



April 29, 2025

City of Burlingame
Community Development Department
Attn: Erika Lewit, Senior Planner
501 Primrose Road
Burlingame, CA 94010
elewit@burlingame.org

Re: Proposal for Environmental Document for Proposed Redevelopment at 1430 Chapin Avenue, Burlingame, CA

Dear Ms. Lewit,

Circlepoint is pleased to present this proposal to assist with the environmental review pursuant to the California Environmental Quality Act (CEQA) for the proposed redevelopment at 1430 Chapin Avenue in the City of Burlingame (City). The project site is generally bordered by multi-family residential buildings to the north, New Frontier Foods Manufacturer to the east, an office development to the west, and Chapin Avenue to the south. The site is in an urbanized area surrounded by Chapin Avenue Commercial (CAC) and High Density Residential (R4) zoning designations.

The project proposes demolishing the existing single-story office building, merging the three lots of the 30,327 square feet (sf) parcel into a single lot, and constructing a five-story office building with two levels of below-grade parking. The project includes 86,237 sf gross floor area in five stories above grade, with 1,560 sf of retail on the first floor and 84,677 sf of office space in the remainder of the building. The two levels of below-grade parking include 92 parking spaces; the applicant is applying Assembly Bill (AB) 2097 to be exempt from minimum parking requirements in a commercial development located within one-half mile of a major transit stop.

The project includes an Amendment to the Burlingame Downtown Specific Plan to increase the allowable height in the Chapin Avenue Area from 35 feet by right and 55 feet with a Conditional Use to 60 feet and 75 feet with a Special Permit. The project also includes an Amendment to the CAC Zoning to increase allowable height from 35 feet and 55 feet with a Special Permit to 60 feet and 75 feet with a Special Permit.

For this project, key environmental considerations include the assessment of construction health risk due to its close proximity to sensitive receptors, and the assessment of noise and vibration during the construction and operational stages. While the site is completely developed, there is still the possibility to encounter unknown cultural resources during ground-disturbing activities. By addressing these considerations early in the environmental review process, it is anticipated the project can proceed in a more streamlined manner in compliance with CEQA.

Project Approach

Given our understanding of the key issues, Circlepoint believes an Initial Study/Mitigated Negative Declaration (IS/MND) is the appropriate type of CEQA document for the project. Circlepoint will work closely with the City to refine this approach, ensuring our team provides adequate technical analysis to



substantiate CEQA conclusions. We will provide CEQA services to support the project outlined in the tasks below.

TASK 1 – PROJECT MANAGEMENT AND ADMINISTRATION

Under this task, Circlepoint will attend up to seven (7) meetings, coordinate with the project team, prepare and submit monthly invoices, and manage the schedule and budget for all environmental deliverables. The scheduled meetings include:

- One (1) kick-off meeting with the City to introduce the team, summarize the project, discuss initial data requests, and potentially refine the IS/MND schedule.
- One (1) meeting with the City to review comments from the City on the Administrative Draft IS/MND.
- Five (5) recurring meetings with the City and/or applicant.

Circlepoint can attend additional meetings on a time-and-materials. Circlepoint will also coordinate with the City the applicant on background information and data needs.

TASK 2 – PROJECT DESCRIPTION

Circlepoint will draft a project description based on project information received for two (2) rounds of review. The project description will be based on project plans and data provided by the applicant, and will include:

- The precise location and boundaries of the project site on an aerial map, which also will show the regional location of the project site.
- A general description of the characteristics of the project.
- A detailed description of the project components.
- The anticipated timeline for project construction.
- Required City approvals for the project.

Circlepoint will prepare the final project description upon receipt of City's comments.

Task 2 Key Deliverables:

- Draft Project Description
- Final Project Description

TASK 3 – TECHNICAL STUDIES

Circlepoint has retained Illingworth & Rodkin Inc. (I&R), Eileen Barrow & Associates, and Hexagon Transportation Consultants Inc. (Hexagon) to prepare the following technical studies to support the IS/MND: a Noise and Vibration Assessment; a Construction Air Quality and Health Risk Assessment; a Cultural Resources Technical Report; and a Transportation Analysis Report. Detailed descriptions of each are provided below.

Subtask 3.1 Noise and Vibration Assessment

The primary noise and vibration issues would result from temporary project construction activities and permanent project operations. The compatibility of the proposed project with the project area noise environment will also be addressed to ensure compatibility with the General Plan and the Cal Green Code. I&R will complete the following tasks under Subtask 3.1:

- *Quantify Existing Ambient Noise and Vibration Levels:* The existing noise and vibration environment will be quantified. Noise levels would be measured over a continuous 24-hour period at up to two locations, and short-term noise measurements will be made as necessary over periods of 10 to 15 minutes. Available General Plan noise data or other data supplied by the City will be reviewed in combination with I&R file data to establish ambient noise levels in the project vicinity.
- *Calculate Project Operational Noise Levels:* I&R will calculate project-generated noise that could affect existing noise-sensitive uses. This will include calculations of traffic noise increases based on the project's traffic study, noise from the project's mechanical equipment, and other features of the project, as necessary.
- *Calculate Construction Noise Levels:* Noise generated by the construction of the project will be estimated at nearby uses based on data contained in I&R files. Construction activities can generate substantial noise levels, especially during demolition and foundation work.
- *Calculate Construction Vibration Levels:* Vibration may be a concern during demolition and construction, depending on the proximity of the project to existing buildings, particularly sensitive historic buildings. Vibration levels expected from demolition and construction activities will be based on published data contained in I&R files.
- *Assess Land Use Compatibility and Recommend Noise Controls.* The future noise environment at the project site will be evaluated with respect to the noise standards established by the City and the State Building Code. If noise levels are calculated to exceed City guidelines, the general range of noise control treatments, including noise barriers and a range of Sound Transmission Class (STC) ratings for building elements will be established to reduce exterior and interior noise levels to acceptable levels. The detailed design and specification of noise control treatments (if required) would be completed under a separate agreement during the design phase of the project.
- *Assess Noise and Vibration Impacts.* Noise impacts will be assessed pursuant to the requirements of the CEQA Guidelines. Noise and vibration levels will be compared to applicable State and local noise thresholds to identify any potential noise impacts at sensitive receptors in the area resulting from the proposed project.
- *Identify Mitigation Measures.* I&R will recommend measures to mitigate any significant noise or vibration impacts that are identified.

Task 3.1 Key Deliverables:

- Noise and Vibration Assessment

Subtask 3.2 Construction Air Quality and Health Risk Assessment

Primary air quality issues associated with the project would be health risk impacts associated with project construction on existing nearby sensitive receptors. The CEQA Air Quality Guidelines updated by the Bay Area Air Quality Management District (BAAQMD) will be used to assess the air quality impacts of the proposed project. The project meets screening threshold criteria for operational criteria pollutants, so operational criteria pollutant emissions analysis is not proposed. I&R will complete the following tasks under Subtask 3.2:

- *Calculate Construction Emissions.* Construction air quality impacts resulting from the project will be addressed by predicting construction period emissions (ROG, NOx, and PM). Emissions obtained from the latest version of California Emissions Estimator Model (CalEEMod) will be used to develop construction emission rates based on project-specific construction data.
- *Evaluate Health Risk Impacts.* The project is near sensitive receptors (e.g., residences), so a health risk assessment is proposed. Construction emissions obtained from CalEEMod will be used to develop construction period emission rates based on project-specific information. Dispersion modeling will be conducted using EPA's AERMOD model and hourly meteorological data from the most representative monitoring station. The cancer risks associated with modeled construction-period diesel particulate matter (DPM) and PM_{2.5} concentrations will be computed following the BAAQMD risk management policy guidance. The risks will be compared against BAAQMD CEQA thresholds (i.e., cancer risk, non-cancer hazards, and PM_{2.5} concentration). Measures that may be necessary to reduce construction exhaust emissions or cancer risks will be identified.
- *Assess Cumulative Health Risk Impacts.* Permitted stationary sources and roadway screening data obtained from BAAQMD will be used to predict the cumulative health risk impacts at the maximally exposed individual. Roadway and stationary sources are not expected to exceed thresholds using BAAQMD's screening tools and will not be modeled. Note that a public records request to BAAQMD to obtain stationary source emissions data may be necessary.
- *Identify Mitigation Measures.* Reasonable and feasible mitigation measures to reduce any significant air quality impacts will be identified and evaluated. A list of reasonable and feasible dust control measures will be developed to reduce construction air quality impacts and, if necessary, measures to reduce construction health risk emissions to acceptable levels.

Task 3.2 Key Deliverables:

- Construction Air Quality and Health Risk Assessment

Subtask 3.3 Cultural Resources Technical Report

Eileen Barrow & Associates will conduct a cultural resources study to identify any cultural resources within or near the project site that could be impacted by the proposed project, and to assist Circlepoint with a report to facilitate implementation of AB52 on behalf of the City. Work performed under Subtask 3.3 will include:

- Conducting archival research at the Northwest Information Center (NWIC) of the California Historical Resources Information System (CHRIS) and at local and online libraries to assess the

potential for previously documented prehistoric and historic-era cultural resources within the study area and its surroundings.

- Completing a written technical report of findings that summarizes the preceding tasks and offers recommendations for the treatment of cultural resources, and providing performance standards for any potential mitigation identified during the archival process.
- Because the property is developed, a proper field survey cannot be completed. Given this it is recommended that the site be subjected to a field survey after the building, sidewalk, and asphalt have been removed but prior to any development. Field methods could include a surface survey with the use of a hoe or trowel to clear the ground surface of vegetation or duff, excavation of shovel probe(s), or excavation with a hand auger. Preliminary documentation of cultural resources on California Department of Parks and Recreation (DPR) 523 forms will be completed if found during our fieldwork. The survey will be included as a mitigation measure in the IS/MND with detailed performance standards.

Task 3.3 Key Deliverables:

- Cultural Resources Technical Report

Subtask 3.4 Transportation Analysis Report

Hexagon will conduct a vehicle miles travelled (VMT) evaluation along with a supplemental transportation operations analysis for the project. Work performed under Subtask 3.4 will include:

- *VMT Evaluation.* An evaluation of the project's potential impacts related to adopted VMT methodologies and impact criteria is required per the Governor's Office of Research and Planning (OPR) Technical Advisory guidance on the evaluation of transportation impacts in CEQA. Since the City has yet to adopt VMT impact criteria or thresholds, the VMT assessment will consider OPR's guidelines and recommendations for the evaluation of VMT for CEQA. The project is located within 0.5 -mile of the Burlingame Caltrain Station and would meet the screening criteria for presumption of less than significant impact near transit stations. The study will describe in detail the recommended screening criteria in the OPR Technical Advisory guidance and the project's consistency with the screening criteria.
- *Transportation Operations Analysis.* The transportation operations analysis will include a review of site access and on-site circulation, as well as a review of pedestrian, bicycle, and transit facilities in the project vicinity. The tasks to be included in the transportation operations analysis are:
 - *Project Trip Generation.* Estimates of trips to be added to the surrounding roadway network by the proposed office development will be based on the trip generation rates recommended by the Institute of Traffic Engineers' (ITE) Trip Generation Manual, 11th Edition.
 - *Site Access and On-Site Circulation.* A review of the project site plan will be performed to determine the overall adequacy of site access and on-site circulation in accordance with generally accepted traffic engineering standards. This will include a quantitative analysis of the anticipated traffic volumes at the site's driveway, as well as a qualitative analysis of the proposed site circulation and parking layout. The site plan review will consider

- driveway location and dimensions, sight distance, truck access, pedestrian access and circulation, and vehicle queuing.
- *Bicycle, Pedestrian, and Transit Facilities.* A qualitative analysis of the project's effect on transit services in the area and on bicycle and pedestrian circulation in the study area will be included in the transportation report. The transportation study will identify any deficiencies due to the project and will recommend improvements if necessary.
 - *San Mateo City/County Association of Governments (C/CAG) Congestion Management Program (CMP) Compliance Checklist.* Per C/CAG CMP Travel Demand Management (TDM) Program, all new developments projected to add at least 100 average daily trips are subject to the C/CAG's TDM policy and must implement TDM measures in accordance with the C/CAG TDM checklist that would reduce project trips. Hexagon will fill out the C/CAG TDM checklist in accordance with the C/CAG TDM guidelines.
 - *Report and Meetings.* Hexagon's findings and recommendations will be summarized in a draft memorandum-style report. Hexagon will respond to editorial comments on the draft report and prepare a final report. This proposal includes staff attendance at two virtual team meetings in connection with this project. It does not include attendance at public meetings or hearings.

Task 3.4 Key Deliverables:

- Transportation Analysis Report

TASK 4 – INITIAL STUDY/MITIGATED NEGATIVE DECLARATION (IS/MND)

Subtask 4.1 Administrative Draft IS/MND

Circlepoint will prepare the Administrative Draft IS/MND in accordance with the CEQA Guidelines Appendix G checklist and the City's significance criteria, incorporating the technical studies described in Task 3. Circlepoint will work closely with the project team to identify environmental constraints early in the process, so that potential impacts can be minimized, to the extent feasible, through project design. If additional technical studies are required by the City, Circlepoint will coordinate with the project team to strategize on the best course of action. This would require amendments to this scope and fee.

The analysis in the Administrative Draft IS/MND will evaluate the potential impacts of the proposed project, considering the specific characteristics of the project site and its surroundings. Each topic will be assessed to determine whether the project could cause significant environmental effects, and appropriate mitigation measures will be identified where necessary to ensure compliance with CEQA. Based on the outcome of the above-mentioned reports and analyses, Circlepoint will confirm that all impacts will be able to be mitigated to a less-than-significant level.

The Administrative Draft IS/MND will be submitted electronically. Circlepoint will revise the Administrative Draft IS/MND in response to two (2) rounds of City comments.

Task 4.1 Key Deliverables:

- Administrative Draft IS/MND



Subtask 4.2 Public Draft IS/MND

Upon City approval of the Administrative Draft IS/MND, we will submit one (1) "Screencheck Draft" electronic copy to the City for final review. If necessary, Circlepoint will revise the Screencheck Draft IS/MND in response to one (1) additional round of City staff comments and will prepare a clean Draft IS/MND for public circulation.

Circlepoint will upload the Draft IS/MND to the OPR CEQA Submit portal on behalf of the City, along with all other required documents including a Notice of Intent (NOI), Notice of Completion (NOC), and OPR summary form. Per the RFP, the City will be responsible for circulating the NOI to the County Clerk, a radius surrounding the project site, and for posting the NOI in the local newspaper.

Task 4.2 Key Deliverables:

- Screencheck Draft IS/MND
- Draft IS/MND for public review

Subtask 4.3 – Response to Comments (RTC), Mitigated Negative Declaration (MND), and Mitigation, Monitoring, and Reporting Program (MMRP)

Following the close of the public review period, Circlepoint will review all comments received on the Draft IS/MND. Circlepoint will work with the City to provide responses to the comments in a format acceptable to the City, assumed to be memorandum style. If necessary, Circlepoint will revise the document to respond to two (2) rounds of City comments and prepare the Final IS/MND.

This scope and budget assume that Circlepoint will be responding to no more than 10 individual comments. If more than 10 individual comments are received, then a contract/budget amendment may be required to complete the work.

Circlepoint will also prepare the Mitigation, Monitoring, and Reporting Program (MMRP). The MMRP will describe the method by which mitigation measures will be implemented. The MMRP will include each mitigation measure identified in the IS/MND, including the agency/department responsible for ensuring compliance, the method of implementation, and the compliance report. Circlepoint will respond to up to two (2) rounds of City comments on the Final IS/MND and MMRP. All submittals will be electronic.

Task 4.3 Key Deliverables:

- Draft and Final RTC and IS/MND
- Draft and Final MMRP

TASK 5 – PUBLIC HEARINGS AND NOTICE OF DETERMINATION (NOD)

Circlepoint will attend one (1) Planning Commission meeting, and if necessary, one (1) City Council meeting on the project. Circlepoint will also prepare and file the CEQA Notice of Determination (NOD) within five working days of project approval with the County Clerk and State Clearinghouse.



Assumptions and Limitations

- Circlepoint assumes that the technical studies identified herein will satisfy CEQA requirements. If project circumstances or agency reviewers identify the need for additional technical studies beyond those listed herein, Circlepoint will prepare an updated cost estimate.
- Circlepoint assumes the project description will not substantially change. If changes to the project description occur after Circlepoint has begun work on Task 2, a service augment is anticipated to be required.
- It is not possible to predict the number and complexity of public comments that will be received on the Draft IS/MND. Should the number and complexity of comments require additional staff time to prepare responses, Circlepoint will prepare an updated cost estimate.

Staffing

Geoff Reilly will serve as the principal in charge and Matthew Moore will serve as the project manager (see attached resumes). They will be assisted by the subconsultants identified above and other Circlepoint staff as needed.

Schedule

Upon City approval of this scope of work and execution of a contract, Circlepoint anticipates delivering the Administrative Draft IS/MND to the City within two (2) months. This assumes no substantive changes to the technical work described above that would require additional time, and no changes to the project description once work commences. The typical timeframe for completion of the CEQA process described above is approximately four (4) to five (5) months.

Cost

Circlepoint would complete the tasks described above for a not-to-exceed fee of \$108,558.00. Per the City's request, a 20% contingency of \$21,711.60 has been added for a total fee of **\$130,269.60**. For a detailed breakdown of this fee, please see the attached budget table.

Thank you again for the opportunity to submit our proposal for your consideration. Please contact me via phone (510.285.6702) or email (g.reilly@circlepoint.com) should you have any questions regarding this proposal.

Sincerely,

A handwritten signature in black ink that reads "Geoff Reilly".

Geoff Reilly, AICP
Senior Principal

Circlepoint Budget
04.29.25

Tasks	Principal	Project Manager	Senior Associate	Associate	Assistant/ Coordinator or Art Director	Project Accountant	Total Hours	Total Dollars
Rates \$ 319 \$ 201 \$ 189 \$ 158 \$ 137 \$ 189 \$ 163								
Task 1 Project Management and Administration								
Task 1: Project Management and Administration	4.00	24.00	8.00	-	-	2.00	38.00	\$ 7,938.00
Subtotal Task 1 Project Management and Administration	4.00	24.00	8.00	-	-	2.00	38.00	\$ 7,938.00
Task 2 Project Description								
Task 2: Project Description	2.00	6.00	8.00	-	20.00	8.00	44.00	\$ 7,608.00
Subtotal Task 2 Project Description	2.00	6.00	8.00	-	20.00	8.00	44.00	\$ 7,608.00
Task 3 Technical Studies								
Subtask 3.1: Noise and Vibration Assessment (Coordination)	1.00	2.00	4.00	-	6.00	-	13.00	\$ 2,299.00
Subtask 3.2: Construction Air Quality and Health Risk Assessment (Coordination)	1.00	2.00	4.00	-	6.00	-	13.00	\$ 2,299.00
Subtask 3.3: Cultural Resources Technical Report (Coordination)	1.00	2.00	4.00	-	6.00	-	13.00	\$ 2,299.00
Subtask 3.4: Transportation Analysis Report (Coordination)	1.00	2.00	4.00	-	6.00	-	13.00	\$ 2,299.00
Subtotal Task 3 Technical Studies	4.00	8.00	16.00	-	24.00	-	52.00	\$ 9,196.00
Task 4 Initial Study/Mitigated Negative Declaration (IS/MND)								
Subtask 4.1: Administrative Draft IS/MND	6.00	16.00	10.00	40.00	60.00	8.00	140.00	\$ 23,072.00
Subtask 4.2: Public Draft IS/MND	2.00	4.00	2.00	16.00	20.00	-	44.00	\$ 7,088.00
Subtask 4.3: RTC/ MND/ MMRP	2.00	4.00	6.00	20.00	20.00	-	52.00	\$ 8,476.00
Subtotal Task 4 Initial Study/Mitigated Negative Declaration (IS/MND)	10.00	24.00	18.00	76.00	100.00	8.00	236.00	\$ 38,636.00
Task 5 Public Hearings and Notice of Determination (NOD)								
Task 5: Public Hearings and NOD	8.00	12.00	1.00	-	4.00	-	25.00	\$ 5,701.00
Subtotal Task 5 Public Hearings and Notice of Determination (NOD)	8.00	12.00	1.00	-	4.00	-	25.00	\$ 5,701.00
Labor Subtotal	28.00	74.00	51.00	76.00	148.00	16.00	395.00	\$ 69,079.00
Total Labor								\$ 69,079.00
Subcontractors								
Noise and Vibration Assessment (I&R)								\$ 10,000.00
Construction Air Quality and Health Risk Assessment (I&R)								\$ 8,500.00
Cultural Resources Technical Report (Eileen Barrow & Associates)								\$ 5,240.00
Transportation Analysis Report (Hexagon)								\$ 12,000.00
Subtotal Subcontractors								\$ 35,740.00
ODCs								
Mileage (per IRS standard mileage rate) and Tolls								\$ 150.00
Subtotal ODCs								\$ 35,890.00
Mark-Up on ODCs								\$ 39,479.00
Subtotal								\$ 108,558.00
Contingency (20%)								\$21,711.60
TOTAL								\$ 130,269.60