December 17, 2019

Catherine Keylon
Senior Planner
501 Primrose Road,
Burlingame, CA 94010

Subject: Proposal to Prepare Environmental Documentation for the 1766 El Camino Real Project

Dear Ms. Keylon,

We are pleased to submit this proposal for an Initial Study/ Mitigated Negative Declaration (IS/MND). ICF Jones & Stokes, Inc. (ICF) formed our team to help the City successfully and efficiently prepare an environmental document in compliance with the California Environmental Quality Act (CEQA). We offer a team of highly skilled environmental professionals who will produce legally defensible and comprehensive CEQA documentation, allowing the project to be environmentally cleared and developed as expeditiously as possible.

The 1766 El Camino Real Project (Project) site totals 1.7 acres and is currently occupied by a two-story mixed-use building that includes the Peninsula Museum of Art. The Project entails the demolition of these features and the construction of a new seven-story mixed-use building with retail space (7,588 square feet [sf]), office space (148,057 sf), and residential units (60 units). The project would include below market rate units. A total of 385 parking spaces would be provided in two below-grade levels.

As demonstrated in our proposal, ICF has formed a team of expert internal staff to successfully and efficiently provide environmental review services for the City. This submittal includes our scope of work, cost estimate, and tentative schedule for the 1766 El Camino Real Project IS/MND. ICF proposes to invoice costs monthly, on a time-and-materials basis.

This proposal is valid for a period of 90 days, at which time ICF reserves the right to revise the contents or extend the validity date, if needed. We are excited to work with you on this important project and believe we are the best fit for your needs. If selected, ICF looks forward to negotiating mutually acceptable terms. ICF has reviewed and is willing to accept the terms and conditions of the City's standard agreement including evidence of insurance. To discuss further how ICF can assist you on this project, please feel free to contact Leo Mena, our proposed Project Manager, at 415.677.7170 or leo.mena@icf.com. We look forward to hearing from you.

Sincerely,

Jodi Young
Manager, Contracts

Attachment A – PreVision Design Scope
Attachment B – Hexagon Scope
Attachment C – Budget
Attachment D – Schedule

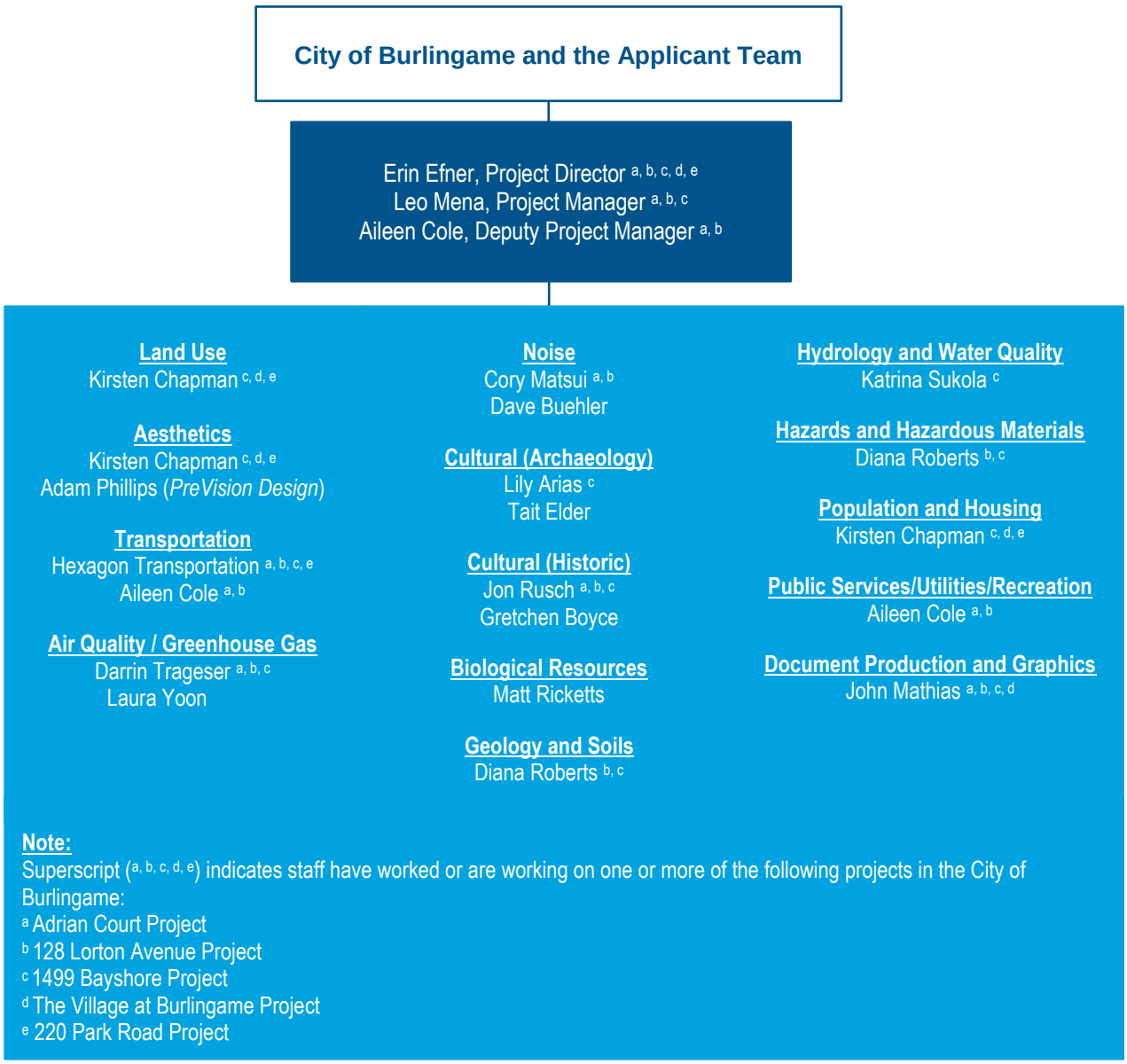
1. INTRODUCTION

ICF is a recognized leader in CEQA compliance, having prepared thousands of environmental impact studies and related documents since the founding of the former Jones & Stokes in 1970. By the time it was acquired by ICF in 2008, Jones & Stokes was one of the most well-known and well-respected firms providing CEQA compliance services. Today, ICF has more than 300 employees in Northern California across three offices in San Francisco, San Jose, and Sacramento.

ICF provides our clients with high quality, objective environmental planning services emphasizing compliance with an increasingly complex array of environmental laws and regulations. We have decades of experience helping local clients implement the requirements of CEQA, including extensive local experience preparing environmental documentation and technical analyses for high-profile projects. Our recent local experience includes preparation of the 1499 Bayshore Project IS/MND for the City of Burlingame, with whom we collaborated closely to produce a complete environmental analysis. Other projects we have successfully worked on with the City of Burlingame include the Adrian Court Project Class 32 Infill Exemption, Burlingame Point Project EIR and EIR Addendum, and The Village at Burlingame Project (Class 32 Infill Exemption). We are also currently preparing CEQA documentation for the 128 Lorton Avenue Project (Class 32 Infill Exemption) and the 220 Park Road Project (EIR). Our long-standing relationships with the City of Burlingame and other major cities in the region have enabled us to gain efficiencies in our approach, while gaining an understanding of the intricacies of doing environmental review work in the Bay Area. With our deep bench of talented technical staff and our efficient management approach, ICF knows how to streamline the environmental review process to accommodate aggressive and challenging schedules that comply with regulatory requirements and effectively meet client needs.

2. ICF TEAM AND PROJECT EXPERIENCE

ICF is proposing a team of dedicated professionals who are familiar with the City of Burlingame, who are knowledgeable about local issues, and who have the capacity to provide timely and exceptional environmental services for the 1766 El Camino Real Project (Project). We have deliberately put forth the same management team that has recently worked on or is currently working on four different projects with the City of Burlingame. Each proposed specialist has a key area of expertise to contribute and will work closely with the Project team on all aspects of the Project to keep the process cohesive. In addition, ICF will contract Hexagon to conduct the transportation analysis and Prevision Design for the visual simulations for the Project. Hexagon has extensive experience working with the City of Burlingame, including the projects that ICF has managed and the Burlingame General Plan EIR.



Project Experience

ICF has a long reputation as a leader in the preparation of documents on infill development, commercial, housing, infrastructure, and transportation projects throughout the Bay Area. The following highlights the ICF team's experience preparing CEQA documentation for infill, commercial, housing mixed-use, and other relevant projects within the City of Burlingame.

1499 Bayshore Project (January 2018-September 2019), Burlingame, CA

ICF prepared an IS/MND for this project, which entails demolishing the two existing two-story office buildings and surface parking in order to construct a 154-foot tall, 12-story hotel building and a detached 28-foot tall restaurant on the site. The project required design review and a conditional use permit. The Project was approved on the September 23, 2019 Planning Commission Meeting.

Adrian Court Project (May 2019-September 2019), Burlingame, CA

A Class 32 Infill Exemption was prepared for this project that entailed the demolition of two commercial buildings, surface parking, and landscaping on two parcels. The project involved merging the two parcels to create a 2.83-acre development with mixed-use residential, commercial/office, park space, and parking. Due to the Adrian Court Project's proximity to the proposed project, the information regarding air quality, noise, transportation, hazardous materials, and hydrology from this document will be used, as applicable. The Project was approved on the September 23, 2019 Planning Commission Meeting.

128 Lorton Avenue Project (June 2019-Current), Burlingame, CA

A Class 32 Infill Exemption is currently being prepared for this project within the Burlingame Downtown Specific Plan. The project entailed demolition of two buildings and the development of a new, 5-story building with at-grade parking and residential condominiums. Technical staff conducting the air quality, noise, and transportation analysis and project management staff for the 128 Lorton Avenue Project will be the same for this proposed Project.

The Village at Burlingame Project (January 2018-December 2018), Burlingame, CA

A Class 32 Infill Exemption was prepared for this project that included the development of two existing surface parking lot sites, within the Burlingame Downtown Specific Plan, into a 137,460-gross-square-foot residential building with parking and park space, and a five-story public parking garage, respectively.

In addition to the projects above, our team has extensive experience working on CEQA documents for jurisdictions in the Peninsula/Silicon Valley/South Bay. This is not an exhaustive list of projects completed by ICF in the Peninsula; additional project information is available upon request.

- Burlingame Point Project EIR and Addendum—City of Burlingame
- Mixed Use Projects at 1300 and 500 El Camino Real Infill EIRs—City of Menlo Park
- Multiple Facebook Campus Expansion EIRs and Addenda—City of Menlo Park
- Various CEQA Streamlining Infill Projects—City of Oakland
- 15888 Hesperian Blvd. Affordable Housing IS/MND—Mercy Housing California
- Various Community Plan Exemptions—City of San Francisco
- The Nueva School 2012 Master Plan Update IS/MND—Town of Hillsborough
- City Place Santa Clara EIR—Related, Santa Clara
- Democracy Way Santa Clara EIR—Kylli/Genzon, Santa Clara
- SF Giants Mission Seawall Lot 337 Pier 48 EIR—Seawall Lot 337 Associates LLC
- The Hub Plan and Multiple Projects in the Market Octavia Area Program/Project EIR—City and County of San Francisco Planning Department

3. PROJECT UNDERSTANDING AND APPROACH

The 1766 El Camino Real Project (Project) site totals 1.7 acres and is currently occupied by a two-story mixed-use building that includes the Peninsula Museum of Art. The Project site is located less than 0.5 mile from the Millbrae Transit Station. The Project entails the demolition of the existing features and the construction of a new seven-story mixed-use building with retail space (7,588 square feet [sf]), office space (148,057 sf), residential uses (60 units), and a public plaza. The project would include below market rate units. A total of 385 parking spaces would be provided in two below-grade levels. The Project would include a zoning code amendment to reduce the parking ratio for office uses and a conditional use permit for mechanical parking stackers.

ICF has reviewed the information provided by the Project applicant. Based on our preliminary review and discussions, we understand that an IS/MND will provide the required level of environmental review under CEQA. This submittal includes a scope of work, cost estimate, and tentative schedule for ICF to prepare an IS/MND. PreVision Design will partner with ICF to prepare visual simulations and Hexagon Transportation Consultants will also partner with ICF to complete the Transportation Impact Analysis. Please note that if it becomes evident that the Project would have the potential to result in significant and unavoidable impacts on the environment, an EIR will be required. If this is the case, ICF will submit an amended scope of work and budget for an EIR.

Overall, ICF's approach is to rely, where appropriate, on the conclusions made in the Envision Burlingame General Plan EIR. Where site-specific analysis is required, this scope of work includes additional analysis to consider site specific impacts from the Project.

Furthermore, on September 27, 2013, Governor Brown signed Senate Bill 743, effective January 1, 2014. Among other provisions, Senate Bill 743 amended CEQA by adding Public Resources Code section 21099, which states that aesthetic and vehicular parking impacts from residential, mixed-use residential, or employment-center infill projects in transit priority areas are not considered significant impacts on the environment under CEQA. Accordingly, a project that meets the following criteria would not result in significant environmental impacts related to aesthetics or vehicular parking:

a) The project is on an infill site,

b) The project is in a transit priority area, or

c) The project is a residential, mixed-use residential, or an employment-center use.

The Project meets these criteria and, therefore, will not result in significant environmental impacts related to aesthetics or vehicular parking. ICF proposes to include a discussion of SB 743 in the IS/MND, the project's consistency with SB 743, and how impacts associated with aesthetics and vehicular parking would be addressed in this IS/MND. Please note that ICF has extensive experience using SB 743 on our projects within the City of San Francisco, the latest being the EIR for The Hub Plan.

4. SCOPE OF WORK

This scope of work (SOW) assumes that an IS/MND will be prepared for the Project in accordance with the CEQA Guidelines, as outlined below.

Task 1: Kick-Off Meeting/Data Collection

This task includes initiating the CEQA process/kick-off meeting; preparing a comprehensive data needs list; conducting a site visit; reviewing site plans and preliminary studies; and refining the scope of work and schedule. At the kick-off meeting with City staff and the applicant, the following will be discussed: procedures for contacting the applicant team, City staff, and public agencies; data needs required to complete the IS/MND; the proposed scope of work; and schedule.

Deliverables: One draft and one final SOW; refined schedule; kick-off meeting agenda; data needs request; and summary of kick-off meeting.

Task 2: Project Description

A clear and accurate Project Description is essential to the IS/MND analysis. ICF will prepare a Project Description based on discussions with the applicant team, site visit, data needs responses, and review of the project application, plan sets, and supplemental reports. The Project Description will include the following:

- Project Overview and Background
- Project Site Location
- Project Components
  - Site plan

- Site access, circulation, and parking
- Project design, architectural themes, massing, building design, potential sustainable design features, and materials
- Amenities such as landscaping, lighting, signage, courtyards, and gathering spaces
- Utilities
- Recycling and Waste

- Construction
- Project Approvals

This scope of work assumes the preparation of up to eight figures for the Project Description. ICF will prepare or obtain all graphics, charts, maps, and photographs for the IS/MND but may request input from the applicant to help make such exhibits. In addition, PreVision Design will prepare visual simulations for the Project (see Attachment A for PreVision Design's scope of work). These visual simulations will be included in the Project Description, unless it is later determined that an aesthetics analysis will be required.

This scope assumes that comments from multiple reviewers will be consolidated with any conflicting comments resolved, and that comments do not result in substantial revisions. The second draft of the Project Description will be included in the Administrative Draft IS/MND (Task 3, below).

Deliverables: One electronic copy of the draft Project Description in both MS Word and PDF formats.

Task 3: Preparation of Administrative Draft IS/MND

ICF would prepare an Administrative Draft IS/MND in accordance with CEQA Guidelines 15063. The IS/MND will include background information, setting, and an analysis using Appendix G of the CEQA Guidelines (Environmental Checklist Form).

Topics with No Impacts

Based on our preliminary review, the following environmental topics would result in no impacts.

- **Aesthetics.** Because this Project qualifies for SB 743, aesthetic impacts would not be considered significant impacts on the environment. This will be summarized in the IS/MND.
- **Agricultural and Forestry Resources.** ICF will describe existing conditions at the project site, identify the existing General Plan designation, and indicate lack of agricultural and forestry uses in the area, per the General Plan EIR (Table 6-1).
- **Mineral Resources.** ICF will describe existing conditions at the project site and identify the mineral resources zone classification for soils at the site. It is anticipated that the site does not contain significant mineral resources, per the General Plan EIR (Page 9-1).
- **Wildfire.** ICF will describe existing conditions at the project site. The Project site is not located near any Very High Fire Hazard Severity Zones and is not within a High Fire Hazard Severity Zone in the State Responsibility Area (SRA) and is therefore not subject to detailed

CEQA review of potential wildfire hazards. It is expected that the Project would not increase the potential for wildfire hazards in the vicinity, especially considering the urban setting.

Air Quality and Greenhouse Gas Emissions

ICF will prepare the air quality and GHG sections of the IS/MND. The setting sections will briefly describe the pollutants of concern generated by the project, summarize meteorological and climatological data for the project area, identify the general locations of existing sensitive receptors, and discuss applicable air quality and climate change goals, policies, and plans. We will use the BAAQMD's most recent CEQA Guidelines to evaluate project impacts. We will describe the air quality thresholds used to identify significant impacts based on the BAAQMD's Guidelines and guidance provided by BAAQMD staff, as well as the methodology used to estimate construction and operational emissions. To the extent appropriate and feasible, ICF will rely on information from the General Plan EIR and the 2019 Climate Action Plan. Nonetheless, site-specific analysis must be conducted due to the presence of nearby sensitive receptors. The IS/MND will address the following topics:

- *Construction Impacts*. Project construction activities would involve the use of off-road construction equipment and on-road vehicles, which would generate emissions of ROG, NOX CO, SO2, PM10, PM2.5, and GHGs. In addition, off-road construction equipment traveling over unpaved surfaces and performing earthmoving activities such as site clearing or grading would generate fugitive dust emissions, while architectural coating and paving activities would generate evaporative ROG emissions. Construction emissions will be quantified using the CalEEMod emissions model or a similar methodology and data collected from the project applicant. The analysis of construction impacts will also address construction-related mitigation measures recommended by the Bay Area Air Quality Management District's (BAAQMD), including adherence to BAAQMD rules and regulations. Estimated criteria pollutant emissions will be compared to the BAAQMD's construction emission thresholds to determine project significance for construction activities. If emissions are found to be significant, mitigation measures will be developed and quantified to the extent feasible to address identified impacts. Estimated GHG emissions will also be discussed, as well as compliance with BAAQMD's recommended GHG emission reduction measures.
- *Operational Impacts*. BAAQMD has screening tables that identify certain land use types that are not expected to result in air quality or GHG impacts from long-term operation. The project square footage and size for each proposed land use – 148,057 sf office, 7,588 sf retail, and 60 dwelling units – are substantially less than the screening levels for the corresponding land use type screening criteria for operational criteria pollutants (e.g., general office, strip mall, and apartment [mid-rise]). Accordingly, ICF will qualitatively discuss criteria pollutant impacts using the BAAQMD screening criteria. However, ICF is proposing to quantitatively evaluate operational GHG emissions, because the BAAQMD's screening criteria for operational GHG emissions are based on a 2020 target, and the project will be completed and operational during the post-2020 period. ICF will use the traffic data (e.g., vehicle miles traveled) from the transportation analysis and the CalEEMod or EMFAC models to estimate motor vehicle emissions of GHGs. Operational area sources (i.e., landscaping), stationary sources (i.e., generators), energy consumption (i.e., electricity,

natural gas), water consumption, and waste and wastewater generation will be quantified using CalEEMod. The analysis will also account for any changes in carbon sequestration from the removal and/or planting of urban trees. If there are existing uses on the project site, the operational analysis will also account for those uses and determine the net impacts of the project.

- *Localized carbon monoxide hot spots*. ICF will review traffic data from the transportation analysis for affected intersections (i.e., Level of Service (LOS]) and the BAAQMD's CO screening criteria to determine the need for localized CO modeling and evaluate CO impacts. If a hotspot analysis is determined to be necessary, ICF will use peak hour traffic volumes from the traffic consultant, the CALINE4 dispersion model, and the latest version of EMFAC to estimate CO concentrations at up to three (3) locations. CO impacts will be assessed comparing estimated CO concentrations to the ambient air quality standards.
- *Toxic Air Contaminants*. Because there are sensitive receptors located near the Project site, specifically the Mills Peninsula Hospital, a nursing home, and residences, ICF will prepare a quantitative Health Risk Assessment (HRA) to evaluate the impacts of construction and operation of the Project. This scope assumes that one or more emergency diesel-powered generators will operate as part of the Project.

  To analyze cumulative health risk impacts, ICF will also quantify health risks from background sources of toxic air contaminants (i.e. non-project related sources) within 1,000 feet of the Hospital facility and any other nearby sensitive receptors that we identify using data provided by BAAQMD. ICF assumes that cumulative health risks at sensitive receptors are less than BAAQMD's cumulative health risk thresholds. If BAAQMD ambient air quality data show elevated values for cancer risk, hazard index, or PM2.5 concentration in the project area, then it may be difficult to demonstrate that the project's cumulative contribution would be less than significant. In this situation, an Environmental Impact Report may need to be prepared at an additional cost.
- *Odors*. ICF will qualitatively evaluate the potential for odor impacts during construction and long-term operation of the project.
- *Greenhouse Gases*. For the discussion of greenhouse regulations and impacts in the IS/MND, we will discuss that the City's 2019 Climate Action Plan (CAP) is considered to be a qualified reduction strategy for CEQA purposes. As discussed above, we will quantify the project's construction and operational GHG emissions using CalEEMod or similar methodology to fully disclose GHG emissions. The City's CAP includes 2020 and 2030 GHG reduction targets and identifies GHG reduction measures to sufficiently meet those goals. This scope of work assumes that the project applicant will implement all applicable and feasible greenhouse gas emission reduction measures from the CAP, in order to satisfy the CAP tiering requirements.

  BAAQMD's current CEQA Guidelines include operational GHG thresholds for land use development and stationary source projects. These thresholds are derived from the state's 2020 GHG reduction goal, and therefore may not be appropriate to evaluate project-level emissions generated after 2020. At this time, ICF anticipates that GHG impacts will be primarily evaluated by documenting the project's consistency with the City's CAP. However, BAAQMD is currently working on an update to their CEQA Guidelines, which is expected to

include GHG thresholds for project-level GHG emissions relative to the state's post-2020 GHG reduction targets. Because the regulatory environment for GHG emissions is frequently evolving, additional significance thresholds published by BAAQMD may also be used to evaluate long-term GHG impacts for the project, depending on the available guidance at the time of analysis preparation. If the project is not able to tier from the City's CAP, and, in the absence of post-2020 thresholds from BAAQMD, mitigating GHG emissions from projects that generate a substantial net number of daily trips or VMT to a less than significant level may not be feasible. As such, if the project increases net trips or VMT substantially, there may be significant impacts and an Environmental Impact Report may be required for an additional cost.

For all air quality and greenhouse gases impact categories discussed above, where significant impacts are identified, we will identify mitigation measures (including those recommended and required by the BAAQMD designed to reduce the significance of Project-related air impacts). This scope assumes that all impacts will be minimized to a less-than-significant level. If any impacts cannot be defensibly mitigated to less-than-significant, then an Environmental Impact Report may be required at an additional cost.

Biological Resources

The Genera Plan EIR shows that the Project site is not located within an existing vegetation community (see Figure 8-1). The General Plan EIR identifies that implementation of the General Plan would result in a less-than-significant impact on biological resources, after implementation of existing regulation and goals and policies from the General Plan. It is expected that this Project would have a similar impact. ICF will conduct the following tasks:

- Identify the General Plan policies that would minimize impacts to biological resources and that would apply to the Project.
- Conduct background research to determine the biological resources that could be affected by the Project such as special-status species or protected trees. This research will include review of the City's protected tree ordinance, the use of the California Department of Fish and Wildlife's Natural Diversity Database (CNDDB), the U.S. Fish and Wildlife Service's Special-Status Species Online Database, and the California Native Plant Society's online inventory.
- Evaluate the Project's effects on the identified biological resources and recommend mitigation as warranted. Based on prior experience in the region and the urban nature of the site, it is anticipated that the prominent issues for the Project will be limited to nesting migratory birds, roosting bats, and protected trees, per the City of Burlingame's Heritage Tree Ordinance. This scope of work assumes that no standalone biological resources reports will be prepared.

Cultural Resources/Tribal Resources

The project site contains one building, 1766 El Camino Real, which was constructed in 1959 based on San Mateo County Assessor's Office data. Because the building is more than 45 years old, it has reached the age threshold at which built environment resources have the potential to qualify as CEQA historical resources. In order to determine whether the building is a historical resource under CEQA, ICF will prepare State of California, Department of Parks and

Recreation (DPR) 523 Form A and B forms for the property in order to document the property's eligibility for listing in the National Register of Historic Places (NRHP) and California Register of Historical Resources (CRHR). The forms will include a detailed description of the property, construction history, sketch map, list of character defining features, historic context, and an evaluation of the property for listing under NRHP/CRHR criteria. Archival research and a historic resources survey will inform the documentation of current conditions of the property and the significance evaluation in the DPR forms.

To prepare the Cultural/Tribal Resources section of the IS/MND, ICF will conduct the following tasks:

- Review ICF's corporate library of existing cultural resources documentation from the project vicinity, including previous EIR documents and the Existing Conditions Report for the General Plan EIR (Page 6-95).
- Conduct records search of the Northwest Information Center (NWIC) to identify any previously recorded cultural resources and cultural resource investigations within half a mile of the project site.
- ICF will conduct AB 52 consultation on behalf of the City, which includes conducting the following tasks: initiate consultation with the Native American Heritage Commission (NAHC) and request that the NAHC review their sacred lands file and to provide a list of Native American individuals who may have knowledge of cultural resources within the project vicinity. The IS/MND will summarize any responses related to this effort.
- Due to the extensive ground disturbance anticipated for a two-level below ground parking impacts to archaeological resources are possible. Readily available background information will be reviewed to confirm whether there is a potential for adverse impacts to occur.
- This scope of work assumes no historic resources (either built resources or archaeological resources) will be identified as a result of the records search and DPR evaluations. If historic resources are identified, an amendment may be required.

Energy

ICF will prepare a section on Energy in the IS/MND based on an evaluation of how the Project will affect energy resources, generation, and transmission, and will assess any potential impacts associated with wasteful, inefficient, or unnecessary energy consumption during Project construction or operation. The analysis will be based on energy use outputs from the CalEEMod emissions model. In addition, ICF will evaluate the Project's consistency with state and local energy efficiency goals.

Geology/Soils

The General Plan EIR identifies that implementation of the General Plan would result in a less-than-significant impact on geology/soils, after implementation of existing regulation and goals and policies from the General Plan. One of these policies (CS-7.3) requires the preparation of a geotechnical report. A Geotechnical Report dated July 18, 2008 has been prepared for this site and BAGG Engineers has been identified to update the report for this Project. ICF will prepare the Geology and Soils section of the IS/MND using the geotechnical report provided by the

applicant. ICF will rely on the information included in the General Plan EIR to characterize the existing setting. ICF will conduct the following tasks:

- Describe existing federal, state, and local laws and regulations related to geology, soils, and seismicity.
- Describe Project grading, excavation, and foundation systems designed to support the proposed structures.
- Describe the recommendations made in the Geotechnical Report, which would be implemented to reduce any impacts.
- Mitigation measures will be developed, as needed, to reduce or eliminate any significant impacts to a less-than-significant level, if feasible. Typical mitigation measures for Geology/Soils includes complying with the recommendations made in the Geotechnical Report.

Hazards and Hazardous Materials

ICF will prepare the Hazards and Hazardous Materials section of the IS/MND and will conduct the following tasks:

- A Phase I Environmental Site Assessment (ESA) dated April 1997 has been prepared for the Project Site. Because the Phase I ESA was prepared 22 years ago, ICF assumes that the Applicant will provide an updated Phase I ESA. ICF will summarize the activities and findings of the Phase I ESA and describe the regulatory framework for hazardous materials use and storage.
- ICF will evaluate available information regarding other public health and safety hazards required to be analyzed under CEQA, such as potential interference with emergency response and evacuation plans.
- The General Plan EIR identifies that implementation of the General Plan would result in a less than significant impact on hazards and hazardous materials, after implementation of existing regulation and goals and policies from the General Plan. ICF will describe the applicable federal, state, and local regulations and how these regulations apply to the project and reduce the potential for hazards impacts.

Hydrology/Water Quality

The Existing Conditions Report for the General Plan EIR includes information about the existing setting related to surface waters, groundwater, and water quality (Page 6-131). This Report would be used to describe the existing setting for the Project. ICF will prepare the Hydrology/Water Quality section of the IS/MND and will conduct the following tasks:

- The General Plan EIR identifies that implementation of the General Plan would result in a less-than-significant impact on hydrology/water quality after implementation of existing regulation and goals and policies from the General Plan. ICF will describe the existing regulatory environment, including, but not limited to, the Construction General Permit, Municipal Regional Permit for stormwater discharges (including how the project relates to C.3 requirements), the City Code, and the California Building Code. These regulations require specific measures for reducing potential impacts on hydrology and water quality.

- If available, review the preliminary drainage analysis and the grading and drainage plan prepared for the Project.
- Assess potential Project hydrology, water quality, and groundwater impacts in light of existing regulations and policies that would serve to minimize potential impacts, including the potential increase in new impervious area. This scope of work assumes the applicant will provide all necessary hydrology/hydraulic analysis of potential site flooding and adequate storm drain capacity. Pertinent regulatory requirements will be explicitly identified so that the nexus between regulations and minimized impacts is apparent.
- Identify mitigation measures, where feasible, to minimize potentially significant or significant project impacts.
- This scope of work does not include hydrological or hydraulic modelling.

Land Use

Land use and planning generally considers the compatibility of a project with neighboring areas, change to, or displacement of existing uses, compliance with zoning regulations, and consistency of a project with relevant local land use policies that have been adopted with the intent to mitigate or avoid an environmental effect. With respect to land use conflicts or compatibility issues, the magnitude of these impacts depends on how a project affects the existing development pattern, development intensity, traffic circulation, noise, and visual setting in the immediately surrounding area, which are generally discussed in the respective sections. Because this project is overall consistent with the general plan and zoning (except for parking, which is not considered an environmental impact per SB 743), this Project would overall be consistent with planned land uses. ICF will summarize how the Project is consistent with the General Plan. ICF will prepare the Land Use section of the IS/MND and will conduct the following tasks:

- Describe existing land uses, intensities, and patterns at the project site and in the vicinity and the compatibility of the proposed land use and zoning with current onsite and offsite development.
- Describe the Project's potential to divide an established community due to the proposed increase in building heights.
- Evaluate any potential conflicts between the proposed and current land uses that would result in environmental impacts. These conflicts could include a use that would create a nuisance for adjacent properties or result in incompatibility with surrounding land uses, such as differences in the physical scale of development, noise levels, and traffic levels.

Noise

ICF will prepare the Noise section of the IS/MND to assess the noise and vibration impacts associated with the development of the Project. The primary noise sources in the project vicinity are roadway traffic on El Camino Real, trains on the BART tracks and Caltrain tracks, and aircraft at San Francisco International Airport. Noise-sensitive land uses near the project site will be identified and discussed in the IS/MND. ICF will prepare the noise analysis to assess the noise and vibration impacts associated with the development of the Project, which will involve the following tasks:

- *Construction.* The General Plan EIR requires that development projects located near noise-sensitive land uses assess potential construction noise levels and minimize substantial adverse impacts by implementing feasible construction noise control measures that reduce construction noise levels at sensitive receptor locations (Mitigation Measure 15-1). ICF will obtain detailed construction assumptions from the Project applicant for use in the analysis. ICF noise specialists will conduct a quantitative construction noise and vibration assessment. ICF will evaluate the exposure of existing noise-sensitive land uses to noise and vibration associated with the construction activities. The vibration assessment will also assess potential damage to vulnerable structures in the area.
- *Operations.* ICF will evaluate exposure of existing noise sensitive land uses to operational noise from the project site, such as generators, loading docks, and HVAC equipment. ICF will also quantify the increases in traffic volumes and/or traffic noise on roadways in the project vicinity and evaluate the impacts on existing sensitive receptors. This scope assumes that traffic volumes on up to 10 roadway segments will be evaluated. ICF recommends looking at the changes in vehicle volumes on the specific roadways that the project would affect, because the General Plan EIR noise section analyzes traffic noise from generalized growth in the City based on existing travel patterns. Because noise is a highly localized effect, ICF recommends not relying upon the traffic noise analysis in the General Plan EIR and evaluating the specific roadways that would be affected by the project.

City of Burlingame noise standards and other noise standards as applicable will be summarized. In the setting section, existing sources of noise in the project area will be identified along with existing noise-sensitive land uses in the project area. Existing noise conditions in the project area will be summarized based on the information provided in the General Plan EIR.

In the impact section CEQA significance thresholds will be established based on applicable City noise standards. Demolition and construction noise will be evaluated using construction noise modeling methods recommended by the U.S. Department of Transportation and construction equipment data to be provided by the applicant. Operational noise will be quantified using equipment information to be provided by the applicant, or data from typical equipment if specific information is not available. Where significant noise impacts are identified, mitigation to reduce impacts to a less-than-significant level (where feasible) will be identified. Noise mitigation will be described at as appropriate for environmental review and not at a design level of detail.

Population/Housing

The General Plan EIR identifies that implementation of the General Plan EIR would result in a less-than-significant impact on population and housing, after implementation of existing regulation and goals and policies from the General Plan. ICF will review the pertinent General Plan policies and will demonstrate how the Project would be consistent with the General Plan. This analysis will rely on the Project's consistency with the General Plan, to demonstrate that the growth associated with the project is planned.

Public Services and Recreation

As described above, the IS/MND will demonstrate that the Project is consistent with the General Plan and will, therefore, show that the growth associated with the Project has been fully considered and evaluated in the General Plan EIR. The General Plan EIR identifies that

implementation of the General Plan EIR would result in a less-than-significant impact on public services and recreation after implementation of existing regulation and goals and policies from the General Plan. ICF will review the pertinent General Plan policies and will summarize how these policies would ensure that the impact associated with the planned growth of the Project would result in less-than-significant impacts on Public Services and Recreation. The Project is not expected to trigger the need for new public facilities whose construction could result in physical environmental effects.

Transportation

Hexagon Traffic Consultants will prepare a Traffic Impact Analysis (TIA) for the Project. Please see Attachment B for Hexagon's Scope of Work. All technical data will be appended to the IS/MND. ICF will prepare the Transportation section of the IS/MND by incorporating the relevant setting information and summarizing the impact analysis from the TIA.

Utilities/Service Systems

ICF will examine the Project's effect on water supply, wastewater treatment, and solid waste disposal. ICF will describe the existing conditions (capacity and current consumption levels) and the potential impacts at the project site. ICF will work with the City/Applicant to identify the utility demand from the Project and will evaluate the net change in the demand for water, wastewater, solid waste, and energy, relative to existing and planned capacity for the utilities.

Deliverables: Two (2) hard copies and one electronic copy (in both MS Word and PDF formats) of the Administrative Draft IS/MND document.

Task 4: Screencheck Draft IS/MND

The purpose of this task is to prepare the Screencheck IS/MND for applicant and City review. ICF will prepare a Screencheck IS/MND to respond to the City's and applicants' comments on the Administrative Draft IS/MND. This scope assumes that comments from multiple reviewers will be consolidated with any conflicting comments resolved, and that comments do not result in substantial revisions or additional analyses.

Deliverables: One electronic copy (in both MS Word and PDF format) of the Screencheck Draft IS/MND.

Task 5: Draft IS/MND

The purpose of this task is to prepare and submit the Draft IS/MND to the City for distribution to the public. ICF will revise the Screencheck Draft IS/MND to incorporate modifications identified by the City and the applicant. The revised documents will be circulated among the public agencies and the general public as well as specific individuals, organizations, and agencies expressing an interest in receiving the document. During this task, ICF will also compile the appendices that will be distributed with the Draft IS/MND and produce a version of the full documents that can be uploaded onto the City's website. This scope of work assumes that ICF will prepare and submit all State Clearinghouse items (including the Notice of Completion) as well as perform any required coordination with the State Clearinghouse. This scope of work also assumes that the City will distribute the IS/MND to all other recipients, file the Notice of Intent (NOI) with the County Clerk, and handle any additional noticing such as newspaper noticing and posting at the site.

Deliverables: Twenty-five (25) hard copies of the Draft IS/MND. Additional hard copies may be provided at an additional cost. One electronic copy of the Screencheck Draft IS/MND document in both MS Word and PDF formats.

Task 6: Prepare Responses to Comments and Administrative Final IS/MND

The purpose of this task is to prepare responses to the comments received on the Draft IS/MND (if necessary) and incorporate these responses into an Administrative Final IS/MND. The Administrative Final IS/MND will include:

- Comments received on the Draft IS/MND, including a list of all commenters and the full comment letters and public meeting transcripts with individual comments marked and numbered;
- Responses to all comments; and
- Revisions to the Draft IS/MND in errata format as necessary in response to comments.

If the Draft IS/MND revisions are particularly lengthy, then a "full" revision could be prepared, but this is not assumed in the current budget. All substantive comments for each written and oral comment will be reviewed, bracketed, and coded for a response. This scope of work assumes ICF will prepare responses for up to 20 substantive discrete, non-repeating comments for the Draft IS/MND.

Frequently raised comments of a substantive nature may be responded to in a Master Response, which allows for a comprehensive response to be presented upfront for all interested commenters. ICF will identify and recommend possible Master Reponses for City consideration during the initial meeting to discuss strategies for preparing responses.

Following the strategy session, ICF will prepare Master Responses (as appropriate) and individual responses to the bracketed and coded comments. Individual responses to each comment letter will be placed immediately after the comment letter. As necessary, responses may indicate text revisions, in addition to clarifications and explanations. All text changes stemming from the responses to the comments, as well as those suggested by City staff, will be compiled into an errata included as part of the Final IS/MND.

Following City's review of the Administrative Final IS/MND, ICF will address all comments received and prepare a Screencheck Final IS/MND and Screencheck Final EIRs for City review to ensure that all comments on the Draft were adequately addressed.

Deliverables: Five (5) hard copies of the Administrative and Screencheck Final IS/MND. One electronic copy of the Administrative and Screencheck Final IS/MND document in MS Word and in PDF formats.

Task 7: Prepare Final IS/MND

Based on comments received from City staff, the Screencheck Final IS/MND will be revised and appropriate revisions to the IS/MND will be noted. The Final IS/MND will consist of the Draft IS/MND and the Responses to Comments document. Revisions to the Draft IS/MND will be presented as a separate chapter in the Final IS/MND. The revised Responses to Comments document will be submitted to the City for discussion by the Planning Commission and subsequent certification by the City Council.

Deliverables: Ten (10) hard copies of the Final IS/MND. One electronic copy of the Final IS/MND document in MS Word and in PDF formats.

Task 8: Adoption Hearings and MMRP

The purpose of this task is to attend meetings to adopt the IS/MND. Team members will attend and participate in up to three meetings to adopt the IS/MND, including a meeting with City Council. If requested by City staff, ICF will present the conclusions of the IS/MND and a summary of the comments and responses.

As part of this task, ICF will also prepare a draft and final MMRP, as required by Section 15097 of the State CEQA Guidelines. The MMRP will be in a tabular format and include:

- The mitigation measures to be implemented
- The entity responsible for implementing a particular measure
- The entity responsible for verifying that a particular measure has been completed
- A monitoring milestone(s) or action(s) to mark implementation/completion of the mitigation

ICF will also compile all the references that are cited as sources in the IS/MND.

Deliverables: One electronic copy of the Draft MMRP in MS Word and PDF formats; five (5) hard copies of the Final MMRP; one electronic copy of the Final MMRP in MS Word and PDF formats; one CD copy of the References cited in the IS/MND. ICF will also complete the Notice of Determination (NOD). The City will post the NOD with the County Clerk and ICF will file with the State Clearinghouse.

Task 9. Project Management and Meetings

The purpose of this task is to effectively manage the above tasks and maintain communication with the Applicant and City staff. ICF project management will be responsible for coordination activities, will maintain QA/QC requirements for document preparation, and will monitor schedule and performance for MND tasks. Project management subtasks also include maintaining internal communications among ICF staff and subconsultant and with City staff and other team members through emails and frequent phone contact, as well as the preparation of all correspondence. The Project Manager will coordinate internal staff, project guidance, and analysis criteria.

This task also includes attending meetings to accomplish the above tasks. Team members will attend and participate in meetings on an as-needed basis. This scope of work assumes two face-to-face meetings with the applicant and/or City Staff and monthly phone conference calls for this Project. Additional meeting attendance can be provided at additional cost.

In terms of progress reporting, ICF will prepare a brief progress report every month for the Project documenting the key accomplishments on the CEQA process, schedule progress, and identification of any key issues that have arisen that may affect the document, budget, or schedule. ICF proposes to invoice the City monthly on a time-and-materials basis.

5. COST ESTIMATE

The cost estimate for the services described above is included as Attachment C to this proposal. ICF will invoice monthly, on a time and materials basis. Invoices are due net thirty (30) days from receipt.

6. SCHEDULE

Our preliminary project schedule is included as Attachment D.

ATTACHMENT A – PREVISION DESIGN SCOPE

PREVISION DESIGN

Leo Mena, Environmental Planner
ICF
201 Mission Street
San Francisco, CA 94105

December 11, 2019

PROPOSAL FOR VISUAL SIMULATIONS: 1766 EL CAMINO REAL, BURLINGAME, CA

Dear Leo,

Prevision Design is pleased to present this proposal to perform visual simulations in accordance with California Environmental Quality Act (CEQA) standards for the proposed 1766 El Camino Real Project (Project). The Project entails the demolition of an existing two-story mixed-use building and the construction of a new 7-story mixed-use building with 7,588 square feet (sf) of retail space, 148,057 sf of office space, and 60 residential units. A total of 385 parking spaces would be provided in two levels of the building (below-grade).

No specific direction has been given with respect to the location and number of sims required, however based on experience on other similar projects, a total of six viewpoints are assumed. Fees for additional viewpoints, if required are listed in Section B.

A. PROPOSED SCOPE OF WORK

Scope Refinement & Confirmation

PreVision Design will coordinate as appropriate with ICF, the Applicant, and/or the City of Burlingame to determine the appropriate location and number of viewpoints.

Site Photography

PreVision Design will perform a site visit to take photographs from an array of angles and locations representing the desired viewpoints as identified by the scoping refinement and confirmation process.

3D Modeling

The client will provide PreVision Design with usable 3D CAD design model (or sufficiently detailed CAD drawings information) as well as exterior finish information (colors, materials, etc.) if not already present in the model. Additionally, Prevision requests a CAD site survey and/or a site plan with referenced grade elevations shall be provided in order to accurately locate the building.

PREVISION DESIGN

With this information, Prevision Design shall modify and augment the building model as required with the specified colors and materials and place the project model in an accurate site context.

Photo Compositing

Using the selected viewpoint photos, we will align the 3D model view to match the perspective and scale of each selected viewpoint photo.

Visual Simulations

Using photoreal rendering techniques, we will generate draft photo simulations of the project in each of the viewpoint's context for review and comment. Upon approval of these draft views, final views will be generated which will include fine tuning, and photoshop work to clean up foreground and background details and add additional site context as necessary.

B. PROJECT FEE TABLE

Scope Item	Fee
Scoping Refinement & Confirmation (T&M allowance, 3-hrs)	$500
Site Photography (T&M allowance, 3-hrs)	$750
3D Modeling / Material Mapping (see model credit below)	$3000
Photo Alignment/Compositing ($250/view, 6 assumed)	$1500
Draft Visual Simulations ($500/view, 6 assumed)	$3000
Final Visual Simulations ($500/view, 6 assumed)	$3000
Expense Allowance (Mileage, etc.)	$50
TOTAL PROPOSED FEE	**$11,800**
Fee Modifications	
Full 3D Model Provided (credit)	*$1500 credit*
Additional site visits	*T&M*
Additional Simulations/Credit for fewer simulations)	*$1000 per viewpoint*

Fee Qualifications:

1. Listed fees are for professional services and named deliverables only, are based on the scope of work as understood at this proposal was prepared and are subject to change due to changes in the scope of work.
2. Work performed at client's behest beyond the above-outlined scope of work, including attendance at meetings and/or public hearings shall be subject to additional fees, billed hourly as Extra Services at the rates per the attached Schedule of Charges.

PREVISION DESIGN

C. DATA NEEDS

Prevision Design will require the following from the ICF, the Applicant and/or the City in order to perform our work:

1. Review and Selection/Approval of selected vis sims viewpoints.
2. Review and Selection/Approval of final site photographs
3. 3D CAD Project model from Applicant + exterior finish information
4. CAD Survey/site plan

D. PROJECT SCHEDULE

From the date of a signed contract and issuance of a notice to proceed, and presuming all data requests are fulfilled and viewpoints selected in a timely manner, below would be out conceptual project schedule:

Activity	Est. Schedule Duration (work days)
Scoping Refinement & Confirmation (including estimated review time)	4 days
Site Photography & approval of final photos (including est review time)	3 day
3D Modeling / Material Mapping	4 days
Photo Alignment/Compositing	2 days
Draft Visual Simulations (including est review time)	6 days
Final Visual Simulations (including est review time)	4 days
Total Schedule Duration	4-5 weeks

E. PAYMENT TERMS

Progress billing shall occur monthly on the 1st of each month with amount due reflecting percentage completion. Invoices shall be sent electronically via email (unless paper copies are requested) and are considered due upon receipt and shall be deemed delinquent after 30 days.

F. LIMITATIONS OF LIABILITY

1. The proposed visual simulations are presented as reasonable and economical approximations of the aesthetic effects of proposed project based on data provided by the client, available building records, and site observations and are representative of the generally accepted standards for such work. Prevision Design is indemnified and held harmless from any actions arising from their accuracy, and any errors on the part of Prevision Design will be corrected as a matter of course.
2. Prevision Design has the right rely on the accuracy and completeness of any client supplied materials.

PREVISION DESIGN

3. Nothing in this Agreement, and nothing in Adam Phillips's nor Prevision Design's written or verbal statements should be construed as a promise or guarantee of any specific findings or conclusions of this analysis, and any such comments are expressions of opinion only. You understand, acknowledge, and agree that due to the subjective nature of environmental review under CEQA, Prevision Design cannot guarantee, and has not represented nor guaranteed, that the findings of these analyses will result in approval or disapproval of the project as proposed on such grounds. Prevision Design cannot control and as such shall not be liable for any damages resulting from the actions or determinations of any governmental agencies.
4. To the maximum extent permitted by law, the Client agrees to limit Prevision Design's liability for the Client's damages to Prevision Design's total fee. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.
5. Each party agrees to indemnify and hold harmless the other party and its employees, members, land-lord, successors, and assigns, from any claims, liabilities, losses, damages, and expenses asserted against the other party arising out of the performance of any of its duties or obligations under this Agreement, however this indemnification shall not extend to cover acts of willful misconduct and/or gross negligence. The provisions of this indemnification are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to another person or entity.

G. WORK PRODUCT

1. Most work product generated by Prevision Design shall be considered the property of the client and shall be provided electronically at any time upon request, with the following exception:
   1.1. Prevision Design frequently uses 3D modelling data which owned and licensed a 3rd party and has secured the rights to use this data the purpose of creating 3D urban models for shadow calculation but does not have the right to provide 3D models containing this data to any other party, including clients.

H. OTHER PROVISIONS & DISCLOSURES

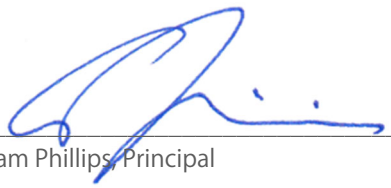
1. This Contract shall be governed by the law of the place where the Project is located.
2. Neither party to this Contract shall assign the contract as a whole without written consent of the other.
3. Nothing contained in this Contract shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Client or Prevision Design.
4. Contract may be terminated by either party by providing written notice. Upon termination, prorated fees for any work performed since the last invoice shall be paid to Prevision Design.

PREVISION DESIGN

5. Prevision Design maintains the following insurance coverage (per occurrence/aggregate limits):
   - Commercial General Liability (1M/2M)
   - Professional Liability Errors & Omissions (1M/1M)
   - Workers Compensation (1M/1M)
   - Umbrella Coverage (2M)
   - Business Auto (1M/1M)
6. Disclosure: Prevision Design is a DBA for Adam Phillips Architectural Corporation. For the purposes of this contract no distinction shall be drawn between these entities.

I. ACCEPTANCE

If this proposal is acceptable, please sign below and return to Prevision Design in order to execute this contract and proceed. This unsigned proposal shall expire 30 days from its submission.



Adam Phillips, Principal — December 11, 2019

Adam Phillips, Principal — Date

Client Authorization:

_____ _____

Signature of Client or Authorized Agent — Date

Printed Name: _____

Title: _____

PREVISION DESIGN

PREVISION DESIGN BILLING RATES & PAYMENT POLICIES

Effective January 1st, 2019

HOURLY BILLING RATES

Adam Phillips, Principal	$250 / hr
Jeff Hantman, Associate	$125 / hr

REIMBURSABLE CHARGES

The following charges are in addition to personnel fees:

Auto Mileage	IRS Standard
Mileage Rates	
Printing and reproduction (per sheet)	
Black & White Prints/Copies (Letter)	$0.25
Black & White Prints/Copies (Ledger/Super B)	$1.00
Presentation Color (letter size)	$4.00
Large Format prints/plots (outsourced)	Cost + 10%

Unless otherwise specified by contract, charges for all outside consultant and other reimbursable expenses are computed on the basis of cost plus 10%.

PAYMENT METHOD

Invoices shall be prepared and sent via email (unless hard copy is requested) on a monthly basis. Billing shall reflect hours spent and/or project progress, shall be due upon receipt. Failure of the client to make payments within 30 days may be taken as a directive to cease work until payment are received. Past due payments shall additionally be subject to interest at the prevailing rate.

CHANGES IN BILLING RATES AND POLICIES

The rates shown on the schedule of charges are reviewed yearly and are then reissued if modified. Unless specified by contract, charges to all projects (including those continuing from the previous schedule) will be based on the latest schedule of charges.

ATTACHMENT B – HEXAGON SCOPE

HEXAGON TRANSPORTATION CONSULTANTS, INC.

December 9, 2019

Mr. Leo Mena
ICF
201 Mission Street
San Francisco, CA 94105

Re: Proposal to Prepare a Traffic Impact Analysis (TIA) Report for the Proposed Mixed-Use Development Located at 1766 El Camino Real in Burlingame, CA.

Dear Mr. Mena:

Hexagon Transportation Consultants, Inc. is pleased to submit this proposal to prepare a Traffic Impact Analysis (TIA) for the proposed mixed-use development located at 1766 El Camino Real in Burlingame, CA. The project proposes to construct 60 residential units, 7,588 square feet of retail space, and 148,057 square feet of office space. There would be a total of 385 below ground parking spaces separated into two levels, with remaining spaces located at grade. Of the 385 proposed parking spaces, 118 spaces would be provided as mechanical stackers. The project site is currently occupied by a two-story mixed-use building and a surface parking lot.

This scope of services was developed by Hexagon staff based on our knowledge of City of Burlingame and San Mateo City/County Association of Governments (C/CAG) transportation study requirements, as well as our past experience with preparing various traffic studies for projects within the City of Burlingame.

Our proposed scope of work must be reviewed and approved by Burlingame staff prior to our commencement of the study. The Scope of Services provided below is therefore subject to change. We will inform you if the City requests additional work elements not included in our proposal that would affect the project schedule or budget.

Scope of Services

The purpose of this TIA is to satisfy the requirements of the City of Burlingame and C/CAG and to determine the traffic impacts of the proposed mixed-use development on key intersections in the vicinity of the site. The traffic analysis will include an analysis of weekday AM and PM peak-hour traffic conditions at nearby intersections within the surrounding roadway network. The 14 intersections that we propose to study are identified below.

Study Intersections:

1. El Camino Real & Millbrae Avenue (CMP)
2. Rollins Road & Millbrae Avenue
3. US 101 Southbound Ramps & Millbrae Avenue
4. US 101 Northbound Ramps & Millbrae Avenue
5. El Camino Real & Murchison Drive
6. California Drive & Murchison Drive (unsignalized)
7. El Camino Real & Trousdale Drive
8. California Drive & Trousdale Drive (unsignalized)
9. El Camino Real & Broadway

10. California Drive & Broadway
11. Rollins Road & Broadway
12. US 101 Southbound Ramps & Broadway
13. US 101 Northbound Ramps & Old Bayshore Highway
14. Old Bayshore Highway & Broadway

The tasks to be included in the traffic analysis are:

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

2. ***Data Collection***. New manual peak-hour turning movement counts will be conducted during the typical weekday peak commute hours (7-9 AM and 4-6 PM) on a typical weekday at nine study intersections. Intersection counts at the El Camino Real and Millbrae Avenue intersection will be obtained from the most recent C/CAG Congestion Management Program Monitoring Report. Peak-hour turning movement volumes at the remaining four study intersections will be obtained from other recent traffic analyses conducted for nearby developments. Trip generation counts will be conducted at the existing building on site to determine the existing trip generation of the project site.

3. ***Evaluation of Existing Conditions***. Existing traffic conditions will be evaluated based on existing traffic volumes at the study intersections. The existing traffic conditions at the key study intersections will be evaluated using the Synchro software, which employs the *2010 Highway Capacity Manual* (HCM) methodology for intersection analyses and is the designated City of Burlingame and C/CAG level of service methodology.

4. ***Project Trip Generation, Distribution, and Assignment***. Estimates of trips to be added to the surrounding roadway network by the proposed mixed-use development will be based on the trip generation rates recommended by the Institute of Traffic Engineers' *Trip Generation Manual, 10th Edition*. Trip reductions due to the mixed-use nature of the project as well as the project proximity to the Millbrae Caltrain/BART station will be estimated and calculated with City staff approval. Traffic generated by the existing buildings on the site will be subtracted. The directional distribution of site-generated traffic will be forecasted based on the projected areas to be served by the mixed-use development as well as existing travel patterns, relative locations of complementary land uses, and information obtained from previous traffic studies conducted for developments in the study area, as available. The site-generated traffic will be assigned to the roadway network based on the trip generation and distribution pattern discussed above.

5. ***Evaluation of Existing Plus Project Conditions***. Project-generated traffic will be added to the existing traffic volumes. Intersection levels of service under existing plus project conditions will be evaluated using the Synchro software. Intersection level of service calculations will be conducted to estimate existing plus project traffic conditions during the AM and PM peak hours after the completion of the proposed mixed-use development. Intersection impacts associated with the development of the proposed mixed-use development will be evaluated relative to existing conditions.

6. ***Evaluation of Background Conditions***. Background traffic volumes represent the existing volumes plus the projected volumes from approved developments that have not yet been constructed and occupied. Approved project trips and/or approved project information will be obtained from the City of Burlingame and the City of Millbrae. In addition, roadway improvements associated with approved developments will be assumed as directed by City staff. Intersection levels of service under background conditions will be evaluated using the City methodology.

7. ***Evaluation of Background Plus Project Conditions***. Project-generated traffic will be added to the background condition traffic volumes. Intersection levels of service under background plus project conditions will be evaluated using the Synchro software. Intersection impacts associated with the proposed mixed-use development will be evaluated relative to background conditions.

8. ***Evaluation of Cumulative Conditions.*** Traffic volumes under cumulative no project conditions will be obtained from the 2040 General Plan forecasts. Intersections not included in the General Plan traffic analysis will be estimated based on the closest nearby intersection. Intersection levels of service under cumulative conditions with and without the project will be evaluated using the Synchro software. Cumulative intersection impacts associated with the proposed project will be evaluated relative to cumulative no project conditions.

9. ***Site Access, On-Site Circulation and Parking***. 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 driveways, 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. Parking supply will be evaluated relative to the City of Burlingame parking requirements and recent parking research conducted by Hexagon.

10. ***Signal Warrant Analysis.*** The need for future signalization at the unsignalized study intersections will be evaluated on the basis of the warrants in the *California Manual on Uniform Traffic Control Devices (CA MUTCD)*. The warrants will be evaluated using volumes for all study scenarios.

11. ***Evaluation of Vehicle Queuing.*** For selected locations where the project would add a significant number of left-turning vehicles (e.g., more than 10 trips per left-turn lane), the adequacy of existing and/or planned storage at turn pockets will be assessed by means of comparison with expected maximum vehicle queues. Vehicle queues will be estimated using a Poisson probability distribution.

12. ***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 traffic report. The traffic study will identify any deficiencies due to the project and will recommend improvements if necessary.

13. ***Vehicle Miles Traveled (VMT) Analysis.*** Hexagon will report the average VMT per capita for the project's zone and compare it to the Countywide and Bay Area averages. The data will come from the Metropolitan Transportation Commission (MTC) website. Since Burlingame has not adopted VMT methodology or thresholds, the comparison will be for information purposes only.

14. ***Description of Impacts and Recommendations***. Based on the results of the intersection level of service analysis, impacts of the site-generated traffic will be identified and described. Recommendations will be formulated that identify the locations and types of improvements or modifications necessary to mitigate significant near-term or long-range project impacts, if any. Improvements could include street widenings, lane additions, changes in lane usage, or modifications to existing traffic signals.

15. **C/CAG CMP Compliance and Checklist and TDM Plan**. Per C/CAG CMP technical guidelines, all new developments projected to add at least 100 net peak hour trips to the CMP roadway network are required to implement Travel Demand Management (TDM) measures in accordance with the C/CAG CMP checklist that would reduce project impacts. The project is estimated to generate more than 100 peak hour trips on CMP facilities. Therefore, Hexagon will fill out the C/CAG checklist in accordance with CMP guidelines and prepare a TDM Plan.

16. ***Reports and Meetings***. Our findings and recommendations will be summarized in a draft TIA report. Hexagon Transportation Consultants will respond to editorial comments on the draft report and prepare a final report. This proposal includes staff attendance at one public meeting in connection with this project.

Additional Services

Any work not specifically referenced in the above Scope of Work—for example analyzing a modified project description or project alternative, analyzing different phases of development, conducting additional counts of any kind, analyzing additional intersections, drawing conceptual plans for mitigation measures, or attending any additional meetings – shall be considered additional services. Additional services will require additional budget and additional time.

Time of Performance

Barring any unforeseen delays, a draft traffic report will be submitted approximately six weeks after: (1) authorization to proceed, (2) City approval of our proposed scope of work, and (3) receipt of all new count data. Please note that this schedule is subject to the responsiveness of City staff to our requests for information. The final traffic report will be delivered one week after receipt of all review comments.

Cost of Services

The total fee for the Scope of Services rendered under this agreement will be based on staff time plus expenses not to exceed $37,500, including $2,900 for data collection.

We look forward to working with you on this project and appreciate your consideration of Hexagon Transportation Consultants for this assignment. If you have any questions, please do not hesitate to call.

Sincerely,
HEXAGON TRANSPORTATION CONSULTANTS, INC.

Gary K. Black
President

Hexagon 2020 Billing Rates

Professional Classification	Rate per Hour
President	$285
Principal	$245
Senior Associate II	$230
Senior Associate I	$215
Associate II	$195
Associate I	$175
Planner/Engineer II	$155
Planner/Engineer I	$125
Admin/Graphics	$110
Senior CAD Tech	$95
Technician	$75

Direct expenses are billed at actual costs, with the exception of mileage, which is reimbursed at the current rate per mile set by the IRS.
Billing rates shown are effective January 1, 2020 and subject to change January 1, 2021.

ATTACHMENT C – BUDGET

1766 El Camino Real Project

	Consulting Staff																	ICF Production Staff			Subcontractors						
Employee Name	Efner	Mena	Cole	Roberts	Sukola	Rusch	Trageser	Yoon	Matsui	Buehler	Boyce	Arias	Elder	Chapman	Ricketts	Giffen		Mathias	Pub Spec TBD		Hexagon	Prevision					
	Erin	Leo	Aileen	Diana	Katrina	Jonathon	Darrin	Laura	Cory	David	Gretchen	Lily	James	Kirsten	Matthew	Teresa		John				Design					
Project Role	Project Director	Project Manager	Deputy Project Manager	Hazards/ Geo	Hydrology	Historic	Air Quality	Air Quality	Noise	Noise	Historic	Archeo	Archeo	LU, Aes	Bio	Graphics		Editor			Transportation	Visual Simulations					
Labor Classification	Proj Dir	Assoc Consult II	Assoc Consult I	Sr Consult I	Assoc Consult II	Sr Consult I	Assoc Consult I	Sr Consult II	Sr Consult I	Proj Dir	Sr Consult III	Assoc Consult III	Mng Consult	Sr Consult II	Sr Consult II	Assoc Consult I		Asst Consult	Pub Spec								
Task																	Subtotal			Subtotal			Subtotal	Sub Mark-up: 5%	Labor Total	Direct Expenses	Total Price
Task 1. Kick-Off Meeting/Data Collection	2.0	6.0	2.0														$1,558			$0			$0	$0	$1,558		
Task 2. Project Description	2.0	4.0	8.0													3.0	$2,414	2.0		$235			$0	$0	$2,649		
Task 3. Admin Draft IS/MND	2.0	16.0	30.0	10.0	6.0	46.0	90.0	8.0	75.0	4.0	5.0	16.0	2.0	16.0	8.0	6.0	$43,215	6.0	4.0	$1,140	$37,500	$11,800	$49,300	$2,465	$96,120		
Task 4. Screencheck Draft IS/MND	2.0	5.0	16.0	2.0	2.0				5.0					4.0	2.0	2.0	$5,461	4.0		$469			$0	$0	$5,931		
Task 5. Draft IS/MND	1.0	5.0	12.0														$2,393			$0			$0	$0	$2,393		
Task 6. Response to Comments	2.0	16.0	16.0														$4,584			$0			$0	$0	$4,584		
Task 7. Final IS/MND	1.0	2.0	4.0														$1,018	1.0	1.0	$226			$0	$0	$1,244		
Task 8. Adoption Hearings and MMRP	3.0	4.0	8.0														$2,301			$0			$0	$0	$2,301		
Task 9. Project Management and Meetings	6.0	14.0	14.0														$5,137			$0			$0	$0	$5,137		
																	$0			$0			$0	$0	$0		
Total hours **533.0**	21.0	72.0	110.0	12.0	8.0	46.0	90.0	8.0	80.0	4.0	5.0	16.0	2.0	20.0	10.0	11.0		13.0	5.0								
Billing Rates	$265.04	$130.27	$123.08	$133.60	$112.00	$127.79	$107.05	$185.14	$120.49	$272.15	$215.78	$109.39	$167.61	$165.61	$151.16	$126.18		$117.28	$109.09								
Subtotal	$5,565.89	$9,379.18	$13,538.45	$1,603.15	$896.00	$5,878.40	$9,634.61	$1,481.16	$9,639.17	$1,088.60	$1,078.90	$1,750.30	$335.22	$3,312.30	$1,511.57	$1,387.94	$68,080.82	$1,524.64	$545.45	$2,070.09	$37,500.00	$11,800.00	$49,300.00	$2,465.00	$121,915.91		
Total escalation, Period 2 of 3%	$116.88	$196.96	$284.31	$33.67	$18.82	$123.45	$202.33	$31.10	$202.42	$22.86	$22.66	$36.76	$7.04	$69.56	$31.74	$29.15	$1,429.70	$32.02	$11.45	$43.47					$1,473.17		
Total escalation, Period 3 of 3%	$33.90	$57.12	$82.45	$9.76	$5.46	$35.80	$58.67	$9.02	$58.70	$6.63	$6.57	$10.66	$2.04	$20.17	$9.21	$8.45	$414.61	$9.29	$3.32	$12.61					$427.22		
Subtotal (including escalation)	$5,716.67	$9,633.26	$13,905.20	$1,646.58	$920.27	$6,037.64	$9,895.61	$1,521.28	$9,900.29	$1,118.09	$1,108.13	$1,797.72	$344.30	$3,402.03	$1,552.52	$1,425.54	$69,925.13	$1,565.94	$560.22	$2,126.17	$37,500.00	$11,800.00	$49,300.00	$2,465.00	$123,816.30		
Other Direct Costs																											
523.02 Reproductions																										$500	
523.04 Postage and Delivery																										$100	
523.05 Travel, Auto, incld. Mileage at current IRS rate (.58/mile)																										$76	
523.07 Surveys and Reports																										$450	
Mark-up on Direct Expenses : 5%																										$56.30	
Direct expense subtotal																										$1,182.30	
Total price																											$124,998.60

ATTACHMENT D – SCHEDULE

1766 El Camino Real Project IS/MND Schedule

ID	Task Name	Duration	Start	Finish
0	**1766 El Camino Real Project IS/MND**	**162 days?**	**Mon 1/13/20**	**Tue 8/25/20**
1	**Project Initiation/Project Description**	**18 days**	**Mon 1/13/20**	**Wed 2/5/20**
2	Kick-Off, Scoping, and Team Meeting	1 day	Mon 1/13/20	Mon 1/13/20
3	Prepare Project Description/Data Needs	10 days	Tue 1/14/20	Mon 1/27/20
4	City/Applicant Reviews PD and Addresses Data Needs	20 days	Tue 1/28/20	Mon 2/24/20
5	**IS/MND**	**99 days?**	**Tue 2/25/20**	**Sun 7/12/20**
6	Final Receipt of Data Needs	1 day?	Tue 2/25/20	Tue 2/25/20
7	TIA	54 days	Tue 2/25/20	Fri 5/8/20
8	Technical Analysis (AQ and Noise)	20 days	Tue 2/25/20	Mon 3/23/20
9	Visual Simulations	26 days	Tue 2/25/20	Tue 3/31/20
10	ICF Prepares Admin Draft IS/MND	59 days	Tue 2/25/20	Fri 5/15/20
11	City/Applicant Reviews Admin Draft IS/MND	5 days	Mon 5/18/20	Fri 5/22/20
12	ICF Prepares Public Review Draft IS/MND	5 days	Mon 5/25/20	Fri 5/29/20
13	City/Applicant Reviews Public Draft IS/MND	5 days	Mon 6/1/20	Fri 6/5/20
14	ICF Finalizes Draft IS/MND	5 days	Mon 6/8/20	Fri 6/12/20
15	Review Period	30 edays	Fri 6/12/20	Sun 7/12/20
16	**Final IS/MND**	**32 days**	**Mon 7/13/20**	**Tue 8/25/20**
17	ICF Prepares Admin Draft Responses to Comments	5 days	Mon 7/13/20	Fri 7/17/20
18	City/Applicant Reviews Draft Responses to Comments	5 days	Mon 7/20/20	Fri 7/24/20
19	ICF Prepares Final IS/MND	5 days	Mon 7/27/20	Fri 7/31/20
20	ICF Prepares Draft MMRP	5 days	Mon 8/3/20	Fri 8/7/20
21	City/Applicant Reviews Draft MMRP	3 days	Mon 8/10/20	Wed 8/12/20
22	ICF Prepares Final MMRP	2 days	Thu 8/13/20	Fri 8/14/20
23	Public Meetings	7 days	Mon 8/17/20	Tue 8/25/20