)(1)(A) permit for California Ridgway’s rail (TE-118356)
California Department of Fish and Wildlife Scientific Collecting Permit (SC-10601)
California Department of Fish and Wildlife Memorandum of Understanding (MOU) for California Ridgway’s rail and California black rail surveys
Wetlands Delineation Course, San Francisco State University, Romberg Tiburon Center
Alameda Whipsnake Workshop, Livermore, CA.
California Native Grass Association, Grass Identification Workshops, 2013
Jepson Herbarium, California Plant Families Workshop, 2011
Cartographic Design for GIS, Elkhorn Slough Training Program, 2012
Spatial Analysis and Modeling Course, Elkhorn Slough Training Program, 2013

PROFESSIONAL HISTORY

Ridgway’s Rail Program Manager, Olofson Environmental, Inc., 2007–present
Field Technician, Olofson Environmental, Inc., 2005–2007
Senior Research Assistant, San Francisco Estuary Institute and University of California, Berkeley, 2001–2003 (seasonal)
Field Research Assistant, Smithsonian Tropical Research Institution and University of California, Los Angeles, 2004
Field Research Intern, University of Hawaii Pacific Cooperative Studies Unit, 2003–2004

REPRESENTATIVE EXPERIENCE

Jen McBroom has over 10 years of experience working with birds in the tidal wetlands of the San Francisco Bay Area. Ms. McBroom is the lead investigator on a United States Fish and Wildlife Service 10(a)(1)(A) Recovery Permit for the California Ridgway’s rail and a State of California Memorandum of Understanding (MOU) for both the California Ridgway’s rail and the California black rail. She has performed biological research, impact analysis, permit assessment, and report preparation in support of both small and large-scale projects involving special-status species. Ms. McBroom also has extensive knowledge of GIS, including the acquisition of data, geospatial data management and analysis, and cartographic design.

Ms. McBroom is one of the leading experts in California Ridgway’s rail monitoring. She has been permitted to conduct call-count surveys since 2002 and has conducted hundreds of surveys over the last decade. Additionally, Ms. McBroom has conducted many habitat assessment surveys to determine whether breeding rails are likely to be present at the site. She has designed and led trainings in survey methods for Ridgway’s rails and other secretive marsh birds for local, state, and federal agencies and other survey organizations.

As a wildlife biologist, Ms. McBroom has conducted numerous surveys for special-status species, including California Ridgway’s rail, California black rail, and Alameda song sparrow. She has conducted avian count surveys, nest searches, behavioral observations, diet studies, and mist-netting operations in the salt marshes of California and forests of Panama and Hawai‘i. In association with these bird surveys, Ms. McBroom has also conducted surveys to evaluate the vegetation, invertebrates, and other habitat characteristics, including tidal elevation surveys using a transit-level tripod and a water level data logger.

Ms. McBroom possesses expert skills in GIS data collection and management, as well as cartographic design and map preparation. Additionally, Ms. McBroom is experienced with remote sensing, including the acquisition of data, the processing of aerial photos, and the mapping of vegetation using both manual and automatic interpretation techniques.

PUBLICATIONS

Jesse Reeds
Wildlife Biologist

EXPERTISE
- Environmental Training
- Biological Monitoring
- Environmental Inspection
- Plant Identification
- Compliance Management
- Post-Construction Monitoring
- Habitat Restoration

EDUCATION

CERTIFICATIONS
U. S. Fish & Wildlife Service 10(a)(1)(a) permit for Alameda whipsnake (TE-017698-0)
U. S. Fish & Wildlife Service 10(a)(1)(a) permit for San Francisco garter snake (TE-017698-0)
U. S. Fish & Wildlife Service 10(a)(1)(a) permit for California tiger salamander Central DPS (TE-017698-0)
California Department of Fish and Wildlife (CDFW) Scientific Collecting Permit (SC-102777)
CDFW Memorandum of Understanding for take of 10(a)(1)(A) species – scientific and education research purposes related to conservation of the species
OSHA Hazardous Waste Operations and Emergency Response Certification (40-Hour) (12111117178)
U.S. Fish & Wildlife Service Salt Marsh Harvest Mouse Trapping. Newark, CA.
Alameda Whipsnake Workshop. Livermore, CA

PROFESSIONAL HISTORY
Wildlife Biologist, Olofson Environmental, Inc., Oakland, CA, 2014–Present
Associate Biologist, Insignia Environmental, Palo Alto, CA, 2013–2014
Field Biologist, LSA Associates, Point Richmond, CA, 2012–2013
Habitat Restoration Technician, West Coast Wildlands, South San Francisco, CA, 2007–2012
Wildlife Biologist, Swaim Biological, Hayward, CA, 2008–2010

REPRESENTATIVE EXPERIENCE
Jesse Reeds has over 10 years of experience working with wildlife, primarily birds, reptiles, and amphibians, throughout the San Francisco Bay Area and Pacific Northwest. Mr. Reeds holds a United States Fish and Wildlife Service 10(a)(1)(A) Recovery Permit for Alameda whipsnake, San Francisco garter snake, and California tiger salamander. Additionally, he has over five years of professional experience performing environmental and biological monitoring to ensure compliance of construction activities with environmental permits and regulations. Mr. Reeds has also developed environmental awareness training materials and conducted training programs for project personnel.

Mr. Reeds has performed biological research, impact analysis, permit assessment, and report preparation in support of both small and large-scale projects involving special-status species and sensitive resources. As a biological monitor on large-scale infrastructure projects, Mr. Reeds has performed monitoring duties of power-line reconductoring, substation construction, and underground conduit installation, as well as railway, culvert, and bridge construction in highly sensitive habitats. He has performed pre-construction target species surveys, fish salvage activities during in-water work, and prepared daily, weekly, and monthly compliance reports.

As a wildlife biologist, Mr. Reeds has conducted numerous surveys and trapping studies for special-status species, including California tiger salamander, California red-legged frog, San Francisco garter snake, Alameda whipsnake, San Francisco dusky-footed woodrat, and salt marsh harvest mouse. In support of a large salvage project, Mr. Reeds safely trapped and relocated 136 tiger salamanders. He also is 40-hour HAZWOPER certified and has provided biological monitoring services in support of remediation projects.

Mr. Reeds has assisted on numerous habitat restoration projects throughout the greater Bay Area, helping to create enhanced habitats for native plants and sensitive wildlife species. He has mapped and developed eradication strategies for invasive plant populations, assisted in implementation of planting efforts, and monitored long-term vegetation composition and health status.

Mr. Reeds has also spent four field seasons with the United States Forest Service as a wildlife biologist. He has conducted avian point counts and assisted on bird-bandng projects in Alaska, Idaho, Costa Rica, and the Yukon with the United States Forest Service, Hermann Institute of Biological Studies, and the Yukon Bird Club.
4. Statement of Availability to Complete EIR

GHD has a deep pool of staff resources that allows us to meet and exceed critical deadlines and to fast-track project schedules. Our Environmental Services Group has a core group of 15 CEQA planners, which is supplemented by multiple local in-house specialists in biology, air quality, greenhouse gases, geology, hazardous materials, stormwater, traffic, and utilities. In addition, we have added Olofson Environmental to our team for their expertise on California Ridgway’s rail (formerly California clapper rail) and salt marsh harvest mouse.

As our references can attest, we consistently meet challenging deadlines. We prepare Microsoft Project schedules for all EIRs and keep them updated frequently. Updated schedules are provided with our monthly Progress Reports.

When a project is relatively straight-forward and has the in-depth technical analyses already completed – which appears to be the case with The Village at Corte Madera 2016 Expansion Project – completion of a project EIR within 12 months is reasonable and feasible. GHD has recently completed several EIRs in a year, including the Central Healdsburg Avenue Plan EIR and the North Marin Water District’s Aqueduct Energy Efficiency Project EIR.

Kristine Gaspar, our Project Manager, is one of 7 staff members who are regularly assigned EIR project management responsibilities. Kristine has recently completed several EIRs on major projects, and does not have an EIR assignment at this time. She has availability to manage the Project’s environmental services, not only for the initial work requested in the RFP, but also for the EIR over the next year. Pat Collins, our Project Director and QA/QC reviewer, also has availability for this assignment in the near-term and over the following year. Pat is one of several QA/QC reviewers on our staff. The remainder of our staff also has availability to complete an EIR, and we can commit to meeting the Town’s requested schedule for the EIR of about 12 months.

5. Payment Schedule

GHD will submit invoices for work performed on a monthly basis. All work will be performed on a time-and-materials basis with a not-to-exceed total contract amount as identified in our budget. Each invoice will include a Progress Report containing a summary of work completed during the invoice month, work anticipated in the next invoice month, any substantive issues, plus suggested resolutions, which may have arisen, major decisions that require team input, and updates in the project schedule.

6. References

Bill Rose, AICP, Supervising Planner
City of Santa Rosa Community Development Department
100 Santa Rosa Avenue, Room 3
Santa Rosa, CA 95404
(707) 543-3253
wrose@srcity.org

Barbara Nelson, AICP, Director of Community Development Department
City of Healdsburg
401 Grove Street
Healdsburg, CA 95448
(707) 431-3482
bnelson@ci.healdsburg.ca.us

Whit Manley, Attorney
Remy Moose Manley
555 Capitol Mall, Suite 800
Sacramento, CA 95814
(916) 443-2745
wmanley@wmenvirolaw.com
ATTACHMENT 3: Agreement for Professional Services
AGREEMENT FOR PROFESSIONAL SERVICES

THE VILLAGE AT CORTE MADERA 2016 EXPANSION PROJECT

THIS AGREEMENT, made and entered into at Town of Corte Madera, California, this 6th day of October, 2015, by and between GHD and the Town of Corte Madera, a Municipal Corporation ("Town").

WITNESSETH:

NOW, THEREFORE, in consideration of this Agreement and the mutual promises, covenants, and stipulations herein contained, the parties agree as follows:

1. Contractor shall undertake and provide its best efforts to complete the services in conformance with Contractor's attached proposal marked Exhibit "A". Contractor shall perform these services in a manner compatible with the standards of the profession, and in compliance with all applicable State and local CEQA regulations and rules.

2. A. Contractor shall, upon receipt of a signed copy of this Agreement, immediately begin and diligently pursue to completion the preparation of the EIR. Contractor shall submit products as indicated in the attached time schedule included in Exhibit "A".

B. The Contractor's staff members listed in its proposal are exclusively those who will be the Town contacts and who will perform the work as outlined in the proposal. Substitutions must be approved in writing by the Town. Kristine Gaspar shall serve as the principal liaison between the Town and Contractor.

3. The Town Manager may approve written amendments to this agreement. No change or waiver shall be valid unless in writing signed by the Town Manager.

4. Town shall pay Contractor for services rendered hereunder, at the hourly rates of Contractor, a true copy of which is attached hereto, as part of Exhibit "A", and incorporated herein by this reference, but not to exceed the maximum contract amount of seventy-eight thousand eight-hundred fifty-two ($78,852) Dollars. Contractor shall render all services and do all things required under the terms and conditions of this Agreement subject to the "not to exceed" amount of $78,852.

5. A. Contractor will limit its project expenditures to the not to exceed amount of $78,852 and terminate work, unless a revised budget has
been mutually established and made a part of the Agreement. If total charges for the project are less than the total not to exceed amount, Town will be billed for only the total charges so accrued.

B. Contractor shall forward an invoice to Town monthly covering all sums payable to Contractor hereunder for the month preceding the month in which such invoice is sent to Town. Invoices submitted shall show:

1. Detailed Charges for Labor
2. Other Reimbursable Expenses, itemized separately
3. Purchased Services

Invoices shall be prepared in duplicate and submitted to the Town at the following address:

Town of Corte Madera
Attention: ________________
P. O. Box 159
Corte Madera, CA 94976-0159

Within thirty (30) days after receipt of an invoice, Town shall pay all undisputed invoice amounts plus or minus any adjustments that are mutually agreed upon.

6. All reports, research material, plans, maps, photos, etc., purchased or developed for this Agreement shall be delivered to and become the sole property of Town for its use and the Town shall be responsible for distribution of material.

7. Contractor shall not release any administrative, preliminary, or final copy of the report to any person including the project applicant without written consent of the Town.

8. Contractor, including his/its agents, servants, and employees, is not an agent or employee of Town, but rather an independent contractor solely responsible for its/its acts and omissions and this agreement shall not be construed as an employment contract. The manner in which Contractor performs this contract shall be left to the discretion of the Contractor.

9. Contractor represents that in the acceptance of this assignment there is no conflict of interest. Contractor warrants that he has no business relationship of any kind with any of the principals or officers of any of the proponents of the project or property which is the subject of this agreement.
10. If litigation ensues which pertains to the subject matter of Contractor's services hereunder, Contractor, upon request, shall testify therein at a reasonable and customary fee. However, if the EIR prepared by the Contractor hereunder is successfully challenged in a court of competent jurisdiction and the EIR is found, in whole or in part, inadequate, the Contractor shall, at its sole cost, revise, amend, supplement, or modify the EIR, and respond to all comments thereto, and attend all necessary hearings required to bring the EIR into compliance with CEQA, to the extent the inadequacy is as a result of the Contractor's work not meeting the standard of care for a California CEQA consultant.

11. If legal action is necessary to enforce any provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' and witness fees and legal costs.

12. Contractor may not assign this Agreement, or any monies to be received hereunder, without prior written authorization of the Town. Contractor may not enter into any subcontract or sub-consultant agreement with any other firm or person to perform any of the tasks agreed to be performed hereunder by the Contractor without the prior written authorization of Town. In the event said authorization is given by the Town, Contractor shall provide to the Town copies of each and every contract into which the Contractor enters with sub-consultants or subcontractors prior to the date that said subcontractor contracts or sub-consultants contracts are executed by the parties.

13. Contractor shall obtain a Town Business License prior to any payment.

14. Contractor shall indemnify, hold harmless, release, and defend Town and its agents to the extent permitted by law from all claims, actions, damages, losses, failure to comply with any current or prospective laws, costs, and expenses of defense that may be asserted by any person including Contractor from any cause arising out of Contractor's negligence. Contractor will perform its services in accordance with the standards of care and diligence normally practiced by reputable environmental engineering firms in performing similar work. If during the one (1) year period following completion or termination of the Agreement, Contractor is notified by Town that there is an error in the Contractor's performance as a result of those standards not having been met, Contractor shall, at its own expense, take such corrective actions as may be necessary, within the original Statement of Work, to remedy the error. This remedy is in addition to that described in paragraph No. 11 and is in no way intended to affect or limit the remedy contained in paragraph No. 11.

15. Without limiting Contractor’s indemnification provided herein, Contractor shall take out, maintain, and provide the Town with certificates and endorsements satisfactory to the Town Attorney of the following policies of insurance during the terms of this Agreement.
A. Workers' Compensation Insurance to cover its employees and the Contractor shall require all subconsultants and subcontractors similarly to provide Workers' Compensation Insurance as required by the Labor Code of the State of California for all of the subcontractors' employees. The coverage provided by this policy shall not be canceled without thirty (30) days prior written notice given to the Town.

Said Worker's Compensation policy shall have the following endorsement:

"All rights of subrogation are hereby waived against the Town, its officers and employees when acting within the scope of their appointment or employment".

B. Commercial General Liability Insurance including personal injury and property damage insurance for all activities of the Contractor and its sub-consultants and subcontractors arising out of or in connection with this contract, written on a commercial general liability form including, but not limited to, property damage, blanket contractual, products liability and completed operations, vehicle coverage and non-owned auto liability coverage in an amount no less than $1 million dollars combined single limit personal injury and property damage for each occurrence.

Each such policy shall be endorsed to name the Town its officers, agents, and employees as additional insureds for all liability arising out of the work performed by or on behalf of the named insured. The insurance provided shall primary and no insurance held or owned by the Town shall be called upon to contribute to a loss. The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverages afforded shall apply as though separate policies had been issued to each insured except with regard to policy limits. The coverage provided by this policy shall not be canceled without thirty (30) days prior written notice given to the Town.

C. If not included in the Commercial Liability coverage, Automobile Insurance to cover personal injury or death and property damage in an amount no less than $500,000 combined single limit. The Town shall be named an additional insured.

D. Professional Liability insurance in an amount no less than $1 million dollars.

16. Unless extended by mutual agreement or terminated pursuant to this section, this Agreement shall expire upon Contractor's satisfactory and timely completion of the services contracted for hereunder. This Agreement and all obligations hereunder may be terminated at any time, with or without cause, by the Town within its sole discretion upon written notice to the Contractor. Contractor may terminate this Agreement upon thirty (30) days' written notice to the Town only for good cause, including without limitation, serious illness or material breach of this Agreement by Town. Contractor's written notice of termination shall contain a full explanation of the facts and circumstances constituting good cause. Upon termination, all finished and unfinished documents, project data and reports shall, at the option of the Town, become its sole property and shall, at Contractor's
expense, be delivered to the Town or to any party the Town may so designate. In the event of termination by the Contractor, the Contractor shall only be compensated for all work Contractor satisfactorily performs prior to the time Contractor delivers to the Town the termination notice, unless other arrangements are agreed to by the Town. In the event of termination by the Town, the Contractor shall be compensated for all work satisfactorily performed prior to the time Contractor receives the termination notice, and shall be compensated for materials ordered by the Contractor, and services of others ordered by the Contractor prior to receipt of the Town’s termination notice whether or not such materials or instruments of services of others have actually been delivered to Contractor or to the Town, provided that the Contractor is not able to cancel such orders for materials or services of others. In the event this agreement is terminated pursuant to this section, Contractor shall not be entitled to any additional compensation over that provided herein; nor shall Contractor be entitled to payment for any alleged damages or injuries (including lost opportunity damages) purportedly caused by the termination of this agreement by the Town pursuant to this section.

17. This Agreement, and each of the terms and conditions hereof, shall inure to the benefits of, and be binding upon the heirs, successors, executors, and assigns of the parties hereto.

18. Contractor shall not be liable to the Town for damages of any kind occasioned by delays due to causes beyond Contractor’s control and without its fault or negligence, provided Contractor notifies the Town as soon as such delay becomes apparent.

IN WITNESS WHEREOF that parties hereto have caused this agreement to be executed.

Dated this ____ day of ______, 20__.

CONTRACTOR:

TOWN OF CORTE MADERA,
A Municipal Corporation

GHD

Town Manager

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

Town Attorney

Town Clerk

Attachment:

1. Exhibit A
Exhibit A: Scope of Work and Budget

Understanding and Approach

The Village at Corte Madera site has been the subject of a number of environmental review documents including the 2009 General Plan Update EIR, as well as the Village Shopping Center Expansion Project Environmental Assessment. GHD will review the existing CEQA documents to identify any tiering opportunities or analysis that can be "incorporated by reference" into the project-specific CEQA document (anticipated to be an EIR) for The Village at Corte Madera 2016 Expansion Project (Project). Our goal will be to utilize as much of the existing work as possible. At the same time, consideration needs to be given to environmental concerns raised by the community on this, and other recent, development projects in the Town. These concerns include impacts on aesthetics, biological resources, storm water management, sea level rise, and traffic, as well as transparency of the Town's environmental review process. The GHD Team has been formulated to provide the technical expertise needed to assist in the evaluation of these issues. In addition, Fehr and Peers has joined our team to preform data collection that will establish baseline traffic and parking conditions, and to perform review of previous transportation studies.

At the conclusion of our review, GHD will provide a recommendation for the most efficient, transparent, and legally-defensible approach for the Project's EIR.

Scope of Work

Task 1 Kick-off and Data Collection

GHD will list the existing available documentation relevant to the Project and identify any additional pertinent documents that should be included in the review, such as any existing resource agency permits covering the Project site, stormwater management plan for the adjacent stormwater management basin. GHD will prepare a list of additional information that should be reviewed as part of this scope of work.

This task includes one meeting with the Town, attended by the Project Manager, Kristine Gaspar, and Quality Control reviewer, Pat Collins. The agenda of the meeting will include: 1) review the list of documents to be reviewed; 2) discuss which portions of the Village Shopping Center Expansion Project Environmental Assessment for the Nordstrom and Macy's expansion should “receive close attention”, as mentioned in the RFP; 3) establish lines of communication; and 4) agree to a schedule.

This task also includes one site visit.

Task 1 Deliverables: kick-off meeting; site visit.

Task 2 Review of General Plan Update EIR and Village Shopping Center Expansion Project Environmental Assessment

GHD will review the General Plan Update EIR and Village Shopping Center Expansion Project Environmental Assessment to determine to what extent the setting, analysis, and mitigation measures can be used in the EIR for the Project. GHD will create a Document Review Matrix addressing each CEQA checklist question, and indicating where existing information is adequate, where new or updated information is needed, where new or revised mitigation measures are recommended, and whether the Applicant needs to provide additional or revised technical studies. Below is a preliminary example, using one checklist question, of how the Document Review Matrix could be set up. This will be further refined in coordination with the Town.
Example of Document Review Matrix

<table>
<thead>
<tr>
<th>Setting</th>
<th>Analysis</th>
<th>Mitigation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Aesthetics:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have a substantial adverse effect on a scenic vista?</td>
<td>Described adequately in GP Update EIR and Environmental Assessment.</td>
<td>Described broadly in GP Update EIR and Environmental Assessment. Will require project-specific analysis. Applicant's visual simulations are adequate.</td>
</tr>
</tbody>
</table>

GHD will submit the matrix to the Town for review. This scope of work includes a conference call or meeting to discuss the preliminary matrix and make a determination on the type of EIR appropriate for the Project.

**Task 2 Meetings:** conference call or meeting to discuss Document Review Matrix.

**Task 2 Deliverables:** preliminary Document Review Matrix in electronic format.

**Task 3 Peer Review Applicant Reports**

Task 3 will be performed in tandem with Task 2.

**Geotechnical Investigation Report**

GHD's Geotechnical Engineer, Chris Trumbull, will peer review the Geotechnical Investigation Report Restoration Hardware Building and Southern Parking Structure (Kleinfielder, May 2015). If the review results in any recommended revisions or concerns, it will be noted in the Document Review Matrix prepared under Task 2.

**Biological Resources Assessment**

GHD Team member Olofson Environmental Services will peer review the Biological Resources Assessment (WRA, February 2015). If the review results in any recommended revisions or concerns, it will be noted in the Document Review Matrix prepared under Task 2.

**Task 3 Meetings:** no meetings.

**Task 3 Deliverables:** no deliverables; results will be reported under Task 2.

**Task 4 Traffic/Parking Data Collection**

GHD's Team member Fehr and Peers will perform the following tasks related to transportation and parking, in addition to assisting with Task 2 as it relates to traffic. GHD will provide oversite and review all work products prior to submittal to the Town.

**Subtask 4.1 Data Collection**

A count firm will be contracted with to conduct roadway segment, intersection, and parking occupancy counts in the vicinity of the Village at Corte Madera. The roadway segment and driveway count data will be used to analyze traffic conditions during the peak school and peak Saturday periods near the Village and compare these periods to the traditional PM peak analysis period.

The purpose of preparing these comparative forecasts is to confirm that the planned analysis of weekday PM peak hour conditions represents the highest combination of existing background and project traffic, when compared to weekday mid-afternoon (i.e., 2-4 pm period with active school traffic) and Saturday peak hour conditions.

**Roadway Segments at Village and Nearby Schools**

Roadway segment counts will be collected at three locations: two roadway segments nearby local schools (specific locations to be determined through coordination with Town staff) and one roadway segment between the intersection of
Redwood Highway/San Clemente Drive and Redwood Highway/Southeast Village Entrance. Daily tube counts will be collected at these three sites for a typical weekday and a Saturday. The count data from the Saturday tube count at the Village location will be used to determine the peak Saturday period for further data collection activities and analysis.

Counts at Village Driveways (School and Saturday Periods)
Intersection traffic counts will be conducted at the following four intersections which represent the entrance points for the Village:

- Redwood Highway / Southeast Village Entrance
- Redwood Highway / East Village Entrance
- Redwood Highway / Northeast Village Entrance
- Redwood Highway / North Village Entrance

Traffic counts will be conducted during a typical weekday school peak period (2:00 to 4:00 p.m.) and on a typical Saturday two-hour peak period (specific time period to be determined by tube count collected in Task 1.1).

Parking Occupancy at Village
Parking occupancy counts will be conducted at the Village at Corte Madera Parking Lot during a typical weekday from 8:00 a.m. to 8:00 p.m. and a typical Saturday from 10:00 a.m. to 8:00 p.m.. These counts will be conducted once in October and once in December to capture both typical and holiday shopping season parking conditions. These counts will include an inventory of the existing parking supply at the Village, and will be segregated by sub-area within the overall lot. The schedule for parking occupancy counts will be coordinated with Town staff.

Study Intersection Traffic Counts (Weekday PM Peak Period)
Fehr & Peers will collect traffic count data at the following nine study intersections:

- Redwood Highway / Wornum Drive
- Redwood Highway / Northeast Mall Entrance
- Redwood Highway / Middle Entrance
- Redwood Highway / Southeast Mall Entrance
- Tamalpais Drive / Redwood Highway / San Clemente Drive
- Tamalpais Drive / Northbound US-101 Ramps
- Tamalpais Drive / Southbound US-101 Ramps
- Tamalpais Drive / Town Center Entrance
- Tamalpais Drive / Madera Boulevard

Data will be collected during a typical weekday PM peak period (4:00 to 6:00 pm). AM peak period counts will not be conducted because the PM peak period represents the more congested peak period during a typical day. In addition, the Proposed Project is expected to generate few trips during the AM peak period since the store will likely be closed.

Subtask 4.2 Peak Hour Comparison (School and Saturday)
The count data collected as part of Subtask 4.1 will be used to compare the following time periods:

- Traditional weekday PM peak period (4:00 to 6:00 p.m.)
- Peak weekday afternoon school period (2:00 to 4:00 p.m.)
- Peak Saturday period (specific time period to be determined)

The intersection count data will be used to develop an empirical trip generation rate for the Proposed Project during the peak school and peak Saturday periods to estimate the number of vehicle trips the Project would generate during these periods.
The trips generated by the Project will be distributed through the local roadway network using the trip distribution pattern used as part of the General Plan EIR that was conducted in 2009. The sum of existing traffic and project trips that would be added will be compared for each road segment between the three time periods. This Existing Plus Project comparison will include a bar chart showing the level of background traffic and Project-added traffic at each of the three roadway segments at which counts were collected for the three different time periods.

Subtask 4.3: Parking Supply and Demand Review
The methodology described in the Urban Land Institute’s (ULI) Shared Parking Model, Second Edition (2005) will be used to estimate the parking demand that would be generated by the Proposed Project and use the data collected in Subtask 4.1 to calibrate the model to local conditions. The estimated parking demand will be compared to both the proposed parking supply and the code-required parking supply as specified in the Town of Corte Madera Zoning Code (Section 18.020.030) based on the size of the Project. The parking demand methodology and results will be summarized in a brief memo that can either be provided as a separate document for Town staff to review or incorporated into the full TIS report.

Subtask 4.4: Preparation of TIS Methodology Memo
A memo will be prepared that presents the results of the data collection effort, document the peak period trip generation comparison, and provide a review of past transportation studies. The memo will include figures showing the results of the roadway segment and intersection traffic counts. The findings from the data collection and previous study review will be used to present to Town staff options for the EIR methodology and key assumptions to be made as part of Phase 2. We will prepare and submit a draft memo for Town staff to review, respond to one round of consolidated comments, and submit a final memo to be presented to the project applicant.

This task assumes three in-person meetings (two with Town staff and one with the applicant) to discuss comments made by Town staff and to present the findings of the final memo to the project applicant. We are available to attend additional meetings or calls on a time-and-materials basis if requested.

Task 4 Meetings: three meetings; two to review methodology and one to present findings.

Task 4 Deliverables: Draft and Final TIS Methodology Memo in electronic format.

Task 5 Work Program
At the completion of Tasks 2 and 3, GHD will prepare and submit a detailed Draft Work Program, including a budget. The Work Program will include the list of additional technical studies identified under Task 2 as necessary to complete the EIR. Upon review by the Town, the Project Manager will meet with Town staff to review and discuss changes to the Draft Work Program. GHD will then take the Town’s input and prepare a Final Work Program.

Task 5 Meetings: meeting to review the work program.

Task 5 Deliverables: Draft and Final Work Program in electronic format.

Budget
The following table illustrates staff hours, billing rates, materials, and total cost for each task as provided in the Scope of Work. The total fee of $78,852 assumes an approximate eight week schedule.
## Budget: Village at Corte Madera 2016 Expansion Project

### Task 1 - Kick-off Meeting & Data Collection
- **Data Collection, Data Needs List, Site Visit**
  - Collins: 2, Whitton: 8, Trumbull: 12
  - 22 hours, $2,860 labor, $132 consumable
  - Total: $2,682

- **Kick-off Meeting, preparation & attendance**
  - Collins: 6, Whitton: 8, Trumbull: 14
  - 14 hours, $2,400 labor, $56 consumable
  - Total: $2,984

**Task 1 Subtotal**: $5,666

### Task 2 - Review GP Update EIR/Village Expansion EA
- **Review CEQA Documents and Prepare Matrix**
  - 8 hours, $11,380 labor, $492 consumable
  - Total: $11,872

- **Conference Call/Meeting**
  - 2 hours, $1,000 labor, $36 consumable
  - Total: $1,036

**Task 2 Subtotal**: $12,908

### Task 3 - Peer Review Applicant Reports
- **Geotechnical Investigation Report**
  - 10 hours, $2,300 labor, $72 consumable
  - Total: $2,372

- **Biological Resources Assessment**
  - 4 hours, $600 labor, $24 consumable
  - Total: $624

**Task 3 Subtotal**: $2,996

### Task 4 - Traffic/Parking Data Collection
- **Data Collection**
  - 0 hours, $0 labor, $0 consumable
  - Total: $0

- **Peak Hour Comparison (School & Saturday)**
  - 0 hours, $0 labor, $0 consumable
  - Total: $0

- **Parking Supply & Demand Review**
  - 0 hours, $0 labor, $0 consumable
  - Total: $0

- **Preparation of T/S Methodology Memo (3 mps)**
  - 2 hours, $3,580 labor, $144 consumable
  - Total: $3,724

- **Preparation of T/S Methodology Memo (2 mps)**
  - 2 hours, $3,580 labor, $144 consumable
  - Total: $3,724

**Task 4 Subtotal**: $7,448

### Task 5 - Work Program
- **Draft Work Program**
  - 2 hours, $3,070 labor, $132 consumable
  - Total: $3,202

- **Final Work Program**
  - 2 hours, $3,070 labor, $132 consumable
  - Total: $3,202

**Task 4 Subtotal**: $6,404

### Task 6 - Project Management
- **Project Management (6 weeks)**
  - 4 hours, $1,142 labor, $69 consumable
  - Total: $1,211

- **Quality Assurance/Quality Control**
  - 12 hours, $2,400 labor, $72 consumable
  - Total: $2,472

**Task 6 Subtotal**: $3,683

**TOTAL**

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ATTACHMENT 4: Certificate of Insurance
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Willis of Massachusetts, Inc.
c/o 26 Century Blvd
P.O. Box 305191
Nashville, TN 37230-5191

INSURED
GHD Inc.
4747 N. 22nd Street, Suite 200
Phoenix, AZ 85016

CERTIFICATE NUMBER:

COVERAGES

A X COMMERCIAL GENERAL LIABILITY
CLAIMS-MADE X OCCUR
GEN. AGGREGATE LIMIT APPLIES PER:
POLICY X LOC
OTHER:

B X ANY AUTO - ALL OWNED AUTOS
SCHEDULED AUTOS NON-OWNED AUTOS
Coll Ded: 500 X
UMBRELLA LIABILITY
EXCESS LIABILITY

C Professional Liab.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

THIS VOIDS AND REPLACES PREVIOUSLY ISSUED CERTIFICATE DATED: 9/10/2015.

Re: GHD Project no.: 11109075, Restoration Hardware EIR-Village at Corte Madera 2016 Expansion Project. Coverage for Contractual Liability is provided under General Liability policy.

Town of Corte Madera, its officers, agents, and employees are included as Additional Insureds as respects to General Liability, Auto Liability and Professional Liability as required by contract or agreement.

SEE ATTACHED ACORD 101

CERTIFICATE HOLDER

Town of Corte Madera
P.O. Box 159
Woodacre, CA 94973-0159

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Description of Operations/Locations/Vehicles:
Waiver of Subrogation applies in favor of Additional Insureds with respect to General Liability and Workers' Compensation as per written contract, agreement or permit where permissible by law or statute.