

From: [Jacob Patterson](#)
To: [Lemos, June](#)
Cc: [Spaur, David](#); [sarah mccormick](#); [Smith, John](#); [O'Neal, Chantell](#)
Subject: Public Comment -- 4/25/22 CC Mtg., Item No. 8B, GrocOut EIR Contract
Date: Thursday, April 21, 2022 10:25:20 AM

City Council,

See below for my thoughts on 8B. This total contract price seems a little low for an EIR and that may be due, in part, to an ill-advised reliance on existing studies that were a major part of what was allegedly wrong with the prior MND. I recommend some reconsideration or this contract will likely be back for cost-overruns and change orders. That said, I generally agree with the pre-identified study areas and the list of impact areas that are likely not going to involve more detailed analysis (hydrology might need additional review though).

One of the omissions from the prior MND was analysis of the safety impacts of pedestrians accessing the site and crossing the nearby streets, which might be included within the transportation section. IMO, that needs to be evaluated and was not but I don't see it identified in the intended project tasks. The special condition concerning the 4-way stop and the sidewalks across the street from the project is logically connected to this project impact and it should be incorporated specifically as a mitigation measure not just a special condition. (There is case law to back up this required area of study so you may want to check with Jones & Mayer for any relevant advice.)

Overall this proposal firm seems like a reasonable choice but a lot will depend on improved mitigation measures compared to the first round, the additional alternatives section, and much better analysis throughout--literally rewrite the whole thing rather than trying to revise the defective MND and convert it to an EIR in hopes that will pass muster.

Regards,

--Jacob

----- Forwarded message -----

From: **Jacob Patterson** <jacob.patterson.esq@gmail.com>
Date: Wed, Apr 20, 2022 at 2:45 PM
Subject: Draft De Novo Contract
To: Spaur, David <dspaur@fortbragg.com>, McCormick, Sarah <SMcCormick@fortbragg.com>
Cc: Smith, John <jsmith@fortbragg.com>, O'Neal, Chantell <coneal@fortbragg.com>

Dave,

The following excerpts from their proposal are huge red flags to me for the EIR contract for the S. Franklin Street Grocery Outlet Project. IMO, this is setting the City up for a likely challenge because this is one of the areas that received the most attention in public and responsible agency comments because of the obvious defects in the existing study

A) "BIOLOGICAL RESOURCES We plan to utilize the Wildland Resource Manager's Wetland Report and Biological Review to prepare this section of the EIR. This task does not

include any new analysis, but will include a reconnaissance level survey by a qualified biologist to verify site conditions."

This should be addressed prior to moving forward or you are likely structuring this agreement and the intended scope of work to set the City up for failure. The wetland and wildlife reports were demonstrably defective. In fact, there was substantial evidence in the record (IMO) that demonstrated an issue with wetlands in particular. A new study should be done on a day like today or soon thereafter to adequately evaluate the conditions. There is documented evidence that was presented during the prior review but which is inconsistent with the cited report the City intends to reuse that there are wetland conditions on the site due to soil structure in a study location that was omitted from the existing study as well as wetland-indicating plants around that area.

B) "TRANSPORTATION AND CIRCULATION We plan to utilize the KD Anderson traffic report and addendum to prepare this section of the EIR. The Traffic Report includes a VMT analysis to comply with the requirements of SB 743, and a LOS Analysis for compliance with General Plan policy. This task does not include any new analysis."

The existing report and addendum do not include adequate VMT analysis, instead they just state that no detailed VMT analysis is necessary. It should likely be updated, although this is a relatively minor task that could probably be done by a planner using basic math skills rather than a formal traffic engineer.

C) "(Note: We do not anticipate the need to analyze the alternatives at an equal level to the proposed project.)"

This is somewhat troubling to me as I anticipate that the environmentally superior alternative will not be the proposed project and will, in fact, be a reconfigured site plan and building layout. If that is the case, the environmentally superior alternative

D) Although not an actual quote from the proposal, there are numerous references with working closely with City staff to develop various components of the EIR (e.g., the development of mitigation measure language). We do not have any qualified City staff who have demonstrated an ability to perform these tasks. For example and IMO, current planning staff tend to write special conditions and mitigation measures that are not written to actually be effective nor have prior project reviews included the necessary evaluation of alternative mitigation measures to ensure that the City selects the most effective mitigation measures. The consultant should not plan on receiving much useful assistance or input from current City staff and may need to adjust their project budget accordingly.

Regards,

--Jacob

From: [SCR AM](#)
To: [Lemos, June](#)
Subject: Comment for 8B on April 25th City Council Meeting
Date: Thursday, April 21, 2022 11:08:15 AM
Attachments: [HELIX.pdf](#)
[M-Group.pdf](#)

Please add the attached proposals as public comments for 8B on the agenda for April 25, 2022, which were omitted from the agenda materials. Bids from other consultants should be considered as context in any decision like this one, particularly when there is such a large budget disparity between the proposals.

S.C.R.A.M. offers the following comments concerning the award to the EIR consultant contract for the Grocery Outlet and cautions the City Council to consider the ramifications of the City going with the "low-ball" proposal for this environmental review, which was also an issue with the selection of the environmental consultant for the prior Grocery Outlet development proposed for Todd's Point. The City may award this contract only to find that the budget is wholly inadequate. An EIR requires detailed work and the recommended consultant's bid is alarmingly low compared to most EIR budgets but both of the other proposals are in line with reasonable budgets for an EIR for a project of this scope. These comparisons show up in the referenced projects by each proposing firm listed in their respective proposals.

An even more significant consideration is the likely quality of the work for the environmental review, which has already been challenged once in court and led to this subsequent review using an EIR. A consultant who dramatically underbids on a project indicates that they might not understand the complexity of the issues, which is likely to impact the quality of the finished product. In addition, unlike Negative Declarations or MNDs, an EIR is required to not only include timely written comments on the DEIR but is also required to include written responses to each point raised in a submitted written comment. That additional requirement in the review process is likely to be much more involved than in being anticipated in the proposal from De Novo, which will surely impact the project expenses relative to budget.

Proposal to Prepare an

Environmental Impact Report Pursuant to the California Environmental Quality Act for the Proposed Grocery Outlet

March 29, 2022



Prepared for:

City of Fort Bragg

416 North Franklin Street
Fort Bragg, CA 95437

Prepared by:

HELIX Environmental Planning, Inc.

11 Natoma Street, Suite 155
Folsom, CA 95630

Table of Contents

Firm Description	3
Relevant Experience	3
Key Personnel	6
Organizational Chart	6
Key Personnel Qualifications.....	7
References	10
Project Understanding, Approach, and Scope of Work	11
Project Understanding and Approach.....	11
Scope of Work	11
Budget and Schedule of Charges	19
Work Schedule	19
Sample Work Product	20
Insurance	20
Consultant Agreement	20

Appendices

- Appendix A - Key Personnel Resumes
- Appendix B - Budget and Rate Sheet

March 25, 2022

Heather Gurewitz, AICP, Associate Planner
Community Development Department
City of Fort Bragg
416 North Franklin Street
Fort Bragg, CA 95437

Subject: Proposal for an Environmental Impact Report Pursuant to the California Environmental Quality Act for the Proposed Grocery Outlet

Dear Ms. Gurewitz:

The City of Fort Bragg (City) deserves to be supported by the most knowledgeable and proficient environmental consulting firm to process the necessary environmental compliance documentation for the proposed Grocery Outlet project, as outlined in the Request for Proposal (RFP) dated March 15, 2022. Selecting HELIX Environmental Planning, Inc. (HELIX) to prepare the California Environmental Quality Act (CEQA) documentation will result in the certification of a comprehensive CEQA document that fully vets all required environmental topics, will withstand the anticipated intense public scrutiny and possible legal challenge, and presents the City's decision-makers with clear and concise analyses.

Since its inception, HELIX has developed an unparalleled reputation of providing high quality CEQA services to local government and public agency clients throughout California. This reputation includes extensive experience in preparing CEQA documents for controversial projects that not only withstand public scrutiny but have been awarded accolades from professional planning associations. We understand that the City is under intense pressure to prepare and circulate an Environmental Impact Report (EIR) based upon sound science with conclusions supported by substantial evidence. With our project team of tried and tested planning professionals and scientists, we will prepare project-specific air quality /greenhouse gas (GHG)/energy analyses, noise and vibration technical studies, geotechnical investigation from our local teaming partner (SHN Engineers & Geologists) and a cultural resources evaluation.

The following are key aspects of our proposal that provide direct benefit to the City:

- We have reviewed the Initial Study/Mitigated Negative Declaration (ISMND) previously prepared for the proposed project and believe that the project applicant and City were correct in vacating the adopted document as it was likely not legally defensible. Many conclusions drawn in the ISMND were not based upon substantial evidence, a key component of a legally defensible CEQA document. HELIX will rely upon technical studies prepared in support of the ISMND to the maximum extent practicable (i.e., biological review, wetland report, and traffic impact analysis) along with pending technical documents being prepared by the project applicant once vetted/approved by the City. As outlined in this proposal, HELIX will conduct additional technical study to ensure that CEQA conclusions are based upon science and fact, not unsubstantiated conjecture.
- We will use information and analysis previously prepared (in support of the ISMND) to the maximum extent practicable and supplement this information with stand-alone technical studies as warranted and outlined in this proposal. Our preliminary review of the ISMND analyses indicates that additional stand-alone technical analysis is needed for Air Quality/Greenhouse Gas Emissions (including a Health Risk Assessment), Noise, and Cultural/Tribal Cultural Resources. HELIX has the in-house experts on staff and identified for this project to successfully complete these required studies. Additional or pending technical studies to be provided by the

project applicant (and reviewed/approved by the City) will also be incorporated by reference and integrated into the EIR.

- HELIX has the expertise, depth of staff, and commitment necessary to provide excellent service to the City for the proposed project. The EIR will likely face similar legal challenge from local opponents and must be prepared strictly in accordance with the CEQA Guidelines for content, noticing, circulation, and approval consideration. HELIX will employ our knowledge and experience to ensure that the City's document reflects this commitment to correct process and procedure.
- The HELIX Team will be led by the Project Manager and CEQA Lead, Robert Edgerton, who has 25 years of experience in environmental documentation and regulatory compliance, including extensive experience working with controversial development projects throughout rural Counties in California. He will manage the contract and be the primary point of contact for the City. As Principal-in-Charge, Joanne Dramko's experience includes coastal development projects as well air quality/noise analyses. She will provide technical oversight and Quality Assurance (QA)/Quality Control (QC) to ensure document quality and readability. HELIX senior resource experts are included to prepare the necessary technical information to be integrated into the CEQA document, Lesley Owing for senior environmental planning support, Clarus Backes for cultural resources investigations, and John DeMartino for geographic information systems (GIS). We are equally pleased to be teamed with SHN, a local, Mendocino Coast consultant, to provide needed geotechnical investigation services. Biographical sketches and full resumes of key staff are included in this proposal.
- We are pleased to recently have been awarded a contract with the City for the proposed Waste Hauling Transfer Station ISMND. Most of our internal HELIX Team members identified for the Grocery Outlet EIR are also supporting this project and are intimately knowledgeable about the baseline conditions within the City for their individual discipline areas. Both projects would be managed by the same project manager, thereby ensuring continuity and consistency across both contracts and CEQA documents.

Please contact our Project Manager, Robert Edgerton, at RobertE@helixepi.com or his direct phone number at 916.365.8713 during the evaluation period with any questions about our proposal or qualifications. Thank you for considering HELIX and we look forward to hearing from you.

Sincerely,



Joanne M. Dramko, AICP
Environmental Planning Discipline Leader

Distribution: Digital proposal on flash drive and (2) two hardcopies

Firm Description

HELIX is an employee-owned, California Corporation and a leader in environmental planning, design, and natural resource sustainability. Established in 1991 and with offices in Sacramento and Placer Counties, as well as San Diego, Orange, Los Angeles, and Riverside Counties, we provide a broad range of environmental compliance services throughout California. With 30 years of extensive experience providing environmental planning services, HELIX has developed a proven approach to environmental compliance that produces legally defensible documents in an efficient, cost-effective manner. We devote the utmost attention to quality which has given our clients the confidence to bring their most sensitive and controversial projects to us, time and time again.

In-house services provided by HELIX include CEQA and National Environmental Policy Act (NEPA) compliance; biological and aquatic resource studies; acoustical/noise studies; air quality (AQ)/GHG/energy analyses; cultural resources investigations; historic resource evaluations; visual resource assessments; arboriculture; land use and planning; public involvement; agricultural resources; community impact studies; regulatory permitting; mitigation monitoring and compliance; landscape architecture; and GIS.

HELIX has completed environmental documents for virtually every project type, including commercial, industrial, residential, mixed-use, and transit-oriented development projects. We have worked on general, community, and specific plans as well as documents for educational, medical, institutional, and correctional facilities. In addition, we have supported a variety of public infrastructure projects from pipelines and water treatment plants, to fire stations, parks, roads, bridges, and highways. We proactively assist agencies in determining the appropriate environmental documentation and review process for proposed projects. Creative problem-solving, a high level of commitment to clients, and high-quality service and products are the hallmark of our success.

We have assembled a team with the depth and breadth of experience in place to lead preparation of this EIR through all of the environmental requirements and offer innovative and fresh approaches along the way. Furthermore, HELIX's Folsom and Roseville office location staff includes approximately 50 professionals, with an additional 140 employees located in the firm's other California offices, should additional staff resources be needed.

Relevant Experience

HELIX has extensive experience with environmental compliance documentation supporting rural, coastal, and/or underserved communities. The following are summaries of recent projects highlight relevant experience, as well as the HELIX team members who were active participants in these projects. In addition to the necessary experience with CEQA documentation for development projects, our staff are also familiar with the resources in north coastal California, having recently completed resources assessment and CEQA documentation for over 50 cannabis industry projects in Humboldt, Mendocino, and Trinity Counties.

Vacant Lands Inventory EIR | Inyo County | 2021

HELIX is preparing an EIR and technical studies for a vacant lands inventory and zoning review of properties located throughout rural Inyo County. This information will be used to identify land that might be appropriate for zone changes to promote housing opportunities primarily by increasing the allowable residential density. The review will consider increasing the amount of multi-family zoning in the County, lowering some of the minimum lot size requirements, and adding zoning areas with principal permitting for mobile home parks. The review of the County's current zoning will also focus on commercial zones for opportunities for residential infill development. Areas near public transportation and other services will be considered prime, but due to the County's rural nature, other properties located in remote communities without these services might also be identified for zone changes. A primary component of this work includes public outreach meetings and communication with property owners. HELIX prepared biological resources and cultural resources technical studies. The project is funded through a grant provided by the California Department of Housing and Community Development. **HELIX Team Members: Edgerton, Project Manager; Owning and Gustafson, Environmental Planners; Backes, Archaeologist; and DeMartino, GIS.**

North Torrey Pines Living and Learning Neighborhood EIR | San Diego County | 2018

HELIX prepared the EIR in the coastal zone for the housing and academic project that would redevelop a 13-acre surface parking lot on the west side of the UC San Diego campus, located southeast of the intersection of Muir College Drive and North Torrey Pines Road. The project proposed the construction of six buildings positioned around central community open space areas. Three of the buildings would be primarily residential, and three would contain a mix of educational, community, and residential uses. The project would provide approximately 2,000 beds for undergraduate students.



Residential support spaces and amenities would be provided throughout the student housing areas, including meeting, study, music, and multi-purpose rooms; gathering space; dining space; bicycle storage; an underground parking garage; and other support amenities. The project incorporates utilities improvements, and the buildings would be designed to meet U.S. Green Building Council Leadership in Energy and Environmental Design Platinum standards. The project EIR was tiered from the UC San Diego 2004 Long Range Development Plan EIR. This project was awarded the 2021 Construction Management Project Achievement Award - Buildings \$25M+. **HELIX Team Members: Dramko, Project Manager and Principal-in-Charge (PIC).**

Aramis Solar Energy Generation and Storage Project EIR | 2020

HELIX prepared an EIR for the construction and operation of a solar energy generation and storage project on 410 acres in unincorporated North Livermore, Alameda County. In support of the EIR, HELIX prepared biological resources, cultural and historic resources evaluation, AQ/GHG, and noise technical reports and managed a thorough Administrative Record in anticipation of a legal challenge.

The preparation of the biological resources technical report included conducting general biological surveys, an aquatics delineation report, protocol surveys for the federally listed as threatened California red-legged frog, and rare plant surveys for the utility-scale solar project. The preparation of the cultural resources technical report included conducting a pedestrian survey, records search, and historic evaluation of nearby ranching structures that were determined to be eligible for listing with the National Register of Historic Places (NRHP), California Register of Historical Resources (CRHR), and the local County register.

In support of County staff, HELIX staff supported the preparation of numerous County reports including a Statement of Overriding Considerations, Written Findings of Significant Effects, Use Permit findings, and the East County Board of Zoning Adjustments staff report. HELIX's Project Manager presented the project and key environmental issue areas to the public and Board members at numerous public scoping meetings and hearings. The project was approved and the EIR was certified by the East County Board of Zoning Adjustments in November 2020.

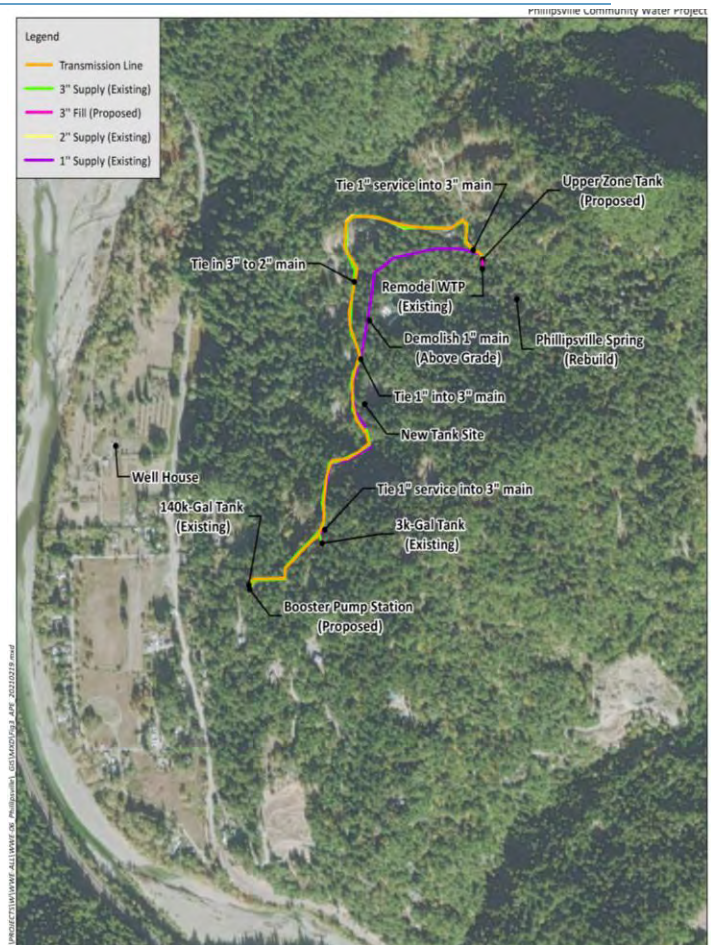
Project approval was appealed by the local Save North Livermore, Friends of Livermore, and Friends of Open Space and Vineyards groups primarily regarding concerns about the project's consistency with the voter-approved Measure D of the East County Area Plan and potential impacts to special-status species. HELIX provided further support to the County and project applicant through the appeal process by drafting appeal response letters and supporting exhibits for the Board of Supervisors staff report. The Board's action on the project was "de novo," and the project was approved and the EIR was certified by the County Board of Supervisors in March 2021. Work was performed for Alameda County on behalf of Intersect Power, LLC. **HELIX Team Members: Owning, Project Manager; Gustafson, Environmental Planner; Backes, Archaeologist; Dramko, Air Quality and Noise; and DeMartino, GIS.**

City of Bishop Downtown Specific Plan & Mixed-Use Zoning Code Update EIR | 2021 - 2022

HELIX is supporting the City of Bishop with preparation of an EIR for the proposed Bishop Downtown Specific Plan. If adopted, the proposed project would increase residential and commercial density in the downtown core of this rural and underserved City located in the Eastern Sierra Nevada region. Alta Planning + Design and the City will prepare the Specific Plan, including visual simulations, and leading the public outreach campaign with support from HELIX. HELIX has prepared several technical studies in support of the program-level EIR, including air quality/GHG/energy analysis, noise and vibration studies, biological resource evaluation, cultural resource assessment, and visual resource analysis. HELIX is teamed with Tom Kear Transportation Planning and Management, Inc. to prepare a qualitative vehicle miles traveled (VMT) analysis based in part on substantial input from local citizens and residents. The Notice of Preparation for this project was circulated in spring 2021 and the public review draft document will be circulated for public comment in summer 2022. **HELIX Team Members: Edgerton, Project Manager; Owning and Gustafson, Environmental Planners; Backes, Archaeologist; and DeMartino, GIS.**

Phillipsville Community Services District Water System Improvements ISMND | 2020 - 2021

The Phillipsville Community Services District (PCSD) serves approximately 300 residents through 66 service connections in rural Humboldt County. A treatment system for the supply spring and a 140,000-gallon storage tank was installed approximately 8 years ago; the installed treatment system has deficiencies due to improper design and installation. The PCSD is currently under a boil water notice for inadequate filtration and not meeting sufficient chlorine contact time requirements. In addition, the spring source is in jeopardy of potential land movement and, at times during the summer months, is inadequate to supply its customers. This project is needed to assess the current condition of the spring source and evaluate potential improvements to address system deficiencies and redundancy, storage, chlorine contact time, and adequate supply. This project required Water Works Engineers, as the consulting engineer, to evaluate and develop solutions for the problems associated with the spring source. HELIX is supporting the project through the preparation of stand-alone technical studies (biological and cultural resource evaluations) and development of CEQA-Plus documentation to meet state/federal environmental compliance needs per the State Revolving Loan Fund program as administered by the State Water Resources Control Board (SWRCB). The CEQA-Plus document will be an ISMND with SWRCB as the CEQA Lead Agency. **HELIX Team Members: Edgerton, Project Manager; Gustafson, Environmental Planners; Backes, Archaeologist; and DeMartino, GIS.**

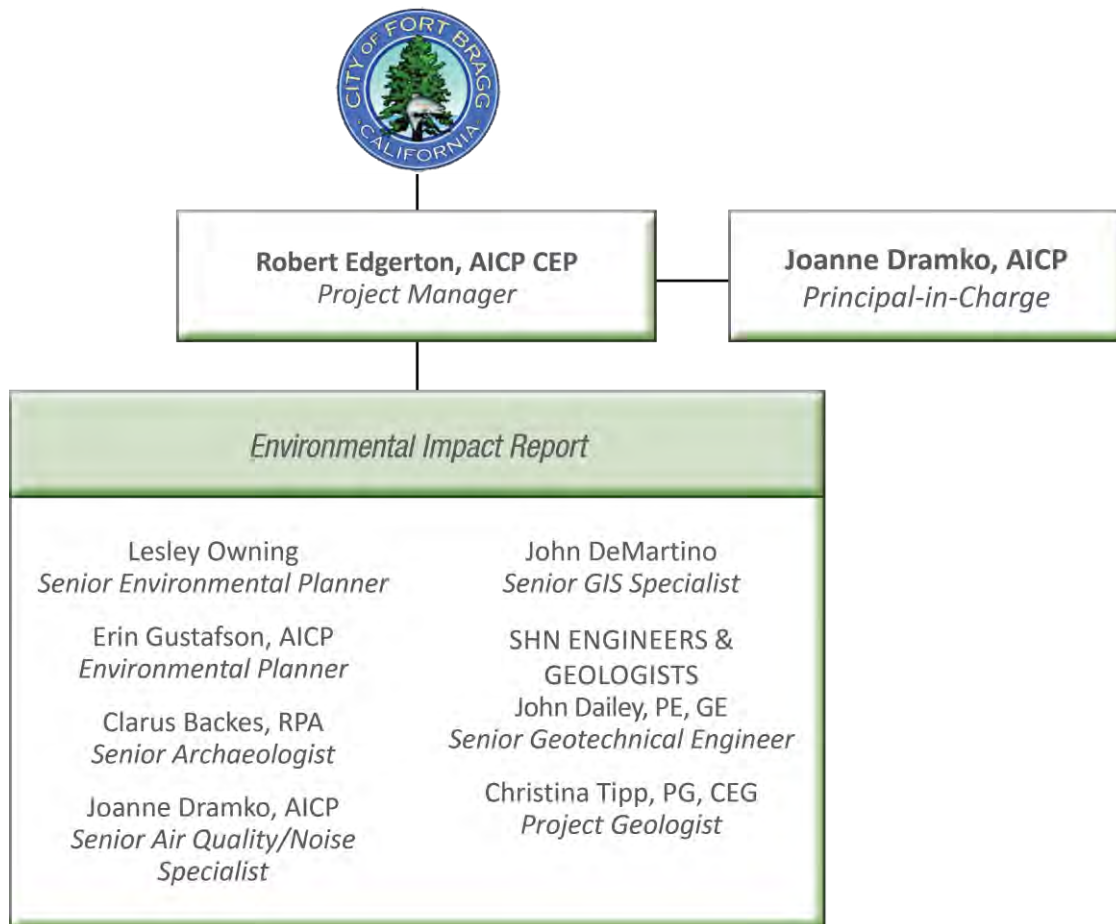


Key Personnel

HELIX has assembled a highly qualified team to prepare the required CEQA documentation. As identified on the organizational chart below, our in-house team includes resource experts for archaeology, AQ, GHG, and noise with subconsultants for specialized technical studies. Robert Edgerton, AICP CEP will serve as our Project Manager. He is a proven Project Manager with 25+ years of CEQA experience and will serve as the City's primary point of contact. He will be responsible for the management of the agreed-upon scope of work, deliverable schedule, and project budget and actively participate in project meetings with the City's Project Manager and project team. He will direct the day-to-day activities of the project team in coordination with key staff and hold regular team meetings to coordinate tasks requiring multiple staffing resources. Mr. Edgerton will be assisted by Ms. Dramko, AICP, for implementation of our QA/QC program for all project deliverables in advance of submittal to the City.

Organizational Chart

The following organizational chart identifies key personnel who will work on this project and their roles.



Key Personnel Qualifications

Following are introductions to key personnel which includes an overview of experience in their respective specialty. Full resumes with additional relevant project experience, education, and certifications are provided in Appendix A.

Robert Edgerton, AICP CEP | Project Manager | HELIX

Mr. Edgerton draws upon his experience as both a project manager and a senior environmental planner to aid private companies, governmental agencies, and non-governmental organizations in the planning, entitlement, and permitting of infrastructure improvement projects. Calling upon 25 years of experience in the environmental and land use planning industry, his work focuses on CEQA and NEPA compliance, and he has successfully processed more than 100 environmental compliance documents such as EIRs, Environmental Impact Statements (EIS), ISMND, and Environmental Assessments (EA). He has also prepared, consulted on, and processed federal, state, and local permits in support of projects with the US Army Corps of Engineers, US Fish and Wildlife Service, Bureau of Land Management, State and Regional Water Quality Control Boards, and California Department of Fish and Wildlife. Mr. Edgerton is an accredited member of the American Institute of Certified Planners (AICP) with an advance Certificate in Environmental Planning (CEP) accreditation.

Key Projects Managed

- Bishop Downtown Specific Plan & Mixed-Use Zoning Code Update EIR
- Inyo County Vacant Lands Inventory EIR
- Inyo County Renewable Energy General Plan Amendment and Program EIR
- City of Folsom, On-Call Environmental Services (70+ projects)
- City of Fort Bragg, Waste Hauling Transfer Station ISMND (pending)



Joanne Dramko | Principal & Senior Air Quality/Noise Specialist | HELIX

Ms. Dramko has over 20 years of experience preparing CEQA and NEPA environmental documents, including Programmatic EIRs (PEIR), ISMNDs, and EAs for a variety of project types, including residential, commercial, recreational, transportation, water/wastewater, and utilities. Her focus is climate change and sustainability within the context of CEQA. She has conducted noise and air quality analyses using survey equipment such as the American National Standards Type II noise level meter, computer models such as the California Emission Estimator Model (CalEEMod), and the Federal Highway Administration Traffic Noise Model. Ms. Dramko is also skilled at communicating technical information to general audiences in public forums, and engaging members of the public in the environmental planning process. She is also an AICP Certified Planner and Greenhouse Gas Lead Verifier (#H-18-041).

Key Projects Managed

- North Torrey Pines Living and Learning Neighborhood EIR
- La Jolla Innovation Center EIR
- Marisol Coastal Resort Specific Plan Initiative
- Mesa Housing Nuevo West and East EIR

Role

Ms. Dramko will prepare air quality, GHG, energy, and noise impact analyses in support of CEQA documentation, as needed. She will also serve as Principal-in-Charge to provide signatory authority and provide overall quality control of the document.



Lesley Owning | Senior Environmental Planner | HELIX

Ms. Owning is a Senior Environmental Planner with ten years of experience in the provision of all types of CEQA and NEPA documentation for a variety of project types including, residential, commercial, and other land development; infrastructure improvement; renewable energy; transportation; cannabis cultivation, operation, and processing facilities; and other planning and public works projects. Ms. Owning also develops CEQA review and strategy plans for public and private clients early in the project planning phase and prepares project site constraints analyses from a CEQA and permitting perspective. Ms. Owning has managed controversial land development projects and provided public agency support through project appeal hearings. She has led responses to comments for projects that have generated hundreds of public comments and maintained thorough administrative records for projects that are anticipated to face legal challenges. Ms. Owning also oversees the implementation of mitigation monitoring and reporting programs (MMRPs) throughout project construction.

Key Projects

- Oakmont Senior Living EIR
- Aramis Solar Energy Generation and Storage Project EIR
- Inyo County Vacant Lands Inventory EIR

Role

Ms. Owning will be primary author for many technical sections of the EIR and perform duties as deputy project manager (as needed).



Erin Gustafson | Environmental Planner | HELIX

Ms. Gustafson has nine years of environmental planning experience and assists clients in successful completion of the environmental review process. She is skilled in preparing ISMNDs and EIRs under the CEQA, and EAs and EISs under NEPA. She has also assisted clients with managing responses to public comments on complex and high-profile projects. Ms. Gustafson has coordinated multidisciplinary teams, worked closely with staff from public agencies, and integrated input from a variety of stakeholders on residential and commercial land use development; water; transportation; and renewable energy projects.

Key Projects

- Bishop Downtown Specific Plan & Mixed-Use Zoning Code Update EIR
- Inyo County Vacant Lands Inventory EIR
- Aramis Solar Energy Generation and Storage Project EIR

Role

Ms. Gustafson will be a technical author for many sections of the EIR, including project alternatives.



Clarus Backes, RPA | Senior Archaeologist | HELIX

Mr. Backes is an archaeologist and cultural resources manager with over 20 years of professional experience throughout California and the western Great Basin. He has conducted and supervised numerous projects in support of compliance with Sections 106 and 110 of the National Historic Preservation Act, CEQA, and NEPA. He is also well versed in criteria for CRHR and NRHP evaluations. He has participated in a wide range of projects involving archaeological survey, testing, data recovery, monitoring, laboratory analysis, and the development of mitigation and treatment plans, and has over 15 years of experience in a decision-making capacity on cultural resources projects in California. He is a Registered Professional Archaeologist (#1673640), holds a Bureau of Land Management Statewide Cultural Resource Use Permit (#CA-18-35), and meets the U.S. Secretary of the Interior's Professional Qualifications Standards for prehistoric and historic archaeology.



Key Projects

- Aramis Solar Energy Generation and Storage Project EIR
- Inyo County Vacant Lands Inventory EIR
- Bishop Downtown Specific Plan & Mixed-Use Zoning Code Update EIR

Role

Mr. Backes will serve as the lead archaeologist for the cultural resources evaluations and provide senior level oversight of all cultural resources-related reports, maps, and evaluation. He will also support the City in the facilitation of tribal consultations Assembly Bill 52 (AB 52) and conduct searches of the Sacred Lands File as owned/maintained by the Native American Heritage Commission (NAHC), as-needed.

John DeMartino | Senior GIS Specialist | HELIX

Mr. DeMartino is a GIS professional with an extensive background in applying GIS applications and workflows in support of biological, cultural, conservation, public works, water, and engineering projects, with an emphasis CEQA/NEPA documentation, and regulatory permitting. He is proficient in the latest GIS software and technologies, including ArcGIS Desktop, ArcGIS Server, ArcGIS Online, ArcGIS Collector, Trimble TerraSync and Trimble Pathfinder Office global positioning system (GPS) software, ERDAS Imagine and ERDAS StereoAnalyst, SketchUp, and several ArcGIS extensions. Mr. DeMartino has senior-level expertise both performing and supervising key GIS practices, including GIS data development, GPS data collection, CAD data integration, impact and overlay analysis, spatial modeling, mapping, and QA/QC of final deliverables.



Key Projects

- Aramis Solar Energy Generation and Storage Project EIR
- Inyo County Vacant Lands Inventory EIR
- Bishop Downtown Specific Plan & Mixed-Use Zoning Code Update EIR
- Oakmont Senior Living EIR

Role

Mr. DeMartino will lead GIS mapping and prepare report graphics.

John Daily, PE, GE | Senior Geotechnical Engineer | SHN Engineering

Mr. Dailey has more than 40 years of experience in geotechnical, civil, and environmental engineering while working with federal, state, and local regulatory agencies as well as the private sector. His experience includes project management, subsurface geotechnical and environmental investigations, site remediation, plan and procedure development, specification and bid preparation, permitting, and subcontractor selection. Field experience includes excavation and drilling for geotechnical and environmental investigations, including soil and groundwater sampling, and field and laboratory soil testing.

Key Projects

- Santa Clara County Courthouse
- Fisherman's Terminal Building, Eureka
- PG&E Unit 21 Geothermal Powerplant, Geysers

Role

Mr. Daily will lead preparation of the geotechnical investigation of the project site.



Christina Tipp, PG, CEG | Certified Engineering Geologist | SHN Engineering

Ms. Tipp has more than 14 years of professional experience in engineering geology and geotechnical engineering. She specializes in evaluating geologic risk, geotechnical and geologic drilling and sampling, geologic inspections, and geotechnical investigations. Ms. Tipp is skilled in a multitude of subsurface exploration techniques, geologic mapping, review of LIDAR and aerial photography, gathering geologic research for a project site, and communicating project progress and relaying results to the project team. She has "hands-on" experience in geologic and geotechnical field investigations, addressing development in geologic hazard zones, and providing practical insights throughout the life of the project.

Key Projects

- Geotechnical Investigation and Geologic Hazard Report for Proposed New Classroom and Library, Redwood Elementary, Fort Bragg
- Geotechnical Assessment of Subsurface Soil Void, Sherwood Oaks Health Center, Fort Bragg
- Orr Creek Common Housing Development, Ukiah

Role

Ms. Tipp will lead preparation of the Geologic Hazards Evaluation.



References

We welcome you to contact our references to attest to the quality of our work and to confirm delivery of projects in a timely and cost-efficient manner. Refer to the Relevant Experience section above for description of work performed and team members involved.

- Scott Johnson, AICP, Planning Manager, City of Folsom, Community Development Department, 916.461.6206.
- Elaine Kabala, Associate Planner, City of Bishop, Public Works Department, 760.873.8458.
- Albert Lopez, Planning Director, Alameda County, Planning Department, 510.670.5426.

Project Understanding, Approach, and Scope of Work

Project Understanding and Approach

The project applicant (BRR Architecture) is proposing to construct a Grocery Outlet (retail store) on a 1.63-acre site located at 825, 845, and 851 S. Franklin Street as identified by Assessor's Parcel Numbers 018-120-47, -48, and -49. The project would require the merger of three existing parcels to create one 71,002 square foot (1.63 acres) parcel. The project site is located in the Coastal Zone with a land use designation of Highway Visitor Commercial (CH) (2008) and a zoning designation of Highway Visitor Commercial (CH) per the City of Fort Bragg Zoning Map (2016). No changes to the site's land use designation or zoning designations are proposed.

The project includes the demolition of an existing 16,436 square-foot vacant office building and associated 47-space parking lot, and the construction and operation of a 16,157 square-foot, one-story, retail store with a 53-space parking lot and associated improvements and infrastructure. The project would be operated by 15 to 25 full-time staff and two managers and would be open from 9:00 AM to 10:00 PM, 7 days per week. Associated improvements and infrastructure on-site would include a loading dock and trash enclosure, a parking area with 53-parking spaces, an internal system of walkways and crosswalks, two bicycle racks, two driveways, a new fire connection, replacement of an existing sewer connection, connection to underground utilities, landscaping for stormwater capture and treatment, illuminated signage, and landscaping.

The proposed project would include 51,650 square feet (1.18 acres) of hardscape areas for the proposed store, parking lot, accessways or sidewalks, and driveways. Approximately 19,265 square feet (0.44 acres) of the site would be landscaped and permeable to stormwater as the project would be designed to capture stormwater and pre-treat it on-site to remove dirt, oil, and heavy metals using bioretention basins.

Anticipated City permits and approvals include, but may not be limited to, a coastal development permit, parcel merger, encroachment permit, zoning clearance, design review, and grading/building permits.

Scope of Work

Task 1: Project Management

The HELIX Project Manager, Robert Edgerton, will be responsible for and oversee all aspects of HELIX's work, including the provisions of QA/QC of work products along with Ms. Dramko. He will supervise the sole sub-consultant (SHN) and will assure work products from the HELIX Team are accomplished within budget and per the project schedule. He will attend coordination meetings virtually or via telephone during preparation of the EIR.

Deliverables: N/A

Task 2: Kick-off Meeting

The HELIX Project Manager will meet with City staff virtually or via telephone to review the scope of work and project schedule. Careful consideration will be placed on pending technical studies to be prepared by the project applicant (along with associated review times by the City).

Deliverables: N/A

Task 3: Notice of Preparation/Scoping Meeting

HELIX will prepare a Notice of Preparation (NOP) that will include a brief summary of the proposed project, including regional and vicinity maps of the project location, and a listing of the environmental issues anticipated to be addressed in the EIR. The NOP will also include notice of a public scoping meeting (as described below). No Initial Study is envisioned as part of the NOP, as we suggest that the City proceed directly with an EIR. Should an Initial Study be requested, HELIX could prepare one with additional authorization by the City.

The entire NOP is anticipated to be up to five pages in length. HELIX will provide City staff with an electronic copy (in Microsoft Word and pdf format) of the NOP for review. HELIX will revise and finalize the NOP based on minor comments from the City. The City shall distribute the NOP to the State Clearinghouse electronically and to interested stakeholders and surrounding property owners as necessary for a 30-day public review period. The City shall be responsible for coordinating, scheduling, and managing the NOP scoping meeting; HELIX will attend the scoping meeting in support of the City.

The City shall arrange for publication of the NOP/scoping meeting notice in one weekday issue of the Fort Bragg Advocate-News and post the meeting notice on its website. At the scoping meeting, the City shall present an overview of the project; HELIX will prepare a brief Microsoft PowerPoint presentation to introduce the environmental process to meeting participants. The City shall provide the facility and virtual platform as needed (i.e., Zoom connection). It is assumed that all public comments will be submitted in writing and an official transcript of the scoping meeting recorded by a court reporter will not be required. Within two weeks of close of the 30-day scoping period, HELIX will prepare a memorandum summarizing comments and issues raised during the scoping period. Advertisement costs for public scoping meeting announcement shall be borne by the City.

Deliverables: Notice of Preparation; NOP Presentation Materials for Public Scoping Meeting; NOP Public Scoping Meeting Summary Report (notes).

Task 4: Evaluate Existing Technical Studies

HELIX will review documents previously prepared in support of the proposed project and advise the City as to their adequacy and usefulness. Our preliminary assessment suggests that the following technical studies are valid for use in the EIR: Biological Review (Wildland Resources, August 2019); Wetland Report (Wildland Resources, March 2021); and Traffic Impact Analysis (KD Anderson, June 2021). These studies may require minor revision due to their shelf life and dependence on dated database searches. Technical studies that we have preliminarily determined to be inadequate for reuse in the EIR include air quality/GHG analysis (LACO Associates, 2020), noise assessment (LACO Associates, 2020), and Cultural Resources Inventory Survey (Genesis Society, August 2019). We further understand that pending technical studies may be provided by the project applicant (following review and approval by the City). These studies, including a Phase 1 Environmental Site Assessment, will be incorporated by reference and/or integrated directly into the EIR as necessary. Modification to existing technical studies, as deemed necessary by the City, shall be at the responsibility of the project applicant.

Deliverables: Existing Technical Studies assessment memo (letter format).

Task 5: Technical Evaluation of Issues

5.1: Geotechnical Report

HELIX will rely upon the professional services of our local teaming partner, SHN, to conduct the necessary geotechnical investigation of the project site. The purpose of SHN's geotechnical investigation will be to characterize the surface and subsurface conditions at the project site to develop geotechnical engineering criteria for design and construction of the proposed project. SHN's work will include a geologic evaluation of the potential hazards in the vicinity of the proposed building, including:

- Review of published geologic and geologic hazard maps in the immediate vicinity of the project site.
- Perform site reconnaissance by certified engineering geologists to observe existing site conditions, mark the exploration areas for Underground Service Alert (USA), and subcontract with a private utility locator to check the drilling locations for underground utilities.
- Submit a Drilling Permit application to the Mendocino County Department of Environmental Health and pay associated County fees.
- SHN will drill four borings near the proposed building and parking lot. Three borings will be advanced to depths ranging from approximately 15 to 20 feet below the ground surface. One boring will be advanced to a

depth of 50 feet below the ground surface, or 10 feet into bedrock (whichever occurs first), to address the liquefaction potential beneath the site. Samples from each boring will be collected at suitable intervals, using standard penetration test (SPT) and modified California split spoon samplers. A drilling subcontractor would be retained to complete the borings. Soil cuttings will be placed in drums and removed from the project site.

- Samples collected will be returned to SHN's soils testing laboratory for geotechnical analysis. Anticipated tests include dry density and moisture content, percent passing the #200 sieve, shear strength, Atterburg limits, R-value, and corrosivity testing. Specific tests may be added or eliminated depending on the materials encountered at the project site.
- Assessment of potential earthquake-related geologic/geotechnical hazards (for example, strong earthquake ground shaking, surface fault rupture, liquefaction, and differential settlement), and other potential geologic/geotechnical hazards, as needed.
- Provide seismic design parameters in accordance with the applicable portions of the 2019 California Building Code and the American Society of Civil Engineers 7-16 Standard, including site soil classification, seismic design category, and spectral response accelerations.
- Perform engineering analyses in order to provide a report presenting conclusions and recommendations regarding: a.) earthwork, including project site and subgrade preparation, fill material specifications, and fill compaction requirements; b.) discussion of appropriate foundation options, including allowable bearing capacities, estimates of settlement (total and differential), minimum footing depth, and allowable lateral capacities; c.) support of concrete slabs-on-grade; and, d.) recommendations for observation of site preparation and grading, observation of foundation installation, and other geotechnical construction considerations.

Deliverables: Geotechnical Investigation and Geologic Hazards Evaluation letter report.

5.2: Cultural Resources Assessment Report

HELIX will conduct a records search at the Northwest Information Center (NWIC) located at Sonoma State University. The records search will include reviews of U.S. Geological Survey topographic maps where archaeological sites are mapped; Department of Parks and Recreation (DPR) archaeological site records; data from previous surveys and research reports; historic maps; the Historic Property Data File; the NRHP; CRHR; and listings of California Historical Landmarks and Points of Historical Interest. The records search will capture all documented cultural resources within 0.25-mile of the project area. This proposal assumes that NWIC fees will not exceed \$500.

HELIX will request that the NAHC search their Sacred Lands File for Native American sites or resources that may be within or near the project area. Using the Native American representatives list provided by the NAHC, letters will be sent to each tribal representative requesting additional information or concerns they may have about the proposed project. These letter requests are for informational purposes only and are not part of the AB 52 consultation process. Note: HELIX assumes the City shall be responsible for management and operation of the AB 52 tribal consultation process. Information derived from AB 52 consultation will be included in the EIR as provided by the City.

HELIX archaeologists will conduct an intensive pedestrian survey of the project area to characterize any extant archaeological sites, artifacts, or structures more than 45 years old. The survey will consist of a pedestrian walk-over of all areas where ground disturbance is proposed using 15-meter parallel transects.

HELIX assumes that no previously recorded archaeological or architectural resources will be located within the project area and that no undocumented resources will be encountered during the survey. However, if cultural resources are identified within the project area, additional funds may be required for field documentation and reporting; if these resources cannot be avoided during construction, additional funds may be required to evaluate the eligibility of these resources to the CRHR. If documentation is necessary the resources will be recorded on the

appropriate DPR forms, and these forms will be presented as an appendix to the Cultural Resources Assessment Letter Report.

A Cultural Resources Assessment letter report will be prepared upon completion of the survey. The report will include the results of the records search and Native American outreach, cultural survey findings, and maps depicting all areas surveyed. The report will also include recommendations for further study, avoidance, or mitigation of any cultural resources that may be impacted by the proposed project. Once finalized, a copy of the report and any new or updated site records will be filed with the NWIC.

Deliverables: Cultural Resources Assessment letter report.

5.3: Air Quality/Greenhouse Gas Emissions/Energy/Health Risk Assessment

HELIX will prepare an air quality, GHG emissions, and energy technical report in accordance with the requirements of CEQA and guidelines from the Mendocino County Air Quality Management District (MCAQMD). HELIX will rely on a listing of quantified information needs from the project applicant relative to project phasing, construction methods and timing, export and import of soils and materials, anticipated energy and water use, project design features that will reduce energy use and GHG emissions, and other data relative to air quality and GHG emissions. Data relative to trip generation and trip length will be incorporated from the project traffic study. HELIX will estimate the emissions of criteria pollutants and GHGs using CalEEMod. HELIX will analyze the proposed project's air quality impacts, addressing the issues described in the CEQA Guidelines Appendix G and in accordance with significance criteria adopted by the MCAQMD. It is expected that the proposed project would not cause severe congestion at a major intersection resulting in a local carbon monoxide (CO) "hotspot;" therefore, no dispersion modeling is included in this scope of work for CO analysis. Odor impacts will be addressed qualitatively. Additionally, the analysis will include a determination of project conformity with the MCAQMD Particulate Matter (PM) Attainment Plan and applicable portions of the State Implementation Plan for ozone and PM attainment. If potential significant impacts are identified, HELIX will recommend appropriate mitigation measures.

HELIX will prepare a health risk assessment (HRA) to analyze impacts to nearby sensitive receptors in accordance with applicable portions of the Office of Environmental Health Hazard Assessment Air Toxics Hot Spots Program Risk Assessment Guidelines (February 2015). Short-term construction and long-term operational emissions of toxic air contaminants, including diesel particulate matter emissions from off-road and on-road diesel equipment, as well as emissions from stationary sources, will be estimated using CalEEMod supplemented with emission factors calculated from the California Air Resources Board's (CARB) emissions inventory database, as needed. Dispersion modeling will be conducted that will include both emission and meteorological inputs using the US Environmental Protection Agency's AERMOD. Risks will be estimated by post-processing the AERMOD results using CARB's Hot Spots Analysis and Reporting Program tools. The results, in terms of incremental cancer and non-carcinogenic health risks, will be compared with MCAQMD's adopted thresholds.

HELIX will analyze potential GHG emission impacts by describing the methodology used to estimate GHG emissions, assessing potential impacts, and identifying mitigation measures, as appropriate and necessary. Significance of GHG emissions will be assessed based on MCAQMD recommended thresholds, with consideration of statewide post 2020 GHG reduction mandates. Significance will also be assessed by considering whether implementation of the project would conflict with an applicable plan, policy, or regulation adopted for the purpose of reducing the emissions of GHGs, including the City's 2012 Climate Action Plan. If potential significant impacts are identified, HELIX will recommend appropriate mitigation measures.

HELIX will analyze the project's anticipated energy use and qualitatively discuss impacts related to wasteful, inefficient, or unnecessary use of energy during project construction and operation; and whether the project would conflict with applicable energy efficiency and/or energy use reduction plans and programs.

HELIX will provide the results of the air quality, HRA, GHG emissions, and energy analyses in a technical report. The report will include descriptions of existing air quality and applicable regulations and policies, as well as the results of the analyses described above, including a determination of the level of significance of impacts in accordance with CEQA Guidelines. This scope of work includes one round of review and editorial revisions to the technical report and assumes only minor revisions not to include modeling. Requests for additional modeling of alternatives or remodeling due to changes in the project assumptions (e.g., project description, traffic study, project construction schedule) can be accommodated with an augment.

Deliverables: Air Quality/Greenhouse Gas Emissions/Energy/Health Risk Assessment technical report.

5.4: Noise Study

HELIX will prepare a noise study in support of the CEQA analysis in the EIR. The analysis will address potential noise impacts related to project site construction, project operational on-site activities, and off-site changes in traffic noise. Analysis and preparation of the noise study will include:

- Provide a current brief overview of noise and related federal, state, and local regulations, including the Noise Element of the City of Fort Bragg Coastal General Plan, and the City municipal code;
- Conduct a field inspection to measure the current ambient traffic noise on the project site and identify other existing noise sources in the project vicinity. The site visit will include at least one 24-hour measurement and multiple short-term (10 to 15 minute) measurements, as required to document the existing noise environment;
- Briefly evaluate the site construction noise and groundborne vibration impacts;
- Using appropriate modeling and/or calculations, estimate operational noise levels from stationary sources on the site, including heating, ventilation, and air conditioning (HVAC) equipment, grocery store refrigeration systems, truck delivery areas, idling trucks with truck refrigeration units, and other machinery associated with operation of a grocery store. The City's General Plan Noise Element and municipal code will be used to assess impacts associated with on-site store operational noise;
- Estimate changes in off-site ambient traffic noise levels using the Federal Highway Administration's Traffic Noise Model;
- Develop mitigation measures to attenuate noise, if necessary, to reduce impacts at nearby noise-sensitive land uses. Mitigation measures would identify potential noise attenuation techniques and specific performance standards.

HELIX will provide the results of the noise analysis in a technical report. The report will include descriptions of existing noise environment and applicable regulations and policies, as well as the results of the analyses described above, including a determination of the level of significance of impacts in accordance with CEQA Guidelines. This scope of work includes one round of review and editorial revisions to the technical report and assumes only minor revisions not to include modeling. Requests for additional modeling of alternatives or remodeling due to changes in the project assumptions or public comments (e.g., project description, traffic study, project construction schedule) can be accommodated with an augment.

Deliverables: Noise Study technical report.

Task 6: Prepare Administrative Draft EIR

The Administrative Draft Environmental Impact Report (ADEIR) will contain the requisite components of an EIR, including an Executive Summary, Introduction, and Project Description as outlined in the CEQA Guidelines Section 15168. The Project Description will discuss the goals and objectives and describe the major features of the project. In order to assure that the analysis accurately reflects all aspects of the proposed project, the HELIX team will work closely with the City in the early stages of the ADEIR.

Project Description

The EIR Project Description will be based on the information provided by the project applicant and City as well as input gathered during the public scoping period (Task 3). These data will be used to assist in development of the project's goals and objectives, as well as feed into development of the project alternatives. The Project Description will include a background section describing the history of the proposed project's entitlement application(s) as well as City required permits and approvals.

Project Alternatives

After the proposed project has been defined and in consultation with City staff, HELIX will develop preliminary and feasible project alternatives. Alternatives would be based on City input, as well as stakeholder input during the public scoping period (Task 3) and will be developed based on the need to avoid or reduce the potentially significant impacts identified for the proposed project. We envision a total of three alternatives, including the proposed project, the no project alternative, and an environmentally superior project alternative (assuming that the no project alternative would be identified as being an environmentally superior alternative to the proposed project). Alternatives would be evaluated and presented in the EIR for public review and consideration by decision makers.

Cumulative Impact Analysis

An EIR must discuss cumulative impacts if the incremental effect of a project, combined with the effects of other projects is "cumulatively considerable." Such incremental effects are to be viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects. Together, these projects comprise the cumulative scenario which forms the basis of the cumulative impact analysis. Both the severity of impacts and the likelihood of their occurrence are to be reflected in the discussion, but the discussion need not provide as great a level of detail as is provided for the effects attributable to the project alone.

For this project, we recommend working with the City to develop a list of past, present, and probable residential and/or commercial development projects while also looking at the development trends identified in City planning documents. Large projects that have recently undergone environmental review would provide a useful starting point to identify individual projects in Mendocino County that would contribute to cumulative effects. Other planning documents, as made identified and made available to HELIX by the City, would also be considered in the cumulative effects analysis in so far as they may help define future land use patterns in the City. Each area of concern (e.g., water resources, land use, etc.) will be addressed in its own section and will contain the five major components: Introduction; Affected Environment (including Existing Conditions and Regulatory Framework); Thresholds and Methodology; Impact Analysis/Mitigation Measures; and Cumulative Impacts/Mitigation Measures. This scope anticipates the integration of all individual areas of concern directly into the EIR (rather than preparation of stand-alone technical reports).

The following individual environmental topic areas would be assessed qualitatively and/or quantitatively and discussed in the ADEIR per Appendix G of the CEQA Guidelines:

- **Aesthetics/Visual Resources:** This section of the EIR will evaluate whether implementation of the project could result in significant alterations to viewsheds, visual character, and lighting and glare conditions of the City, especially as it pertains to the coastal environment. This will consist of reviewing current City policies and code provisions. Visual resource simulations, as provided by the project applicant at their discretion, would be considered and incorporated into the EIR. The extent of potential aesthetic impacts will be qualitatively described. We assume a potentially significant and unavoidable impact for this resource topic requiring preparation of a Findings of Fact/Statement of Overriding Considerations document (Task 11).
- **Agricultural Resources:** This section of the EIR will evaluate whether implementation of the project could result in adverse impacts or loss of agricultural resources (temporary and permanent) in the City. This will consist of reviewing current City policies and code provisions that address these resources, as well as

applicable state and federal provisions. Mitigation measures will be identified should a significant impact be identified.

- **Air Quality/Greenhouse Gas Emissions/Energy/HRA:** See Task 5.3 for a detailed scope of work.
- **Biological Resources:** HELIX will rely on previously prepared documentation by Wildland Resources for biological resource evaluation, including potential presence of wetland habitat. Documents will be incorporated by reference and directly integrated into the EIR.
- **Cultural Resources/Tribal Cultural Resources:** See Task 5.2 for a detailed scope of work.
- **Geology and Soils/Mineral Resources:** See Task 5.1 for a detailed scope of work.
- **Hazards/Hazardous Materials:** We understand that the project applicant will be preparing and submitting a Phase 1 Environmental Site Assessment addressing the potential presence of hazardous materials on the project site. The Phase 1 Environmental Site Assessment, once reviewed and approved by the City, will be incorporated by reference and directly integrated into the EIR.
- **Hydrology and Water Quality:** We understand that water resources are of critical importance to the City and local citizens as evidenced by public comments on the ISMND. HELIX will rely upon water resource information provided by the City to qualitatively address potential impact of the proposed project on local water resources. The EIR will reflect the estimated amount of water use for the proposed project based upon input provided by the project applicant's civil engineer. We will also consult with the City's Public Works Department and service providers regarding the condition of water resources, as well as current water quality and efforts to improve/protect water quality. This will include identification of land areas where groundwater resources are limited and additional demand may result in overdraft concerns. We will review and identify applicable federal, state, and City policies and regulations (e.g., implementation of National Pollutant Discharge Elimination System permit requirements to protect water quality). Mitigation measures will be identified as warranted.
- **Land Use and Planning:** This section of the EIR will address if implementation of the proposed project would result in conflicts with the City's General Plan and associated plans that could result in physical impacts to the environment. An analysis of the current General Plan land use and zoning designations will be presented in the EIR in tabular fashion. HELIX will determine the potential impacts to land use and planning qualitatively in the EIR. We will review and identify current City policies and code provisions that address compatibility, as well as applicable state and federal provisions. Mitigation measures will be identified as needed but are not envisioned.
- **Noise:** See Task 5.4 for a detailed scope of work.
- **Population and Housing:** The EIR will include a discussion of the potential for the proposed project to have a negative impact on population and housing in the City. No mitigation is envisioned.
- **Public Services/Recreation/Utilities:** The EIR will also address potential public service and utility demands (i.e., fire protection, law enforcement, water supply, etc.). We will coordinate with applicable service providers and the City to seek "will serve" letters for the proposed development. Potential conflicts with existing and planned recreation uses and activities will also be identified. Mitigation measures will be identified as required.
- **Transportation:** HELIX will rely on the Traffic Impact Analysis (TIA) prepared by KD Anderson (June, 2021) for the proposed project. The TIA identifies the average daily trips based upon proposed land use trip generation rates derived from the ITE manual, 10th Edition and also includes a qualitative evaluation of VMT.
- **Wildfire:** The EIR will consider and qualitatively evaluate the potential impact associated with wildfire from the potential placement of a commercial structure in the City limits.

HELIX has allocated approximately 372 hours for preparation of the ADEIR, including HELIX time to conduct informal consultation with State agencies as requested by the City. The City will review the ADEIR and submit one set of unified comments to HELIX. We will then prepare the public review Draft EIR (DEIR) suitable for public circulation (outlined below).

Deliverables: ADEIR submitted electronically in MS Word format.

Task 7: Prepare Pre-Print DEIR

HELIX will prepare a pre-print Draft EIR (DEIR) for review by the City incorporating requested edits to the ADEIR in track changes mode to facilitate review of the pre-print DEIR. In addition, draft Notices of Completion (NOC) and Availability (NOA) will be produced and submitted to the City for review/comment. The pre-print DEIR shall also consist of a draft MMRP. HELIX has allocated approximately 150 hours of staff time for preparation of the pre-print DEIR and MMRP.

Deliverables: Pre-print DEIR, MMRP, NOC, and NOA submitted electronically in MS Word format.

Task 8: Prepare DEIR

HELIX will prepare the DEIR for circulation and distribution by the City. The DEIR will incorporate minor revisions to the pre-print DEIR (not in track changes mode). In addition, the final NOC and NOA will be produced and submitted to the City. The NOC will be filed by the City with the State Clearinghouse and Mendocino County Clerk. The City shall be responsible for publishing the NOA in the Fort Bragg Advocate-News and posting it to the City's website. The DEIR will be circulated by the City via the State Clearinghouse using their electronic delivery system (direct upload via their website rather than paper hardcopies). The DEIR shall also consist of the final MMRP. HELIX has allocated approximately 24 hours of staff time for preparation of the DEIR and MMRP.

Deliverables: DEIR, MMRP, NOC, and NOA submitted electronically in MS Word format.

Task 9: Prepare Draft of Responses to Comments and AFEIR

HELIX has opted to combine preparation of draft responses to comments and an administrative final EIR (AFEIR) into a single task. We understand that significant opposition to the proposed project may be voiced during the public comment period and we have nominally allocated approximately 60 hours of staff time to respond to comments and prepare the AFEIR. The AFEIR will be based upon the draft responses to comments and indicated in track changes mode. Additional hours needed beyond the amount allocated may be provided following additional authorization by the City. We envision working with City staff and perhaps the project applicant's legal advisors closely during Task 9.

Deliverables: Draft responses to comments (tabular format) and AFEIR submitted electronically in MS Word format.

Task 10: Prepare Final EIR

Following a single round of consolidated comments from the City on the draft responses to comments and AFEIR, HELIX will revise the CEQA document and prepare the Final EIR (FEIR). The FEIR will include a list of all persons and organizations that commented on the DEIR, City responses to the comments, and revisions to the DEIR in track changes mode. If the City desires another format for the FEIR we are open to the request. The FEIR will be provided to the City in electronic format with all appendices included. HELIX has allocated approximately 40 hours in support of Task 10.

Deliverables: FEIR submitted electronically in MS Word and Adobe Acrobat formats.

Task 11: Prepare Findings and Statement of Overriding Considerations

Assuming that one or more environmental topic areas result in a significant and unavoidable impact finding (as we believe it will for Aesthetics/Visual Resources), then a Findings (per Section 15091) and a Statement of Overriding Considerations (per Section 15093) shall be required. The Findings shall describe each significant impact anticipated to occur as a result of the proposed project and decide as to whether mitigation measures are available to reduce each significant impact to below a level of significance. In the event one or more significant impacts cannot be reduced to below a level of significance, a Statement of Overriding Considerations —identifying the social, economic, or other factors taken into consideration in the decision to approve the project despite unmitigated significant environmental impacts—would be necessary. HELIX will prepare a draft Findings/Statement

of Overriding Considerations for City review and comment. We will also prepare a draft resolution based upon a City provided template.

Following receipt of a single round of consolidated comments from the City on the draft Findings and Statement of Overriding Considerations, HELIX will prepare a final Findings/ Statement of Overriding Considerations package for electronic submittal to the City. HELIX has allocated approximately 60 hours for Task 11; hours needed beyond this estimate would require additional authorization by the City.

Deliverables: Draft/Final Findings and Statement of Overriding Considerations submitted electronically in MS Word format.

Task 12: Planning Commission Public Hearing

HELIX will support presentation of the FEIR to the City Planning Commission either virtually (i.e., Zoom meeting) or in person, depending on current public health conditions at the time of the hearing. Although a presentation by HELIX is not envisioned for this task, our Project Manager will be available to answer questions about the methodology, approach, results, and/or conclusions of the FEIR. We have allocated approximately 24 hours for preparation, travel time, and meeting attendance at the single Planning Commission hearing. Additional meeting support may be provided with additional authorization by the City.

Deliverables: N/A

Budget and Schedule of Charges

We have prepared a budget that details the hours and personnel by task, as well as other direct costs, on a time and materials basis with a not to exceed total. Due to the oversized page, please see Appendix B for this table. We also included a schedule of charges showing hourly rates should augments for additional work be required.

Work Schedule

The City has identified a target processing time of 6-9 months for completion of the EIR (including consideration of adoption by the Planning Commission). As outlined in our proposed work schedule (below), HELIX has developed a feasible schedule that provides for completion of the EIR within approximately 8 months. Potential Planning Commission hearing dates are flexible and may be rescheduled as desired. The following schedule is based upon a Notice to Proceed date of April 1, 2022 and can be adjusted depending upon the actual date of NTP as issued by the City.

Task	Duration	Deliverable Date
HELIX receives Notice to Proceed	--	April 1, 2022
Task 1: Project Management	Ongoing	--
Task 2: Kick-off Meeting	1 day	April 1, 2022
Task 3: Notice of Preparation and Scoping Meeting		
Preparation of Draft NOP	2 weeks	April 15, 2022
City review of Draft NOP	1 week	April 21, 2022
Preparation of Final NOP	3 days	April 24, 2022
--NOP Review Period--	30 days	April 25, 2022 – May 24, 2022
Scoping Meeting	1 day	May 11, 2022
Task 4: Evaluate Existing Technical Studies	1 week	April 15, 2022
Task 5: Technical Evaluation of Issues		

Geotechnical Report	10 weeks	June 13, 2022
Cultural Resources Assessment Report	8 weeks	June 1, 2022
Air Quality/Greenhouse Gas/Energy/Health Risk Assessment	10 weeks	June 13, 2022
Noise Study	8 weeks	June 1, 2022
Task 6: Prepare Administrative Draft EIR		
Preparation and submittal of ADEIR	2 weeks	June 27, 2022
City review of ADEIR	2 weeks	July 11, 2022
Task 7: Prepare Pre-Print DEIR		
Preparation of and submittal of Pre-Print DEIR (including draft MMRP, NOC, and NOA)	2 weeks	July 25, 2022
City review of Pre-Print DEIR	1 week	August 1, 2022
Task 8: Prepare DEIR		
Preparation and submittal of DEIR (including final MMRP, NOC, and NOA)	2 weeks	August 8, 2022
City circulation of DEIR via State Clearinghouse	1 day	August 9, 2022
--DEIR Review Period--	45 days	August 9, 2022 – September 22, 2022
Task 9: Prepare Draft Responses to Comments and Administrative Final EIR		
Preparation of draft Responses to Comments (tabular)	2 weeks	October 6, 2022
Preparation of Administrative FEIR	2 weeks	October 6, 2022
City review of draft Responses to Comments and AFEIR	2 weeks	October 20, 2022
Task 10: Prepare Final EIR	2 weeks	November 3, 2022
Task 11: Prepare Findings and Statement of Overriding Considerations		
Prepare and submit draft Findings and SOC	2 weeks	November 17, 2022
City review of draft Findings and SOC	2 weeks	December 1, 2022
Prepare and submit final Findings and SOC	2 weeks	December 15, 2022
Task 12: Planning Commission Public Hearing *	1 day	December 21, 2022

*Planning Commission meets every second and fourth Wednesday of the month; this date may be moved as required.

Sample Work Product

The enclosed flash drive includes a copy of this proposal as well as a copy of our sample work product. Our sample document is an EIR and associated technical documents for the County of Inyo Renewable Energy General Plan Amendment. This EIR received a *Planning Award of Merit for Innovation in Green Community Planning* from the American Planning Association (California Chapter) in 2015. It was prepared under the leadership and direction by our Project Manager, Robert Edgerton. A brief description of the project is included above in the Relevant Experience section.

Insurance

HELIX maintains insurance coverage that meets the insurance limits required by the City. Upon award we are prepared to include the City of Fort Bragg, its elected and appointed officials, officers, etc., as named additional insureds. The cost of this insurance is accounted for through our hourly bill rates.

Consultant Agreement

HELIX has reviewed the City's standard consultant services agreement as attached to the RFP and we do not have any issue with the provisions contained within.



Appendix A
Key Personnel Resumes

Summary of Qualifications



Mr. Edgerton draws upon his experience as both a project manager and a senior environmental planner to aid private companies, governmental agencies, and non-governmental organizations in the planning, entitlement, and permitting of land development and infrastructure improvement projects. Calling upon 28 years of experience in the environmental and land use planning industry, he has prepared, consulted on, and processed federal, state, and local permits in support of projects with the U.S. Army Corps of Engineers (USACE), U.S. Fish and Wildlife Services (USFWS), Bureau of Land Management (BLM), State and Regional Water Quality Control Board, and California Department of Fish and Wildlife (CDFW). Mr. Edgerton has worked both in the U.S. and abroad, and his project management skills are enhanced by his knowledge and use of Geographic Information Systems (GIS) for data analysis and presentation purposes, as well as principles and techniques of biological restoration. His work also focuses on California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) compliance, and he has successfully processed more than 100 environmental compliance documents such as Environmental Impact Reports/Statements (EIR/EIS), Initial Study/Mitigated Negative Declaration (IS/MND), Environmental Assessments (EA). Mr. Edgerton is an accredited member of the American Institute of Certified Planners (AICP).

Selected Project Experience

Inyo County Renewable Energy General Plan Amendment and PEIR (2013 - 2015). Project Manager assisting with preparation of a General Plan Amendment and Programmatic EIR (PEIR) to address State-mandated renewable energy demands and utility-scale renewable energy projects within the footprint of Inyo County. Responsible for the oversight of several subconsultants performing various technical analyses (such as a transmission corridor constraints assessment), preparation of a PEIR, and management of a proactive public involvement campaign. Nearly all technical environmental disciplines (e.g., air quality, biological resources, socioeconomic impacts, etc.) will be prepared using HELIX in-house resource experts with support from specialist sub-contractors. Primary issues of concern to County residents include the siting and placement of transmission lines, power delivery facilities, and solar/wind renewable energy infrastructure. HELIX is coordinating all actions directly with the County and County residents, California Energy Commission (CEC), CPUC, local Tribal governments, Los Angeles Department of Water and Power (LADWP), and applicable federal and state public resource agencies. Work performed for Inyo County from a grant administered by the CEC.

Bishop Downtown Specific Plan & Mixed-Use Zoning Code Update EIR (2021 - Present). Principal Planner for preparation of an EIR supporting proposed

Education

Master of Science,
Environmental
Sciences, Colorado
State University, 1999

Bachelor of Science,
Natural Resource
Management, San
Diego State
University, 1990

Registrations/ Certifications

American Institute of
Certified Planners,
AICP Certified
Planner No. 159640,
2012

Professional Affiliations

Association of
Environmental
Professionals
American Planning
Association, CCAPA

Robert Edgerton, AICP CEP

Project Manager/Principal Planner

redevelopment of downtown Bishop through development of a Specific Plan and mixed-use overlay. The primary purpose of the proposed project is to increase housing opportunities and density in the City's inner core while improving walkability, alternative transportation modes, and pedestrian amenities. The draft EIR is slated for public review in winter 2021 or spring 2022. Work performed for the City of Bishop in partnership with Alta Planning + Design.

Inyo County Vacant Lands Inventory EIR (2020 - Present). Principal Planner for preparation of an EIR and oversight of biological and cultural resources technical studies for a vacant lands inventory and zoning review of properties located throughout Inyo County. This information will be used to identify land that might be appropriate for zone changes to promote housing opportunities primarily by increasing the allowable residential density. The review will consider increasing the amount of multi-family zoning in the County, lowering some of the minimum lot size requirements, and adding zoning areas with principal permitting for mobile home parks. The review of the County's current zoning will also focus on commercial zones for opportunities for residential infill development. Areas near public transportation and other services will be considered prime, but due to the County's rural nature, other properties located in remote communities without these services might also be identified for zone changes. A primary component of this work includes public outreach meetings and communication with property owners. The project is funded through a grant provided by the California Department of Housing and Community Development. Work performed for Inyo County Planning Department.

Victoria Crescent Initial Study and EIR Addendum (2013 - 2014). Project Manager for construction of 46 residential homes on a 6.37-acre site in the City of Hercules, Contra Costa County. Managed an IS as an addendum to the EIR. This site was initially zoned as commercial flex and was never developed as part of the New Pacific Properties Project, a 206-acre development project. Work performed for City Ventures, LLC, with City of Hercules as the lead agency.

Parkway Village H (2013 - 2015). Project Manager for an IS/MND addressing an in-fill residential subdivision on a 5.44-acre site, as part of the City of Folsom Parkway Development Project in Sacramento County. Significant issues identified in the IS/MND included biological resources (elderberry shrubs and jurisdictional features), cultural resources, and traffic. Worked closely with the CEQA Lead Agency to identify feasible mitigation to offset adverse impacts associated with project implementation in a previously established community. The project was placed on hold by the client pending design changes to address the concerns of local residents. Work performed for the City of Folsom.

Goddard School IS/MND (2014 - 2014). Project Manager for a proposed private elementary school on an approximately 1.5-acre in-fill property within the City of Folsom. CEQA analysis identified the need for a sound barrier to protect school students from roadway noise associated with a nearby arterial highway. Minimal comment was received on the MND during the public comment period. The proposed project would accommodate 156 children with 20 staff members at full capacity, as well as construction of a child care center with other site improvements. Work performed for the City of Folsom.

Veranda Subdivision (2014 - 2015). Project Manager for an IS/MND for an in-fill residential subdivision project in the City of Folsom. The project proved highly controversial to local residents and was replaced with a less dense residential community. Significant public outreach occurred both prior to and during preparation of the draft IS/MND. Work performed for the City of Folsom.

Summary of Qualifications



Ms. Dramko is the Environmental Planning Discipline Leader, Principal Planner, and Principal Air Quality/Noise Specialist at HELIX. She manages the production of environmental documents for a variety of project types, including residential, commercial, recreational, transportation, water/wastewater, and utilities. In her 22 years of experience with environmental reports under the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA), Ms. Dramko has prepared environmental documentation for numerous planning projects, including Programmatic Environmental Impact Reports (PEIRs), Initial Study/Mitigated Negative Declaration (IS/MNDs), Environmental Assessments (EAs), Climate Action Plans (CAPs), Energy Action Plans, General Plans, and Specific Plans. In addition, Ms. Dramko is an accredited member of the American Institute of Certified Planners (AICP) and an accredited California Air Resources Board (CARB) Greenhouse Gas (GHG) Lead Verifier.

Selected Project Experience

North Torrey Pines Living and Learning Neighborhood EIR (2017 - 2018). Project Manager for the housing and academic project that would redevelop a 13-acre surface parking lot on the west side of the UC San Diego campus within the Coastal Zone. Project includes a mix of educational, community, and residential uses. The project would provide approximately 2,000 beds for undergraduate students. The project was designed to meet U.S. Green Building Council Leadership in Energy and Environmental Design Platinum standards. The project EIR was tiered from the UC San Diego 2004 Long Range Development Plan EIR. Work performed for UC San Diego.

La Jolla Innovation Center EIR (2019 - Present). Project Manager for preparation of the EIR for the UC San Diego project that would develop a new building comprised of five levels of medical office and educational uses, two levels of above-grade parking, and two levels of subterranean parking at 8980 Villa La Jolla Drive, San Diego. Work involved preparation of an EIR and supporting technical studies (air quality/greenhouse gases, cultural resources), hosting online public hearings, and coordination between UC San Diego, UC Office of the President, and applicant teams. Work performed for UC San Diego.

Marisol Specific Plan Initiative (2017 - 2018). Principal Planner who provided quality control and assurance review for the technical reports prepared to support an EIR for a coastal resort in the City of Del Mar in the Coastal Zone. The Initiative consisted of a Specific Plan that provided the framework for a resort with 65 hotel guest rooms, 10 lower-cost shared visitor-serving accommodations, 31 villas (condos), and 22 affordable housing units intended for employees of the resort. Additional proposed facilities included restaurants, banquet facilities, spa/fitness center, meeting spaces, and parking facilities. Work performed for the City of Del Mar.

Education

Master of Environmental Science and Management, University of California, Santa Barbara, 2000

Bachelor of Arts, Fine Arts, New College of Florida, Sarasota, 1991

Registrations/Certifications

American Institute of Certified Planners, AICP Certified Planner No. 020810, 2006

California Air Resources Board, Greenhouse Gas Lead Verifier No. H-18-041, 2018

County of San Diego, Approved EIR (2007), Visual Impact (2007), Air Quality (2007) and Noise (2021) Report Preparer

Professional Affiliations

American Planning Association

Association of Environmental Professionals

Joanne Dramko, AICP

Principal-in-Charge

Mesa Housing Nuevo West and East EIR (2016 - 2017). Principal-in-Charge for the EIR that analyzed two campus housing developments and a parking structure located within the East Campus Mesa Housing Neighborhood on the east side of campus. Key environmental issues included air quality, biological resources, hydrology/water quality, public services, traffic and circulation, and global climate change. The project was on an accelerated schedule to meet the housing goals set by the UC President's Student Housing Initiative. The project EIR was tiered from the UC San Diego 2004 Long Range Development Plan EIR. Work performed for UC San Diego.

Sprouts Noise Assessment Study/P18-0111 (2018). Principal noise specialist for a noise technical report that analyzed a proposed Sprouts supermarket located west of East Vista Way between Arcadia Avenue and East Bobier Drive in the City of Vista. The analysis addressed potential noise impacts related to site construction and project operational activities including truck deliveries and ventilation equipment. Work conducted for the City of Vista.

Camino Del Mar Bridge Replacement Environmental Documentation (2018 - 2019). Principal Planner assisting the City of Del Mar with CEQA and Caltrans local assistance to replace a bridge that spans the San Dieguito Lagoon in Del Mar, California. Technical study areas included aesthetics/community character, air quality, biological resources, cultural resources, greenhouse gas, and noise, as well as a Section 4(f) Evaluation of parks and recreation facilities. Work performed as a subconsultant to Kleinfelder, with the City of Del Mar as the lead agency.

1125 South Cleveland Street Residential IS/MND (2015 - 2015). Senior Technical Specialist for a 15-unit residential townhome development within the Coastal Zone and adjacent to the LOSSAN rail corridor within the City of Oceanside. Key issues included noise and aesthetics. Provided technical review and quality control of the reports. Work performed as a subcontractor to Hallmark Communities, with the City of Oceanside as the lead agency.

Phase III Recycled Water (2013 - 2014). Project Manager for construction of new recycled water pipelines and support facilities in the City of Carlsbad, and initial expansion into neighboring water service agencies. Prepared the CEQA-Plus environmental review for the SWRCB Clean Water State Revolving Funds Program environmental review. Also prepared technical reports for air quality, biological resources, and cultural resources, and completed an environmental evaluation form to comply with federal requirements. Work performed for City of Carlsbad Municipal Water District.

Balboa Mesa Shopping Center Project (2013). Project Manager responsible for providing additional CEQA consulting services for the Balboa Mesa Shopping Center Project in the City of San Diego. Tasks included conducting a peer review of the Addendum to the MND and associated technical reports, and responding to public comments. Work performed for Regency Centers, with the City of San Diego as the lead agency.

Coronado Strand Main Replacement (2017). Senior Technical Specialist for the replacement of a water transmission pipeline from the intersection of 4th Street and Orange Avenue in the City of Coronado to the proposed transmission main realignment at the Coastal Campus Naval Base, and along Palm Avenue from Corvina Street to 13th Street in the City of Imperial Beach in the Coastal Zone. Work included technical oversight of the noise and air quality technical reports. Work performed as a subconsultant to Brown and Caldwell, with the City of Coronado as the lead agency.

Summary of Qualifications



Ms. Owing is an Environmental Planning Group Manager and Senior Project Manager with 10 years of experience in the provision of all types of California Environmental Quality Act (CEQA)/National Environmental Policy Act (NEPA) documentation for a variety of project types including, but not limited to, residential/commercial/other land development, infrastructure improvement, renewable energy, cannabis cultivation/processing, transportation, and other planning/public works projects. Ms. Owing also develops CEQA review and strategy plans for public and private clients early on in the project planning phase and prepares project site constraints analyses from a CEQA/permitting perspective. Ms. Owing manages numerous extension of staff contracts with public agencies throughout northern California and provides environmental compliance support to public and private clients through overseeing the implementation of mitigation monitoring and reporting programs (MMRPs) throughout project construction. Additional skills include organizing public outreach meetings, data and spatial analysis using GIS, and word processing.

Selected Project Experience

Aramis Solar Energy Generation and Storage Project EIR (2018 - 2019). Project Manager for preparation of an Environment Impact Report (EIR) for the construction and operation of a solar energy generation and storage project on 410 acres in unincorporated North Livermore, Alameda County. Led the preparation of the EIR and managed the preparation of the biological resources, cultural resources, air quality/greenhouse gas, and noise technical reports that were completed in-house as well as the traffic study prepared by a subconsultant. Other responsibilities included frequent coordination with the Alameda County Planning Department staff, project applicant, and multi-disciplinary project team as well as presenting and responding to public comments at the scoping meeting, public comment hearing, project approval hearing, and project appeal hearing. Work performed for Intersect Power, with the County of Alameda as the CEQA lead agency.

Inyo County Vacant Lands Inventory EIR (2021 - 2022). Deputy Project Manager for the preparation of an EIR analyzing the rezoning of vacant lands to promote housing opportunities in Inyo County. Project is funded through a Senate Bill 2 Planning Grant and intended to implement a process to streamline housing approvals by allowing housing development by right on the parcels identified. Responsible for the development of the project description and project alternatives analysis in close coordination with County staff. Other responsibilities include internal management of the preparation of the EIR and schedule tracking. Work is being performed for Inyo County.

Education

Bachelor of Science, Environmental Economics & Policy; Minor-City/Regulatory Planning, University of California, Berkeley, 2013

Geographic Information System (GIS) Certified, San Francisco State University, 2015

Registrations/Certifications

Professional Affiliations

Association of Environmental Planners

Lesley Owing

Senior Environmental Planner

Oakmont Senior Living (2020). Deputy Project Manager for the preparation and processing of an EIR for a residential development project with age-restricted living. The proposed project includes a Specific Plan Amendment (SPA) for a previously approved entitlement in El Dorado Hills. The project applicant seeks to amend the SPA to allow for residential development, in addition to and in lieu of the previously approved commercial component. Responsible for the development of the project description and project alternatives in close coordination with the Project Manager and County staff. Work is being performed for Oakmont Senior Living in coordination with El Dorado County as the CEQA lead agency.

Humboldt County As-Needed Environmental Compliance for Cannabis Operations (2017 - 2020). Contract Manager responsible for reviewing the application materials and completing the ordinance conformance checklist, initiating contact with the applicant or consulting agent for outstanding information needs, coordinating with CDFW, CAL FIRE, and local tribes regarding project issues or concerns, and preparing the staff report for complete or near-complete applications. Services provided also included the provision of CEQA CEs and IS/MNDs for cannabis cultivation and operation projects. Work performed for the County of Humboldt.

Flow Cannabis Institute Property (2020). Project Manager for the preparation of a biological resources constraints analysis, cultural resources records search, and a CEQA due diligence assessment for a proposed cannabis cultivation operation in Mendocino County. Conducted a site visit, performed background research, and prepared a brief CEQA due diligence memorandum to inform the Client of the potential CEQA issues with the proposed project property using State CEQA Guidelines Appendix G as a tool to inform the memorandum. Work completed and performed for a private Client.

Dumbarton Transit-Oriented Development, FMC Parcel C Project (2017 - 2019). Project Manager for the preparation of an IS/Addendum for a medium/high density residential development project on a 17.4-acre formerly industrial project site requiring soil and groundwater remediation in Newark, Alameda County. Developed project description, drafted multiple resource sections, and managed multi-disciplinary team consisting of biologists, archaeologists, air quality/GHG specialists, and noise specialists. Attended Planning Commission and City Council hearings to provide environmental expertise for the IS/Addendum and assisted City staff in the implementation of the MMRP for this project. Work performed for Integral Communities.

Mowry Villages Low-density Residential Development (2018 - 2019). Project Manager for the preparation of an IS and technical studies for a low-density residential redevelopment project on an approximately 29-acre site in Newark, Alameda County. The project includes the demolition of an existing Pick-n-Pull auto scrap yard and development of a low-density residential project. Key environmental issues include hazards and hazardous materials, biological resources, cultural resources, and land use. Developed project description, managed subconsultants, drafted multiple resource sections, and attended numerous meetings with the City of Newark. Work performed for Integral Communities.

Summary of Qualifications



Ms. Gustafson has nine years of environmental planning experience and assists clients in successful completion of the environmental review process. She is skilled in preparing Initial Studies/Mitigated Negative Declarations (IS/MNDs) and Environmental Impact Reports (EIRs) under the California Environmental Quality Act (CEQA), and Environmental Assessments (EAs) and Environmental Impact Studies (EISs) under the National Environmental Policy Act (NEPA). She has also assisted clients with managing responses to public comments on complex and high-profile projects. With seven years of experience on water, transportation, renewable energy, and residential, commercial, and other land use development projects, Ms. Gustafson has coordinated multidisciplinary teams, worked closely with staff from public agencies, and integrated input from a variety of stakeholders.

Selected Project Experience

Aramis Solar Energy Generation and Storage Project EIR (2020). Deputy Project Manager for the preparation of an EIR for a 410-acre industrial solar energy generation and storage facility in Livermore. Managed the response to public comments on the Draft EIR. Assisted in the preparation of the Final EIR, including updates to the document in response to public comment. Work performed for Intersect Power, with the County of Alameda as the CEQA lead agency.

Inyo County Vacant Lands Inventory EIR (2020 - 2022). Environmental Planner for the preparation of an EIR analyzing the rezoning of vacant lands to promote housing opportunities in Inyo County. Analyzed potential environmental impacts under CEQA for a number of resource areas including land use, population and housing, utilities and service systems, and others and wrote associated sections of the EIR. Work performed for Inyo County.

Willow Street Mixed-Use Project (2020 - 2021). Environmental Planner for the preparation of an Initial Study (IS) for the FMC Willow and Grand Park mixed-use project within the Dumbarton Transit-Oriented Development (TOD) Specific Plan area in the City of Newark. Assisted with the preparation of an IS evaluating potential environmental impacts under CEQA. Work performed for The Willow Project Owner, LLC, with the City of Newark as the Lead Agency.

Eagleheart Ranch Cannabis Cultivation CEQA Checklist (2021). Project Manager for the preparation of an Appendix G Checklist for a cannabis cultivation project in Mendocino County. Conducted a site visit, performed background research, prepared project description, and managed the preparation of a project-specific Appendix G

Education

Bachelor of Arts,
Urban Studies and
Planning, University
of California, San
Diego, 2013

Registrations/ Certifications

American Institute of
Certified Planners,
AICP Certification,
2019

Professional Affiliations

Association of
Environmental
Professionals

American Planning
Association

Erin Gustafson, AICP

Environmental Planner

Checklist analyzing the project's conformance with the County's Programmatic MND that was prepared for the adoption of the County's Medical Cannabis Cultivation Ordinance. Work performed for project applicant.

Black Bart Trail Cannabis Cultivation CEQA Checklist (2021). Project Manager for the preparation of two Appendix G Checklists for cannabis cultivation projects in Mendocino County. Conducted site visits, performed background research, prepared project descriptions, and managed the preparation of a project-specific Appendix G Checklists analyzing the projects' conformance with the County's Programmatic MND that was prepared for the adoption of the County's Medical Cannabis Cultivation Ordinance. Work performed for project applicant.

UC Davis Sacramento Campus Long Range Development Plan (2020). Project Coordinator and Environmental Planner for the preparation of a two-volume Supplemental EIR evaluating updates to the UC Davis Sacramento Campus's Long Range Development Plan (LRDP) and the Aggie Square development. Assisted senior project managers with the day-to-day management of the project including coordination of technical staff, subconsultants, and client staff to produce the Draft Supplemental EIR. Evaluated potential impacts to land use, population and housing, and recreation and wrote associated sections of both volumes of the Supplemental EIR. Work performed for the University of California, Davis.

Sites Reservoir (2018 - 2020). Project Coordinator and Environmental Planner for the preparation of an EIR/EIS evaluating the development of a 1.5 million acre-foot reservoir in Glenn and Colusa Counties. Assisted senior project managers with the day-to-day management of the project including coordination of technical staff and subconsultants to produce the document and coordination with agencies. Managed the response to public comments received on the Draft EIR/EIS. Work performed for the Sites Project Authority with the U.S. Bureau of Reclamation as the Lead Agency under NEPA.

Manchester Cable Landing (2018 - 2019). Environmental Planner for the preparation of an Initial Study/Mitigated Negative Declaration (IS/MND) evaluating a subsea fiberoptic cable landing site in Mendocino County. Worked closely with technical staff to assess potential environmental effects and authored the IS/MND. Work performed for RTI Infrastructure, Inc. with the California State Lands Commission as the Lead Agency.

California WaterFix (2015 - 2018). Project Coordinator and Environmental Planner for the preparation of a Final EIR/EIS and Supplemental EIR/EIS for physical and operational improvements to the State Water Project (SWP) system in the Sacramento-San Joaquin Delta. Assisted senior project managers with the day-to-day management of the project including document revisions by technical staff and subconsultants and coordination with agencies. Performed environmental impact analysis and authored several sections of the Supplemental EIR/EIS. Managed the response to over 30,000 public comments received on the Draft EIR/EIS and Recirculated EIR/EIS. Work performed for the California Department of Water Resources with the U.S. Bureau of Reclamation as the Lead Agency under NEPA.

Summary of Qualifications



Mr. Backes is an archaeologist and cultural resources manager with 22 years of professional experience throughout California and the western Great Basin. He has conducted and supervised numerous projects in support of compliance with Sections 106 and 110 of the National Historic Preservation Act (NHPA), the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA). He is also well versed in criteria for California

Register of Historical Resources (CRHR) and National Register of Historic Places (NRHP) evaluations. He has participated in a wide range of projects involving archaeological survey, testing, data recovery, monitoring, laboratory analysis, and the development of mitigation and treatment plans, and has over 17 years of experience in a decision-making capacity on cultural resources projects in California. His training and background meet the U.S. Secretary of the Interior's Professional Qualifications Standards for prehistoric and historic archaeology.

Selected Project Experience

Aramis Solar Energy Generation and Storage Project EIR (2018). Principal Investigator responsible for supervising and conducting archival research, surveys, and Native American coordination in support of this proposed utility-scale solar project located on approximately 400 acres near the Contra Costa and Alameda county line north of the City of Livermore. Work included acting as primary author for the resulting Cultural Resources Technical Report and CEQA EIR section. Work performed for Intersect Power, with the County of Alameda as the CEQA lead agency.

Avenida Senior Living (2020). Senior Archaeologist for cultural resources services conducted in support of the CEQA IS/MND for the Avenida Senior Living facility in the City of Folsom. Project included archival research, Native American consultation, and an intensive pedestrian survey of the project area. The resulting Cultural Resources Assessment Report documented the findings of the study; assessed the potential for the project area to contain significant, undiscovered archaeological resources; and recommended avoidance and minimization measures to reduce potential impacts to unanticipated discoveries. Work performed for the City of Folsom.

7-Eleven at 43 Middle Rincon Road (2019 - 2022). Principal Investigator for an archaeological assessment and a historical resources evaluation for three properties in the City of Santa Rosa. The study includes archaeological and built-environment surveys, archival research, and Native American outreach, as well as preparing historic contexts, DPR 523 forms, and significance evaluations for a historic Craftsman house and warehouse. The resources are associated with a prominent

Education

Master of Arts,
Anthropology,
California State
University, Long
Beach, 2009

Bachelor of Arts,
Anthropology,
California State
University, Los
Angeles, 2004

Registrations/ Certifications

Bureau of Land
Management
Statewide Cultural
Resource Use Permit
(California), permit
#CA-18-35,

Registered
Professional
Archaeologist,
#1673640, 2009

Professional Affiliations

Society for California
Archaeology

Society for American
Archaeology

American Rock Art
Research Association

National Association
of Environmental
Professionals

Clarus Backes, RPA

Senior Archaeologist

local family and date to the early twentieth century. Work performed for TAIT & Associates with the City of Santa Rosa as the lead agency.

7-Eleven Project and 1998 Whipple Rd (2019 - 2020). Senior Archaeologist responsible for conducting archaeological surveys, archival research, and Native American coordination in support of the proposed development of a 7-Eleven gas station and convenience store at 1998 Whipple Road in the City of Union City. Acted as primary author for the project's Cultural Resources Assessment Report which presented the results of the assessment and provided recommendations for avoidance and mitigation during construction. Work performed for the City of Union City.

Allison Drive Apartments (2018). Principal Investigator responsible for conducting archaeological surveys, archival research, and Native American coordination in support of two proposed market rate apartment complexes on approximately 15 acres in the City of Vacaville in Solano County. Acted as primary author for the project's Cultural Resources Technical Report which presented the results of the assessment and provided recommendations for avoidance and mitigation during construction. Work performed for Guardian Commercial Real Estate, LLC.

El Dorado County Bike Park (2019 -). Senior Archaeologist for cultural resources including delineation of an Area of Potential Effects (APE), extensive background research, Native American outreach, and an intensive pedestrian survey in support of CEQA IS/MND for a new bike park in El Dorado County. The project included a significance evaluation of several historic railroad features that seem to represent an early 20th century worker's camp associated with the Diamond and Caldor Railway's Diamond Springs facility. Work performed for the County of El Dorado.

Dumbarton Transit-Oriented Development, FMC Parcel C Project (2018). Principal Investigator responsible for addressing potential impacts to cultural resources by the development of 17.4 acres as part of the Dumbarton Transportation Oriented Development Specific Plan of the City of Newark, located adjacent to the Don Edwards San Francisco Bay Wildlife Refuge in Alameda County. Responsible for cultural resources compliance for the project, including archival research on early industrial development of Newark and the East Bay Area, Native American coordination, field surveys, and the National Register of Historic Places evaluation of a section of the Southern Pacific Railroad's historic Dumbarton Cutoff. Work performed for Integral Partners Funding, LLC.

Mowry Villages Low-density Residential Development (2019). Principal Investigator for a proposed low-density residential development on an approximately 29-acre project site in the City of Newark in Alameda County. The cultural resources assessment included an archival literature review, research related to Mowry's Landing, development of prehistoric and historic contexts for the project area, an intensive pedestrian survey of the project site, and completion of a Cultural Resources Assessment. The assessment determined that the area has a high sensitivity for buried prehistoric resources, and adapted mitigation measures from the Newark Areas 3 and 4 Specific Plan to address potential impacts to previously undiscovered cultural resources. Work performed for Integral Funding Partners, LLC.

Summary of Qualifications



Mr. DeMartino is a GIS professional with 25 years of experience and an extensive background in applying GIS applications and workflows in support of biological, cultural, conservation, transportation, public works, municipal/ environmental planning, water, and engineering projects, with an emphasis on California Environmental Quality Act/National Environmental Policy Act (CEQA/NEPA) documentation, environmental permitting, and monitoring. He is proficient in the latest GIS software and technologies, including ArcGIS Desktop, ArcGIS Server, ArcGIS Online, ArcGIS Collector, Trimble TerraSync and Trimble Pathfinder Office GPS software, ERDAS Imagine and ERDAS StereoAnalyst, SketchUp, and several ArcGIS extensions, including Data Reviewer, Spatial Analyst, 3D Analyst, and Survey123 for ArcGIS. Mr. DeMartino has senior-level expertise both performing and supervising key GIS practices, including GIS data development, GPS data collection, CAD data integration, impact and overlay analysis, spatial modeling, mapping, and QA/QC of final deliverables.

Education

Bachelor of Science,
Geology, California State
University, Northridge,
2001

Bachelor of Science,
Economics, Florida State
University, 1992

Selected Project Experience

District56 Nature Area (2019). Senior GIS Specialist responsible for GPS support for arborist survey team and development of final tree survey data and map for the approximately 30-acre District56 Nature Area in Elk Grove. This project encompasses the southern half of the City's new District 56/ Civic Center site. The Nature Area project centers around the conversion of a seasonal marsh to a 4.5-acre perennial pond with four islands. Work performed for the City of Elk Grove.

Laguna Creek Trail and Bruceville Road Sidewalk Improvements (2019). Senior GIS Specialist responsible for preparing mapping and analysis necessary to support NES and Aquatic Resource Delineation for a 29.45 acre trail improvement project in Sacramento County. Tasks included data creation, impact analysis, and cartography. Work performed for Mark Thomas & Company, with the City of Elk Grove Public Works Department as lead agency.

Creekside Village Permitting Update (2019 - Present). Senior GIS Specialist responsible for preparing mapping and analysis necessary to support Biological Resources Assessment and Aquatic Resources Delineation for a 240-acre commercial development site in Placer County. Tasks included data creation, impact analysis, and cartography. Work performed for Winn Ridge Investments, LLC.

Duluth Road Warehouse (2019 - Present). Senior GIS Specialist responsible for preparing mapping and analysis necessary to support BRA and Aquatic Resource delineation for a 7.5-acre commercial development site in Placer county. Tasks

John DeMartino

Senior GIS Specialist/Manager

included data creation, impact analysis, and cartography. Work performed for L&S Framing.

Placer County Fuel Load Management Project (2020 - Present). Senior GIS Specialist responsible for developing a mobile rapid fuel-load assessment survey for use by the Placer County Parks and Grounds Division on over 300 County-owned or maintained parcels. Developed a database utilizing ESRI's Survey123 for use by the County in tracking maintenance and assessments. Developed a customized Report to automate extraction of the data and helped train County staff on its use. Work performed for Placer County.

Town of Loomis Tree Mitigation Master Plan (2020 - Present). Senior GIS Specialist responsible for GIS support to conduct a tree preservation feasibility study to identify nearly 1,350 acres that are suitable for tree preservation, potentially through conservation easements or land acquisition. Aided in analyses by performing Image Classification to aid in mapping of land ownership, existing vegetation cover, and development. The data was used for in suitability analysis for potential land acquisition. Work performed for the Town of Loomis.

City of Lincoln Open Space Consulting (2019 - Present). (2015 - present) Senior GIS Specialist responsible for managing and updating all spatial data for the City's of Lincoln's open space preserves. Since 2015 HELIX has conducted annual monitoring and surveying in accordance with individual Operational & Management Plans for 12 open space preserves within the City of Lincoln. Surveys include conducting general inspections and biological surveys to evaluate the overall condition of the preserves. In addition to managing all the field data and providing annual mapping products has also developed survey collection forms to aid field staff in ESRI Collector and Survey123. Work performed for the City of Lincoln.

Antonio Mountain Ranch Preserve (2019 - Present). Senior GIS Specialist responsible for managing and updating all spatial data in support of annual preserve monitoring for this vernal pool, riparian, Swainson's hawk, and marsh mitigation bank in Placer County. Annual monitoring tasks performed by HELIX include floristic and hydrologic monitoring of created and restored vernal pools, riparian habitat monitoring, Swainson's hawk and tricolored blackbird nesting surveys and foraging habitat assessments, and conducting rangeland assessments using Residual Dry Matter (RDM) sampling at established monitoring plots. This contract also requires preparing an annual monitoring report according to the Interim Management Plan for the site as well as regular correspondence with the Interagency Review Team responsible for oversight of the Preserve. In addition to managing all the field data and providing annual mapping products, also developed survey collection forms to aid field staff in ESRI Collector and Survey123. Work performed for AKT Development Corporation.

California High Speed Rail Construction Package 4 (2018 - 2019). GIS Manager for the California High Speed Rail Construction Package 4 – Fresno to Bakersfield, spanning a 22-mile stretch between the counties of Tulare and Kern. Responsible for GIS staff management and the analysis and cartographic products pertaining to environmental permitting. Products include Reexams, ITP amendments, trapping plans, monthly reports. Work performed for California Rail Builders with the State of California as the lead agency.

Distinguishing Qualifications

- Geotechnical Engineering
- Project Management
- Civil Engineering Design of Underground Structures
- Environmental Investigations
- Remediation Systems Design

Years of Experience: 45

Years with SHN: 12

Education

B.S., Civil Engineering,
University of California, Davis;
1975

Graduate Studies, University of
California, Davis; 1975-1976

Graduate Studies, California
State University, Fullerton;
1977

Certificate in Environmental
Site Assessment &
Remediation, UC Berkeley
Extension; 1998

Professional Registrations

Registered Civil Engineer,
California; No. 30345

Registered Geotechnical
Engineer; California; No. 256

Professional Engineer / Civil
and Geotechnical, Oregon; No.
79564

Professional Civil Engineer,
Washington, No. 46060

Memberships

American Society of Civil
Engineers

Association of Engineering
Geologists

International Society of Soil
Mechanics and Foundation
Engineers

John H. Dailey, PE, GE

Senior Geotechnical Engineer



Relevant Experience

Mr. Dailey has more than 40 years of experience in geotechnical, civil, and environmental engineering while working with federal, state, and local regulatory agencies as well as the private sector. His experience includes project management, subsurface geotechnical and environmental investigations, site remediation, plan and procedure development, specification and bid preparation, permitting, and subcontractor selection. Field experience includes excavation and drilling for geotechnical and environmental investigations, including soil and groundwater sampling, and field and laboratory soil testing.

Representative Projects

PG&E Unit 21 Geothermal Powerplant, Geysers, CA. Project Manager /Engineer during geotechnical investigation for major geothermal powerplant.

Santa Clara County Courthouse, San Jose, CA. Project Manager/Engineer during geotechnical investigation for high rise structure with deep basement supported on driven pile foundation system.

Calera Winery, Hollister, CA. Project Engineer during geotechnical investigation and design of large underground wine cave complex in highly disturbed rock adjacent to the San Andreas Fault. Design included reinforced shotcrete tunnel liners and shotcrete/soil nail portal walls.

City of Coos Bay Wastewater Treatment Plant, Coos Bay, OR. Project Engineer during geotechnical investigation and develop design criteria for a below grade wastewater treatment facility.

Fisherman's Terminal Building, Eureka, CA. Project Engineer during geotechnical investigation and design consultation for large high one-story building constructed over bay mud and supported on a driven pile foundation system.

Central Dock Development, Coos Bay, OR. Project Engineer during geotechnical investigation for commercial/residential development along the waterfront and provide recommendations to minimize/mitigate consolidation and liquefaction conditions underlying site, including driven piles, stone columns and surcharge/wick drains.

Buena Vista Winery, Sonoma, CA. Project Manager/Engineer during geotechnical investigation and design consultation for structural renovation of 125-year-old, stone building (historical monument) and adjoining tunnels, for conversion into tasting rooms.

Distinguishing Qualifications

- Subsurface investigations
- Geologic and geotechnical engineering
- Subcontractor oversight

Years of Experience: 14

With SHN: 2

Education

M.S., Geology, San Jose State University, San Jose, CA; 2017

B.A., Geology, Humboldt State University, Arcata, CA; 2007

Professional Registrations and Affiliations

- Certified Engineering Geologist, CA, No. 2737
- Professional Geologist, CA, No. 9283
- OSHA 29 CFR 29 CFR Part 1910.120 Certified
- Hazwoper 40-Hr Certified
- Association of Engineering Geologists
- Geotechnical Extreme Event Reconnaissance

Christina Tipp, PG, CEG

Certified Engineering Geologist



Relevant Experience

Christina Tipp has more than 14 years of professional experience in engineering geology and geotechnical engineering. She specializes in evaluating geologic risk, geotechnical and geologic drilling and sampling, geologic inspections, and geotechnical investigations. Ms. Tipp is skilled in a multitude of subsurface exploration techniques, geologic mapping, review of LIDAR and aerial photography, gathering geologic research for a project site, and communicating project progress and relaying results to the project team. She has "hands-on" experience in geologic and geotechnical field investigations, addressing development in geologic hazard zones, and providing practical insights throughout the life of the project.

Representative Projects

Geotechnical Investigation and Geologic Hazard Report for Proposed New Classroom and Library, Redwood Elementary, Fort Bragg, CA. Engineering Geologist for a geologic hazard and geotechnical investigation of new classroom and library buildings at a public school in Fort Bragg, California.

Geotechnical Assessment of Subsurface Soil Void, Sherwood Oaks Health Center, Fort Bragg, CA. Engineering Geologist to assess a soil void beneath a portion of the existing foundation at a health center and provide mitigation measures.

Orr Creek Common Housing Development, Ukiah, CA. Project Geologist for geologic hazard review and geotechnical investigation for high-density housing on liquefiable soils with shallow ground water.

Harris Quarry - Excavation Slope Inspection Report, Willits, Mendocino County, CA. Engineering Geologist for quarry inspection to fulfill County and Mine Safety and Health Administration requirements.

Geotechnical Investigation, Proposed Black Oak Ranch Railcar Bridge, Laytonville, CA. Engineering Geologist for an investigation to design a railcar bridge.

Highway Landslide Geotechnical Investigations, Caltrans, Mendocino and Del Norte Counties, CA. Engineering Geologist responsible for logging and describing earth materials and failure planes for Caltrans to be used for design and construction of highways.



*Appendix B
Budget and Rate Sheet*

Proposed Budget

HELIX LABOR	Task 1		Task 2		Task 3		Task 4		Task 5.1		Task 5.2		Task 5.3		Task 5.4		Task 6		Task 7		Task 8		Task 9		Task 10		Task 11		Task 12		TOTAL				
	Rate	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost				
Personnel																																			
Principal Planner	\$245	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	2	\$490	2	\$490	8	\$1,960	2	\$490	-	\$0	4	\$980	-	\$0	-	\$0	-	\$0	-	\$0	18	\$4,410
Principal Planner	\$235	36	\$8,460	4	\$940	16	\$3,760	4	\$940	4	\$940	2	\$470	2	\$470	2	\$470	18	\$4,230	12	\$2,820	4	\$940	8	\$1,880	8	\$1,880	12	\$2,820	24	\$5,640	156	\$36,660		
Sr. Envir Project Manager	\$160	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	80	\$12,800	40	\$6,400	8	\$1,280	24	\$3,840	8	\$1,280	24	\$3,840	-	\$0	-	\$0	184	\$29,440		
Principal Acoustician	\$210	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	8	\$1,680	4	\$840	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	12	\$2,520		
Envir. Project Manager I	\$130	-	\$0	-	\$0	16	\$2,080	8	\$1,040	4	\$520	-	\$0	-	\$0	40	\$5,200	120	\$15,600	40	\$5,200	8	\$1,040	24	\$3,120	24	\$3,120	24	\$3,120	-	\$0	308	\$40,040		
Sr Noise/AQ Specialist III	\$200	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	8	\$1,600	-	\$0	4	\$800	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	12	\$2,400		
Air Quality/Noise Specialist	\$125	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	65	\$8,125	-	\$0	4	\$500	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	69	\$8,625		
Environmental Planner I	\$95	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	80	\$7,600	40	\$3,800	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	120	\$11,400		
Principal Cultural Resources Specialist	\$165	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	16	\$2,640	-	\$0	-	\$0	4	\$660	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	20	\$3,300		
Cultural Resources Project Manager	\$135	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	40	\$5,400	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	40	\$5,400		
Sr. GIS Specialist	\$165	-	\$0	-	\$0	4	\$660	-	\$0	-	\$0	4	\$660	-	\$0	-	\$0	24	\$3,960	8	\$1,320	4	\$660	-	\$0	-	\$0	-	\$0	-	\$0	44	\$7,260		
Word Processor	\$85	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	24	\$2,040	8	\$680	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	32	\$2,720		
Subtotal HELIX Labor		36	\$8,460	4	\$940	36	\$6,500	12	\$1,980	8	\$1,460	62	\$9,170	77	\$10,685	52	\$7,840	370	\$50,990	150	\$20,710	24	\$3,920	60	\$9,820	40	\$6,280	60	\$9,780	24	\$5,640	1,015	\$154,175		

SUBCONSULTANTS	Task 1	Task 2	Task 3	Task 4	Task 5.1	Task 5.2	Task 5.3	Task 5.4	Task 6	Task 7	Task 8	Task 9	Task 10	Task 11	Task 12	TOTAL
Subconsultant (SHN)																
Labor	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0
Other direct costs		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
Subtotal Subconsultant	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0	-	\$0
Subtotal Subconsultant Cost		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
HELIX mark-up	0%	\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
Total Subconsultant Cost		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0

EXPENSES	Task 1	Task 2	Task 3	Task 4	Task 5.1	Task 5.2	Task 5.3	Task 5.4	Task 6	Task 7	Task 8	Task 9	Task 10	Task 11	Task 12	TOTAL
Document Reproduction	\$36	\$55	\$0	\$18	\$36	\$0	\$59	\$269	\$783	\$264	\$73	\$164	\$200	\$200	\$0	\$2,157
Travel (car rentals, meals, hotels,etc)	\$0	\$0	\$455	\$0	\$0	\$255	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$327	\$1,036
Noise Meter	\$120	\$0	\$0	\$0	\$0	\$0	\$0	2 \$240	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$240
Records Search	\$0	\$0	\$0	\$0	\$0	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500
Subtotal Expenses	\$36	\$55	\$455	\$18	\$36	\$755	\$59	\$509	\$783	\$264	\$73	\$164	\$200	\$200	\$327	\$3,933
HELIX Mark-Up on Expenses	10%	\$4	\$5	\$45	\$2	\$4	\$75	\$6	\$51	\$78	\$26	\$16	\$20	\$20	\$33	\$392
Total Expenses	\$40	\$60	\$500	\$20	\$40	\$830	\$65	\$560	\$861	\$290	\$80	\$180	\$220	\$220	\$360	\$4,325

TOTAL	Task 1	Task 2	Task 3	Task 4	Task 5.1	Task 5.2	Task 5.3	Task 5.4	Task 6	Task 7	Task 8	Task 9	Task 10	Task 11	Task 12	TOTAL
	\$8,500	\$1,000	\$7,000	\$2,000	\$23,000	\$10,000	\$10,750	\$8,400	\$51,851	\$21,000	\$4,000	\$10,000	\$6,500	\$10,000	\$6,000	\$180,000

CONSULTING SERVICES

Consulting services performed by HELIX typically include, but are not necessarily limited to, office, field, meetings, hearings and travel time. Consulting services for expert witness review, deposition, and/or testimony will be provided at one and one-half times our professional rates.

DIRECT COSTS

Certain identifiable direct costs will be charged to the project at cost plus ten percent. Examples of direct costs include subconsultants, vehicle or equipment rentals, airplane and train fares, parking, per diem and lodging, mileage, communications, reproduction, and supplies. A 4-wheel drive premium will be charged at \$25 per project day. There will be additional charges for plotting, color printing, aerial photographs and GPS services.

PAYMENT

Invoices will be submitted monthly. Payment on invoices is due within thirty days of receipt. If payment is not paid when due, then such sum shall bear interest at 1 ½ % per month on the unpaid balance, not to exceed the maximum legal rate of interest.

PROFESSIONAL RATES

Current hourly rates for consulting services:

Principal	\$230-265
Principal Acoustician	\$190-215
Principal Biologist	\$200-245
Principal Landscape Architect	\$160-190
Principal Planner	\$210-245
Principal Regulatory Specialist	\$190-245
Senior Regulatory Specialist	\$140-185
Regulatory Specialist	\$95-135
Principal Cultural Resources Specialist	\$165-185
Senior Project Manager I-III	\$160-210
Project Manager I-III	\$125-180
Assistant Project Manager	\$125-140
Environmental Planner I-III	\$95-120
Senior Fisheries Scientist	\$200-235
Senior Noise/Air Quality Specialist	\$185-205
Noise/Air Quality Specialist	\$115-145
Environmental Compliance Specialist	\$75-125
Archaeology Field Director	\$115
Senior Archaeologist	\$120-170
Staff Archaeologist	\$75-115
Senior Architectural Historian	\$150-160
Architectural Historian	\$100-145
Senior Landscape Architect	\$135-160
Landscape Architect	\$110-130
Landscape Planner I-III	\$95-115
Senior Scientist	\$135-175
Biologist I-V	\$90-135
Senior GIS Specialist	\$130-170
GIS Specialist I-III	\$75-120
Graphics	\$115
Technical Editor	\$110-120
Operations Manager	\$95-140
Word Processor I-III	\$85-90
Clerical	\$65-75

Rates are subject to change on a yearly basis

M-GROUP PROPOSAL GROCERY OUTLET EIR

PRESENTED TO
CITY OF FORT BRAGG



Image by Zahid Lilani from Pixabay

m-group.us
a new design on urban planning

• **SUBMITTED BY M-GROUP**
MARCH 29, 2022

499 HUMBOLDT STREET
SANTA ROSA, CA 95404





M-GROUP

a new design on urban planning

policy planning • urban design • environmental review • historic preservation • community engagement • staffing solutions

March 29, 2022

Heather Gurewitz
Associate Planner
Community Development Department
City of Fort Bragg
416 North Franklin Street
Fort Bragg, CA 95437
Email: hgurewitz@fortbragg.com

SUBJECT: Proposal to Provide Environmental Review Services for the City of Fort Bragg Proposed Grocery Outlet Project

Dear Heather Gurewitz,

Metropolitan Planning Group (M-Group) is pleased to submit this proposal to provide environmental review services for the proposed Grocery Outlet Project (Project), in accordance with the California Environmental Quality Act (CEQA) and the City's Local Coastal Program. As requested by the City of Fort Bragg (City), M-Group proposes to prepare an Environmental Impact Report (EIR) to evaluate project level impacts in accordance with CEQA.

We have a successful track record of providing environmental review services to the City of Fort Bragg on past projects and are familiar with the local requirements and procedures. M-Group is well suited to provide the services that the City of Fort Bragg requests. Our staff is familiar with conducting environmental analyses in compliance with CEQA, and in line with federal, state, and local regulations and policies. This proposal outlines our team's understanding of the project and addresses our proposed scope of work, staffing, budget, and timeline.

Principal Olivia Ervin will provide oversight, quality control and serve as the Principal-in-Charge. Senior Planner Krystle Rizzi will be designated Project Manager and point of contact to the City, with support by Associate Planner Alaina Lipp. M-Group associate planners and analysts will also provide assistance.

The M-Group Team includes technical experts with whom we routinely partner to peer review the record, provide input on industry standards, and identify potential environmental effects of the project. Monk & Associates will peer review the Biological Resources Assessment, Evans & De Shazo will peer review the Cultural Resources Assessment, W-Trans will peer review the Transportation Analyses, and Illingworth & Rodkin will perform Air Quality Screening, provide a qualitative discussion of health risks, and will perform an Acoustical Analysis. The M-Group Team will conduct a thorough review of the existing record of documentation

and work with our professional experts to clarify existing conditions, disclose potential environmental effects of the project, identify feasible mitigation measures, and investigate project alternatives.

We trust that information contained herein is sufficient for the City's purposes in evaluating this proposal. Should any additional information, qualifications or references be necessary, they can be provided upon request. Our proposal is good for up to 90 days from the time of submittal.

We appreciate the opportunity to submit a proposal for this project and look forward to providing environmental services to the City of Fort Bragg. Please do not hesitate to contact us should you have any questions.

Sincerely,



OLIVIA ERVIN
Principal
oervin@m-group.us
707.540.0723 x202

Point of Contact | Project Manager

Krystle Rizzi, Senior Planner
499 Humboldt Street
Santa Rosa, CA 95404
krizzi@m-group.us | 707.540.0723 x208



TABLE OF CONTENTS

A. FIRM DESCRIPTION.....	1
B. RELEVANT EXPERIENCE	3
C. KEY PERSONNEL	7
D. REFERENCES.....	9
E. PROJECT UNDERSTANDING	11
F. BUDGET	19
G. WORK SCHEDULE	21
H. SAMPLE WORK PRODUCT.....	23
I. INSURANCE.....	25
J. CONSULTANT AGREEMENT.....	25
APPENDIX A - resumes	
APPENDIX B - budget	
APPENDIX C - rate sheet	



M-Group exists to bring innovative and effective planning solutions to Bay Area cities and counties. Since the creation of the firm in 2006, we have brought the full range of planning services to over 65 Bay Area communities.

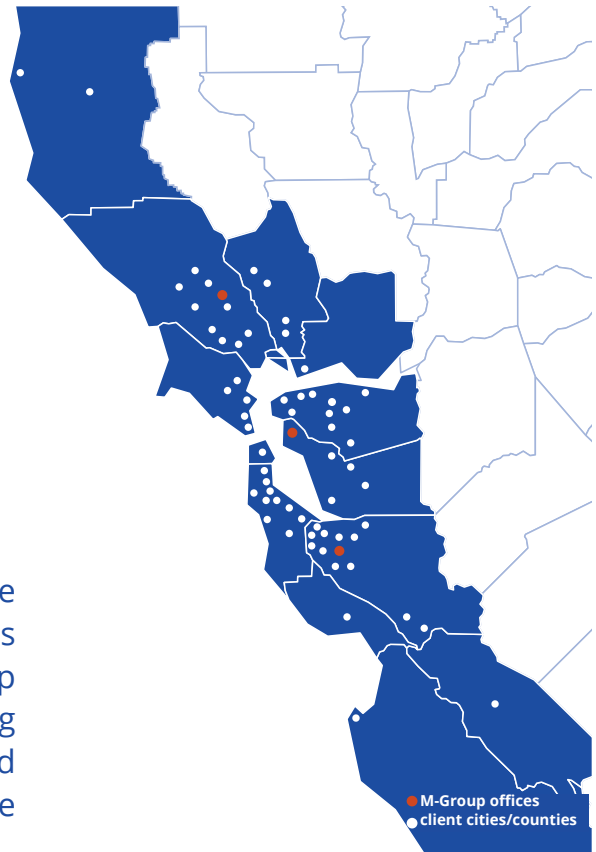
We are committed to *a new design on urban planning*. This approach to planning takes many forms both in our work and in our relationships with our clients. This new design includes:

- Very clear communication
- An enthusiastic and fun approach to planning
- A commitment to continuous improvement
- Creating a sustainable future by balancing the needs of the natural and built environments
- Creating a long-lasting, employee-centered, client focused firm

M-Group planners have extensive experience working on complex and high-profile projects throughout the region. Our planning group brings together a broad range of planning expertise and substantial real-world experience to help communities plan for the future.

Our team of 40+ planners is focused on delivering the following services:

- POLICY PLANNING
- URBAN DESIGN
- ENVIRONMENTAL REVIEW
- HISTORIC PRESERVATION
- COMMUNITY ENGAGEMENT
- STAFFING SOLUTIONS



● **CAMPBELL**
 408.340.5642
 51 E. Campbell Avenue
 #1247
 Campbell, CA 95008

● **SANTA ROSA**
 707.540.0723
 499 Humboldt St
 First Floor
 Santa Rosa, CA 95404

● **BERKELEY**
 510.473.3090
 2808 Adeline Street
 Unit 1
 Berkeley, CA 94703

B. RELEVANT EXPERIENCE

RELEVANT EXPERIENCE

CITY OF PETALUMA | *FULL PLANNING DEPARTMENT SERVICES-VARIOUS PLANNING AND ENVIRONMENTAL SERVICES*

Since 2009 M-Group has provided the full range of services required of an in-house Planning Division to the City of Petaluma. In this capacity, M-Group environmental planners have prepared multiple environmental review documents for a variety of development and municipal projects. Tasks include review of site plans and schematics, characterization of existing conditions and development of a CEQA compliant project description. Records review of past studies and documentation are performed and project specific technical studies are identified. M-Group environmental planners collaborate with the project team to ensure that technical studies utilize appropriate methodology and clearly present findings and conclusions. M-Group completes initial studies, determines appropriate level of environmental review and carries out the environmental analysis. M-Group environmental planners present CEQA findings to the public and decision makers at hearings. M-Group prepares and files CEQA notices with the County Clerk and State Clearinghouse as appropriate. A few examples of specific projects completed for the City of Petaluma or remain in process are as follows:



- Managed and Co-Authored EIR for Riverfront Mixed-Use Project. Processed development application for the requested entitlements and environmental. The Project contained approximately 39-acres and involved a tentative subdivision map and rezoning including a mix of 237 residential units, 60,000 square feet of office, 30,000 square feet of retail, a 120-room hotel, a 3.5-acre recreational park, and a linear riverfront park.
- Managed EIR for the Rainier Cross Town Connector, prepared staff reports and findings and presented to decision makers. The project consisted of a 0.65 mile 4-lane arterial roadway extending over the Petaluma River and under Highway 101, connecting the east and west sides of Petaluma.
- Managing preparation of an EIR for the proposed Scott Ranch Project consisting of a 28

B. RELEVANT EXPERIENCE

lot single family subdivision and extension of Helen Putnam Park on an approximately 58 acre property at the City margin within the Urban Growth Boundary.

- General Plan Consistency Exemption pursuant to CEQA Guidelines Section 15183 for the Wasatch Storage Facility. The project consisted of a mini-storage facility on an underutilized parcel within the City's Urban Growth Boundary.
- Silk Mill Addendum to IS/MND. The project consisted of the conversion of the historic Silk Mill, listed on the National Register of Historic Places, as a hotel.
- IS/MND City-wide Creeks Master Plan. The project included a comprehensive activities manual and associated environmental review for the City of Petaluma's Citywide Creeks Maintenance Plan.

Key Staff: Olivia Ervin, Krystle Rizzi

CITY OF PACIFICA | *PACIFICA SCHOOL DISTRICT WORKFORCE HOUSING EIR*

M-Group was retained by the City of Pacifica to prepare an Environmental Impact Report (EIR) for redevelopment of a site containing a former elementary school, Oddstad School, which was closed in 2005 due to reduced enrollment numbers. The project proposes to demolish the existing, non-operational elementary school located on the 12.49-acre site at 930 Oddstad Boulevard, and construct 70 residential units, 11 of which will be below market rate (BMR), affordable to low- and moderate-income households. In addition to BMR units, the project will allocate a portion of the units as workforce housing for teachers and staff of the school district. The project will retain an existing recreational field and provide community amenities including a recreation building, restroom, and office. Other improvements include landscaping, lighting, and parking. The Draft EIR is currently in process and is anticipated to be released for public review and comment during summer of 2022.

Key Staff: Olivia Ervin, Krystle Rizzi, Alaina Lipp

CITY OF HEALDSBURG | *544 TUCKER STREET EIR*

M-Group was retained by the City of Healdsburg, in April 2018 to prepare an Environmental Impact Report (EIR) to analyze impacts associated with the demolition of a historic resource. The subject resource — a c. 1872 Greek Revival residence— had previously been identified as a



contributor to the Tucker Street Historic District, which was determined eligible for listing on the California Register of Historic Resources. Eligibility of the 68-property district was based on its place in the history of Healdsburg's urban development and because it conveys an excellent representation of residential architectural styles from Healdsburg's founding through the present.

M-Group facilitated a scoping meeting and integrated input received into the EIR. M-Group prepared an EIR that disclosed and analyzed the project's potential to adversely affect the

B. RELEVANT EXPERIENCE

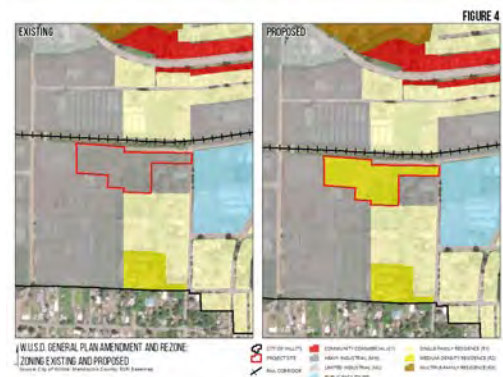
integrity of an identified historic resource (i.e. the eligible Tucker Street District). The EIR identified mitigation measures including photographic documentation prior to demolition, implementation of a salvage plan, erection of a plaque detailing the history of the home, and development of a self-guided walking tour booklet for the Tucker Street Historic District.

The Draft EIR was circulated for public review and was considered by the Planning Commission for adequacy. All comments received were assembled and responded to in the Final EIR. M-Group prepared the findings of fact, statement of overriding considerations, completed the staff report for the demolition application, and presented the project and CEQA findings at public hearings. The City of Healdsburg certified the EIR, adopted the MMRP and statement of overriding considerations and approved the project in August 2018.

Key Staff: Olivia Ervin, Krystle Rizzi

WILLITS UNIFIED SCHOOL DISTRICT | WUSD GENERAL PLAN AMENDMENT AND REZONE

M-Group contracted with the Willits Unified School District (WUSD) to provide CEQA review services. The M-Group team worked collaboratively with City staff, the applicant team, and consultants through the CEQA review process, which culminated in an Initial Study/Mitigated Negative Declaration (IS/MND). The proposed project included a General Plan amendment and Rezone of approximately 3.15-acres of a 5.68-acre property from industrial General Plan and Zoning designations to residential.



The IS/MND analyzed a conceptual multi-family residential development at the highest permitted density, which could ultimately be facilitated by the project. M-Group's CEQA review services included peer review of a traffic impact study and archaeological survey report. To comply with changes to the CEQA Guidelines, which required that as of July 1, 2020 transportation impacts be evaluated using a vehicle miles traveled (VMT) metric, M-Group worked closely with the traffic consultant to ensure potential impacts were adequately addressed, which included preparation of a Transportation Demand Management (TDM) plan.

Through the review process, M-Group identified potential land use adjacency conflicts as a result of permitting a residential use adjacent to existing industrial uses. The CEQA document disclosed that although the project would not result in significant noise or air quality impacts, new residents introduced onsite could be exposed to elevated noise and air quality emissions associated with the adjacent, legally operating industrial use. In accordance with the City's guiding policies, a land use mitigation measure was imposed on the project to establish a buffer between the existing industrial use and a future residential development on the site.

M-Group also assisted the City in responding to comments on the IS/MND and the project merits, prepared the City Council staff report and resolution, and filing notices and posting to the SCH. On August 26, 2020, the Council approved the project entitlements, General Plan Amendment and Rezone, and the IS/MND.

Key Staff: Olivia Ervin, Krystle Rizzi

C. KEY PERSONNEL

M-GROUP TEAM

M-Group's Team has a robust background in the preparation of environmental review documents, technical studies, and analysis for multiple cities throughout the Bay Area. Below is a brief synopsis of our project team member's experience and background. Each team member's resume is included in **Appendix A**. In addition to our key team members noted below, M-Group is also able to pull from the expertise of over 40 in-house employees as demand and areas of expertise warrant.

OLIVIA ERVIN | *PRINCIPAL-IN-CHARGE*



Olivia has a strong background in environmental planning with over 14 years of experience. Her hands on management style, ability to navigate political situations and to work with a wide range of groups, commissions, committees, and organizations provides leadership that ensures successful project implementation. She has assisted multiple jurisdictions with environmental review of mixed-use projects, residential development, business and office park, and industrial projects. In addition to land use and development projects, Olivia also has experience with program level review, General Plan Elements, restoration activities, and infrastructure projects including complete streets, flood control projects, and water supply planning. She is well versed in the CEQA process as well as all aspects of environmental review and compliance. Olivia is an effective team leader and assists jurisdictions in fulfilling lead agency obligations in accordance with CEQA.

KRYSTLE RIZZI | *SENIOR PLANNER + PROJECT MANAGER*



Krystle is an accomplished senior planner with a broad range of experience in preparing environmental documents in compliance with CEQA. She is currently serving as project manager for the Pacifica School District Workforce Housing EIR, and is responsible for managing internal deadlines and providing high quality deliverables to City staff for review and acceptance. Krystle has developed expertise in reviewing and summarizing technical

KEY PERSONNEL

studies to support environmental analyses, has served as the lead author for several environmental review projects, and is highly proficient in the development review process including preparing and presenting comprehensive staff reports. She is a talented writer and has a background in GIS, document production, and public outreach. Krystle's broad range of planning experience makes her highly qualified to manage environmental review from start to finish.

ALAINA LIPP | ASSOCIATE PLANNER



Alaina Lipp is a highly educated and astute planner with a professional resume emphasizing environmental services, sustainability, and wastewater and stormwater management. She is well versed in land use planning, development review, policy planning, and grant writing. Her strong project management skills are founded on organization and open, fluid communication. She is an intentional planner who conducts thorough research and produces concise reports. She is a thoughtful speaker able to present effectively to commissions, councils, and the public.

SUBCONSULTANTS

M-Group's team also includes sub-consultants who will peer review available past records and reports, prepare supplemental materials to bolster the record, and contribute their expertise throughout the environmental review process. M-Group has long-standing relationships with our sub-consultants and has successfully managed the preparation of technical studies and incorporated results of the analyses into environmental documents. For the proposed Grocery Outlet project, M-Group will leverage the expertise of the following subconsultants to prepare technical reports that inform the environmental review:

- Monk & Associates, Biological Resources Assessment
- Evans & De Shazo, Cultural Resources
- Illingworth & Rodkin, Acoustical Analysis
- W-Trans, Transportation Analysis



D. REFERENCES

REFERENCES

Peggy Flynn

City Manager, City of Petaluma
pflynn@cityofpetaluma.org
707.778.4345

Christian Murdock

Deputy Director of Planning, City of Pacifica
cmurdock@pacifica.gov
650.738.7341

Maya DeRosa

Planning and Building Director, City of St. Helena
(formerly City of Healdsburg)
mderosa@cityofstheleena.org
707.967.2783

Dusty Duley

Community Development Director, City of Willits
dduley@cityofwillits.org
707.459.7124



E. PROJECT UNDERSTANDING

PROJECT UNDERSTANDING

It is our understanding that the City received and processed an application for a proposed Grocery Outlet on an approximately 1.63-acre site at 825, 845, and 851 South Franklin Street (APNs 018-120-47; -48; and -49). The project includes demolition of an existing 16,436-square-foot vacant office building, 47-space parking lot, and associated site improvements, and will construction a 16,157-square-foot, one-story, retail store with 55-space parking lot, associated site improvements, and infrastructure. The City published and circulated an Initial Study/ Mitigated Negative Declaration (IS/MND) for the proposed Grocery Outlet project for a 30-day review period from January 14, 2021 to February 16, 2021. At the Planning Commission public hearing on June 9, 2021 the MND was adopted and the project entitlements, including a Coastal Development Permit, Design Review Permit, and Lot Merger were approved. Following approval by the Planning Commission, the project was appealed to the City Council, who ultimately affirmed the adequacy of the IS/MND and upheld the Planning Commission's decision to adopt the IS/MND and approve the project entitlements. It is understood that the applicant has elected to vacate the approved entitlements and has requested that the City prepare an Environmental Impact Report (EIR) to further analyze and document potential environmental impacts that may occur as a result of the project.

The project, as a retail store is permitted by-right in the Highway Visitor Commercial Zone, however, given the site's location within the coastal zone, approval of a Coastal Development Permit, Design Review, and Parcel Merger are required. The discretionary nature of the approval is therefore subject to the provisions of the California Environmental Quality Act. As such, at the request of the City of Fort Bragg, M-Group has scoped the preparation of an Environmental Impact Report. It is understood that the following relevant project information and technical studies have been or will be made available to the M-Group Project Team:

- Project Narrative
- Site Plans/Civil/Landscaping
- Stormwater Control Plan
- Geotechnical Reports
- Biological Report

APPROACH

- Cultural Report
- Project Objectives
- Phase 1 ESA
- Traffic Analyses
- Wetland Report
- Arborist Report
- IS/MND prepared by LACO Associates
- Public/Agency Comments received on IS/MND
- Correspondence with responsible/trustee agencies
- Staff reports and resolutions
- Other relevant project materials

APPROACH

M-Group will provide an environmental compliance document that is concise, accurate, and able to withstand legal scrutiny. The M-Group team will work collaboratively with the City and may coordinate with the applicant as appropriate. Project Manager Krystle Rizzi will be available throughout the environmental review process to coordinate with City staff and will provide regular updates to the City to ensure that the schedule is proceeding in the agreed upon manner. Specific milestones and timelines will be determined at the kick-off meeting and periodically reviewed as part of the ongoing project management task.

We will take the initiative to keep the project on track by working proactively with our team, City staff, responsible agencies and the applicant team (as appropriate through the City). M-Group understands that completion of a successful environmental document is dependent upon clear and direct communication, sound technical analysis, and attentive project management. We stay actively engaged in our projects from inception to completion.

Based on our preliminary review of prior documents prepared for the project as well as public comments received, we anticipate that biological resources, transportation, construction impacts (air quality and noise), utilities and water usage, and stormwater, will be of particular interest. As such, our proposal includes peer review of previously prepared technical documentation as well as preparation of additional technical reports to further document the existing site conditions, evaluate potential impacts associated with project construction and operation, and develop recommendations to avoid, reduce or offset potentially significant impacts. A summary of the approach and scope for each of these proposed special studies is detailed in Task 4 below.

SCOPE OF WORK

TASK 1 | PROJECT INITIATION

Upon project initiation, M-Group will facilitate a kick-off meeting with City staff and, as appropriate, the applicant team. At the kick-off meeting project goals will be identified, communication protocols discussed, and the scope of work confirmed including the project schedule, data needs, and technical studies to be prepared by M-Group subconsultants and the applicant's team. As part of this task, M-Group will perform a full review of available information on the project site and vicinity including the Initial Study and Environmental Checklist, prepared by LACO Associates, photo documentation, relevant planning documents (General Plan, Zoning Ordinance and others), history and past uses of the site, and regulations applicable to the project and site.

Task 1 Deliverables: *Draft Kick-off Meeting Agenda, contact information, and preliminary schedule. Memorandum summarizing the kickoff meeting and data needs memo identifying additional information needed to fill in any identified gaps, as applicable.*

TASK 2 | PREPARE PROJECT DESCRIPTION

M-Group will review the project description previously prepared for the Initial Study and Environmental Checklist and will augment this description as needed to ensure all project components are adequately described and documented as the project description will form the basis for analysis. The project description will identify proposed development activities, construction phasing, site conditions, and proposed project operation. The physical and regulatory context of the project site will be documented and project objectives identified. M-Group will prepare a draft project description and will coordinate with the City to confirm adequate scope and detail prior to conducting the environmental analysis.

Task 2.1 Deliverables: *One (1) electronic copy of draft project description for City review. Final Project Description for inclusion in the environmental impact report.*

TASK 3 | NOTICE OF PREPARATION AND SCOPING MEETING.

M-Group will prepare the Notice of Preparation (NOP) in accordance with CEQA Guidelines Section 15082 for the City's review and acceptance. The NOP will describe the project and include an initial study checklist identifying environmental topics to be screened out and those to be analyzed in the EIR. M-Group will deliver a draft NOP and work with the City to circulate a public NOP. M-Group will facilitate the NOP scoping meeting, which will occur during the 30-day comment period for the NOP. M-Group will prepare graphics, slides, and presentation materials for the scoping meeting. M-Group will assist the City in preparing a project mailing list for all noticing and assumes that the City will maintain a list of interested parties, stakeholders and commenting agencies throughout the EIR process. The City will be responsible for circulating the NOP to all appropriate local, State, and Federal agencies

SCOPE OF WORK

as well as filing the NOP with the County Clerk and posting to the City's website. M-Group can file the NOP with the SCH at the City's request. Following the scoping meeting, M-Group will prepare a scoping summary memo to document comments received. Each comment will be addressed in the EIR and a matrix will be included as an appendix indicating the page number or numbers where each comment is addressed. Please note that comments received on project merits will not be addressed in the EIR as those would be outside the scope of CEQA. Task 3 Deliverables: Electronic files (word and pdf) of the Draft and Final NOP, materials for the scoping meeting, and a scoping summary memo.

Task 3 Deliverables: *Electronic files (word and pdf) of the Draft and Final NOP, materials for the scoping meeting, and a scoping summary memo.*

TASK 4 | TECHNICAL STUDIES

M-Group, in collaboration with our subconsultants, will conduct the following technical studies and tasks to support the analysis in the Draft Environmental Impact Report.

Task 4 Deliverables: *Technical Studies to be included as attachments to the Draft EIR.*

Task 4.1 Biological Analysis Peer Review (Monk & Associates)

Monk & Associates will perform a site visit to verify the presence of waters of the U.S. and State as well as any special-status plant and animal communities. Monk & Associates will peer review the Wetland Report, Biological Review Report, and Initial Study and Environmental Checklist prepared for the project. As part of the peer review process, Monk & Associates will review the California Department of Fish and Wildlife's CDFW's most recent version of the Natural Diversity Data Base (RareFind 5 application) for records of special-status plant and animal species known from the region. Similarly, the California Native Plant Society's (CNPS) electronic update of the Inventory of Rare and Endangered Vascular Plants of California (Fifth Edition) will be consulted for information concerning the potential occurrence of special-status plant species in the area. Based on the results of the peer review, Monk & Associates will prepare targeted recommendations and augments to the studies, as deemed appropriate which will be provided as a technical report to be included as an appendix to the EIR. In addition, Monk & Associates will respond to biological-related comments received during the public review period of the Draft EIR.

Task 4.2 Cultural Resources Assessment Peer Review (Evans & De Shazo)

A Secretary of Interior qualified Archaeologist will conduct a peer review of the cultural resources study report prepared for the project by Genesis Society on August 15, 2019 to ensure consistency and compliance with CEQA and Section 106 of the National Historic Preservation Act (NHPA), as warranted. The peer review will consist of an analysis of the methods, findings, and recommendations for the Project, and a review of report contents, format, and compliance with CEQA and Section 106 of the NHPA. A Peer Review Letter Report will be provided with a bulleted list of comments and recommendations pertaining

to the contents of the previous cultural resources report, referenced by the associated page number(s), and a summary paragraph that will outline any significant issues identified, and recommendations should the peer review identify deficiencies in the previous study. In addition, a Secretary of Interior qualified Archaeologist will provide written responses to cultural resources-related comments received during the public review period of the Draft EIR.

Task 4.3 Transportation Impact Analysis Peer Review (W-Trans)

W-Trans will conduct a peer review of the Transportation Impact Analysis and Addendum to ensure they have been prepared consistent with standard traffic engineering practices as well as City and Caltrans policies. The review will include an in-depth analysis of quantitative data to ensure accurate input and analysis. Comments received from Caltrans will be considered and compared to the analyses to ensure comments are addressed and any recommendations are incorporated. W-Trans will prepare a draft letter report describing details of the peer review as well as any additional findings and recommendations. In addition, W-Trans will also provide assistance in responding to transportation-related comments received during the public review period of the Draft EIR.

Task 4.4 Air Quality and Noise Assessments (Illingworth & Rodkin)

Illingworth & Rodkin will prepare Air Quality and Acoustical analyses to evaluate potential impacts resulting from temporary project construction activities as well as ongoing operation of the proposed project. The Acoustical Analysis will involve quantifying the existing ambient noise environment through a noise monitoring survey, calculation of construction noise and vibration levels, operational noise levels, assessment of potential impacts, and will conclude with recommended mitigation measures. The Air Quality and Greenhouse Gas Assessment will involve quantification of construction and operational emissions which will inform recommended mitigation measures to reduce potential impacts. Given the proximity of nearby sensitive receptors, a qualitative discussion of health risks associated with project construction will also be provided, and any necessary mitigation measures will be incorporated.

Task 4.5 Review Technical Studies (M-Group)

M-Group will review all tasks and technical studies prepared for the project to ensure that analyses are adequate for CEQA purposes, that conclusions rely on sound assumptions, and that appropriate methodology is utilized. As needed, M-Group will provide recommendations to ensure that all technical studies are clear and accurate, and that conclusions can be substantiated. M-Group will integrate results of the technical studies into the CEQA analysis.

TASK 5 | PREPARE ADMINISTRATIVE DRAFT ENVIRONMENTAL IMPACT REPORT

Following release of the NOP, M-Group will initiate preparation of an Administrative Draft EIR (ADEIR). The Administrative Drafts of the DEIR will identify project objectives, evaluate the

SCOPE OF WORK

potentially significant adverse effects of the project, and analyze feasible alternatives. The DEIR will include the following items:

- Introduction with graphics and detailed project description
- Executive Summary
- Environmental Setting/Context
- Introduction with graphics and detailed project description
- Environmental Setting/Context
- Environmental Evaluation
- Cumulative Impacts
- Project Alternatives
- Significant and Unavoidable Impacts (as applicable)
- Bibliography and References
- Appendices
- Mitigation Monitoring and Reporting Program (MMRP)

The Administrative Draft EIR will be provided electronically to the City for review and comment. Following receipt of City comments, M-Group will prepare a Screencheck Draft EIR for City review and concurrence prior to publication.

Task 5 Deliverables: *The Administrative DEIR and Screencheck DEIR for City review will be provided electronically.*

TASK 6 | PREPARE AND CIRCULATE DRAFT ENVIRONMENTAL IMPACT REPORT

Upon confirmation that all comments on the Screencheck Draft EIR have been addressed to the City's satisfaction, the Public Review Draft DEIR will be assembled and released for at least a 30-day public comment period (45-days if a State Agency approval or permit is required for the project). M-Group will also prepare CEQA notices including a Notice of Availability and Notice of Completion. It is understood that the City of Fort Bragg will complete all local postings, mailings, and publications.

Task 6 Deliverables: *An electronic copy of the Public Review Draft DEIR, all references, resources and materials cited will be provided to the City. M-Group will prepare a draft CEQA Notice of Completion/Notice of Availability for the City's use. The City will be responsible for filing notices with the County Clerk. M-Group can assist with filing with the State Clearinghouse if needed.*

TASK 7 | PREPARE DRAFT RESPONSE TO COMMENTS, FINAL ENVIRONMENTAL IMPACT REPORT, AND MITIGATION MONITORING & REPORTING PROGRAM

Following the close of the public review and comment period on the DEIR, M-Group will review the public comments and prepare a draft response to the comments for City review. The City will collect and forward a single set of all comments to M-Group. Our sub-consultant team members have built time into their scopes of work to help respond to comments.

M-Group will deliver the draft response to comments to the City for review. The City will provide M-Group with a comprehensive redline of staff's comments on the administrative draft. Depending on the type of comments received, a Master Response approach may be employed. This scope assumes five comment letters of normal detail (2-3 pages in length). Comments in excess of these assumptions will be considered outside of this scope of work and cost estimate and an augment will be required. This scope assumes that no new technical analyses or field work will be necessary to respond to comments.

M-Group will provide the City with an Administrative FEIR, including the Draft MMRP for review and comment. A Screencheck FEIR will be prepared addressing City comments. Once comments on the Administrative FEIR have been addressed to the City's satisfaction, M-Group will prepare the Public FEIR for circulation. The City will provide the Final EIR to all responding public agencies prior to public hearings.

Task 7 Deliverables: *Electronic versions (Word and PDF) of the response to comments document, electronic file containing all comment letters, and any additional references cited. The Administrative, Screencheck FEIR, and Public FEIR will be provided electronically.*

TASK 8 | PREPARE FINDINGS OF FACT AND STATE OF OVERRIDING CONSIDERATIONS

M-Group will provide draft findings of fact for use by the City to support certification of the EIR. If the EIR concludes that project impacts cannot be mitigated to levels below significance, and would result in a significant and unavoidable impact, M-Group will also prepare a statement of overriding considerations.

Task 8 Deliverables: *Electronic versions (Word and PDF) of findings and statement of overriding considerations (as warranted).*

TASK 9 | PUBLIC HEARINGS AND CEQA NOTICES

Our scope provides for the Principal-In-Charge and/or Project Manager to attend up to five public hearings (the scoping meeting, two Planning Commission meetings, and two City Council meetings), to assist staff with presentations, and respond to environmental questions. Additional public meetings will be charged on an hourly basis as needed. M-Group will provide support to planning staff for reports, presentations, and materials presented to the public and decision makers relating to the environmental review and findings. Following certification of the Final EIR, M-Group will assist the City in preparing a Notice of Determination (NOD). The City will be responsible for filing with the County Clerk, M-Group can file to the SCH if needed.

Task 9 Deliverables: *Environmental materials to support staff reports and public hearings; and Draft Notice of Determination for filing with the County Clerk and SCH.*

TASK 10 | PROJECT MANAGEMENT AND COORDINATION

M-Group's Project Manager will coordinate the activities of M-Group and maintain open lines of communication with City staff throughout the process. M-Group will also coordinate the

SCOPE OF WORK

activities of our subconsultants. This task includes bi-weekly meetings with City staff as well as monthly progress reports documenting complete and upcoming tasks.

Task 10 Deliverables: *Bi-weekly (as needed) conference calls to discuss data collection, methodological approaches, potential impacts, and proposed mitigation measures.*

PROJECT ASSUMPTIONS

1. M-Group will coordinate with the City to ensure that any records and past reports relevant to the subject site including previous environmental review documents and any technical reports, etc., are obtained and referenced.
2. M-Group will coordinate directly with appropriate City departments and/or through the Community Development Department to ensure that any considerations associated with emergency vehicle access, police protection, and infrastructure capacity are incorporated into the environmental review.
3. M-Group's team will be granted access to the project site in timely manner to carry out necessary fieldwork and data collection.
4. The scope of work assumes that no technical analysis beyond those recommended herein will be warranted. If during the course of analyses, it is determined that further technical reports are needed, a budget adjustment will be required.
5. M-Group will coordinate directly with City staff to ensure effective and seamless review of deliverables throughout preparation, drafting and finalization.
6. City staff will provide comments on administrative draft deliverables in one consolidated document using the track changes function in word.
7. City staff will authorize M-Group to submit the documents to the State Clearinghouse.
8. City staff will assemble and provide M-Group with all comments received during the public comment period.
9. M-Group will provide draft and final materials electronically to the City.
10. Public hearings will be held remotely, if meetings are to be held in person, a budget augment will be required to account for travel time.
11. Staff will prepare and present staff report and findings pertaining to planning entitlements, M-group to provide support related to environmental component of the project.
12. Invoices will be provided monthly and be based upon the percentage of task completion.
13. Unexpected issues out of scope such as project delays or extended timelines out of the control of M-Group may necessitate a scope and budget augment.
14. Acquisition of any required regulatory agency permits, approvals, or certification is not provided for in this scope of work.



PROJECT BUDGET

Based on our knowledge of the project we anticipate a not-to-exceed budget of **\$178,020** to cover the tasks outlined above (including a project contingency that will require City approval to utilize). These project costs do not include the Fish and Wildlife CEQA Filing Fee. A detailed budget project is provided in **Appendix B**.

SCHEDULE OF CHARGES

M-Group's hourly billing rates are inclusive of personnel time, administrative overhead, and incidental printing costs. M-Group proposes Fixed-Fee contracts with monthly invoicing on a percentage task completion basis.

M-Group's 2022 Hourly Rate Sheet is provided in **Appendix C**.



G. WORK SCHEDULE

PROPOSED TIMELINE

The following conceptual timeline indicates releasing the Public Review Draft of the EIR approximately five months after project initiation. M-Group has dedicated sufficient staff resources to complete the environmental review as expeditiously as possible. The following project schedule presumes that environmental review will commence once a sufficient level of project detail is developed to adequately evaluate potential environmental impacts and that comments on administrative draft documents will be provided in a timely manner to allow adequate time for M-Group to address substantive comments. At project kickoff, specific target dates will be established in close coordination with City staff.

TASKS	Months								
	1	2	3	4	5	6	7	8	9
1 Kick Off Meeting	█								
2. Prepare Project Description	█	█							
3 NOP/Scoping Meeting		█	█						
Scoping Meeting		█							
4. Prepare Technical Studies	█	█	█						
5 Prepare Admin Drafts DEIR		█	█	█					
City Review			█	█	█				
Prepare Public Review DEIR/ Notices				█	█				
Public Review and Comment Period					█	█	█		
6. Prepare Final EIR							█	█	
City Review								█	█
Finalize Final EIR								█	█
7. Prepare CEQA Findings & Notices									█
8. Public Hearings									█
9. Project Management	█	█	█	█	█	█	█	█	█



H. SAMPLE WORK PRODUCT

SAMPLE WORK PRODUCT

CITY OF HEALDSBURG | *544 TUCKER STREET EIR*

M-Group was retained by the City of Healdsburg, in April 2018 to prepare an Environmental Impact Report (EIR) to analyze impacts associated with the demolition of a historic resource. The subject resource — a c. 1872 Greek Revival residence— had previously been identified as a contributor to the Tucker Street Historic District, which was determined eligible for listing on the California Register of Historic Resources. Eligibility of the 68-property district was based on its place in the history of Healdsburg’s urban development and because it conveys an excellent representation of residential architectural styles from Healdsburg’s founding through the present.

M-Group facilitated a scoping meeting and integrated input received into the EIR. M-Group prepared an EIR that disclosed and analyzed the project’s potential to adversely affect the integrity of an identified historic resource (i.e. the eligible Tucker Street District). The EIR identified mitigation measures including photographic documentation prior to demolition, implementation of a salvage plan, erection of a plaque detailing the history of the home, and development of a self-guided walking tour booklet for the Tucker Street Historic District.

The Draft EIR was circulated for public review and was considered by the Planning Commission for adequacy. All comments received were assembled and responded to in the Final EIR. M-Group prepared the findings of fact, statement of overriding considerations, completed the staff report for the demolition application, and presented the project and CEQA findings at public hearings. The City of Healdsburg certified the EIR, adopted the MMRP and statement of overriding considerations and approved the project in August 2018.

Links to documents are provided here as well as on a thumb drive included with the proposal.

[544 Tucker Street DEIR](#)

[544 Tucker Street FEIR](#)



ACCEPTANCE OF INSURANCE REQUIREMENTS

M-Group fully accepts the City's insurance requirement in accordance with Attachment 2 of the RFP.



ACCEPTANCE OF TERMS OF CONSULTANT AGREEMENT

M-Group fully accepts the content, terms and conditions detailed in the City's standard consultant services agreement as stated in RFP Attachment 2.

APPENDIX A

RESUMES

OLIVIA ERVIN

KRYSTLE RIZZI

ALAINA LIPP

OLIVIA ERVIN

PRINCIPAL



EXPERIENCE

M-Group

Principal
2021 – Present

Principal Environmental
Planner
2017 – 2021

Environmental Planner
2013 – 2016

Terra Nova Planning & Research

Senior Planner
2009 – 2013
Napa, CA

Terra Nova Planning & Research

Associate Planner
2007 – 2009
Palm Springs, CA

EDUCATION

UC Davis Extensions

Planning and Environmental
Law

Leadership Napa Valley

Napa, CA

Bachelor of Science Environmental Resource Science

UC Davis
Davis, CA

MEMBERSHIPS

American Planning
Association (APA)
Association of Environmental
Planners (AEP)

Olivia has over 14 years of experience with environmental compliance and land use planning. She provides lead agencies with environmental review services including project management, planning, and consulting. Her direct approach, organization system, and familiarity with the environmental review process make her an effective project manager. She is knowledgeable with technical aspects of CEQA, standards of review, and acceptable modeling tools. Her background includes a mix of development review, long range planning and municipal projects.

AREAS OF EXPERTISE

CEQA & Environmental Review
Project Management
Technical Analysis
Land Use Planning
Written & Oral Communications

ENVIRONMENTAL + PLANNING

ON-CALL PLANNING SERVICES | CITY OF PETALUMA, CA

Serving as the City's contract environmental planner since 2013 conducting environmental review for a variety of development, legislative, and municipal projects. Manage administrative records, prepare staff reports, present CEQA findings to the public and decision makers at hearings for numerous projects involving all levels of environmental review. Planning staff liaison to other City departments to complete CEQA review for municipal projects including completion of a citywide creeks maintenance manual and corresponding CEQA document. Staff lead on advancing City's guidelines for SB 743 compliance.

ON-CALL PLANNING SERVICES | CITY OF SANTA ROSA, CA

Since 2016 M-Group has been on the City of Santa Rosa's on-call list for planning and environmental services. Serving as project manager for environmental review on a number of development review projects and completed CEQA analysis for the City's supplemental density bonus ordinance. Primary considerations include land use compatibility related to regional parks, open space and agricultural lands, hillside development, connectivity and expansion of bicycle and pedestrian facilities, infill development and infrastructure improvements.

ON-CALL PLANNING SERVICES | CITY OF COTATI, CA

Since 2016 M-Group has been providing on-call planning and environmental review services to the City of Cotati. Assists the City with CEQA compliance on a variety of development review projects, zoning code updates including the cannabis ordinance, and municipal projects. Project manager and primary point of contact for the City providing oversight of environmental services. Lead author on CEQA documentation for mixed-use development, subdivisions, and assisted living facility. Supports City staff presentation to decision makers and responding to comments.

ON-CALL PLANNING SERVICES | CITY OF CALISTOGA, CA

Since 2017 M-Group has been providing environmental review services to the City of Calistoga. Project manager and lead CEQA author for gas station and restaurant project, hotel and retail development, and expansion of industrial facility. Primary point of contact for the City providing oversight of environmental services. Supports City staff with staff reports, findings and resolutions and presentations at public hearings.

OLIVIA ERVIN

PRINCIPAL

MAIN STREET STREETScape IMPROVEMENTS | *CITY OF ST. HELENA, CA*

Part of project team providing design, landscaping, and environmental review services to the City of St. Helena for pedestrian improvements to Main Street/Highway 29. Overseeing preparation of the Area of Potential Effect and Historic and Archeological Studies pursuant to Caltrans standards and Section 106 consultation. Providing environmental services for CEQA determination and documentation to inform Caltrans' Preliminary Environmental Study and NEPA determination.

AIRPORT AREA SPECIFIC PLAN + EIR | *PERMIT SONOMA, CA*

Part of project team preparing Specific Plan and EIR for an update to the industrial planning area east of the Airport including a SMART station. The Plan intensifies uses and introduces a variety of residential land uses to the planning area. Prepared a water demand estimate to inform the water supply study, which was approved by the Town of Windsor, as the water provider for the area. Coordinating with County staff, project team, Town, and stakeholders through plan development and environmental review. Managing air quality and transportation analyses. The Specific Plan and EIR are currently in process.

JAGUAR WAY EXTENSION | *TOWN OF WINDSOR, CA*

For the Town's Public Works Department, lead environmental review services for Jaguar Way Extension (0.5 mile roadway including bridge over Starr Creek providing connectivity between Starr Road and Windsor Drive). Assessed various design options for multi-modal access, evaluated environmental constraints, and prepared IS/MND. Assisted Town in fulfilling lead agency obligations, prepared notices and staff report. Prepared and circulated response to comments addressing California Department of Fish and Wildlife concerns and public comment letters. Presented staff report and findings at Council hearing.

RAINIER CROSS TOWN CONNECTOR EIR | *CITY OF PETALUMA, CA*

Managed the environmental review process for the Rainier Cross Town Connector Project; a 0.65 mile 4 lane arterial, including a bridge over the Petaluma River and SMART corridor and an undercrossing of Highway 101. Oversaw a team of consultants and carried out interagency coordination. Prepared public notices, staff reports, and managed the administrative record. Authored findings, statement of overriding considerations, and resolutions. Presented to decision makers and provided response to comments during public review.

SAN RAFAEL GENERAL PLAN UPDATE AND ADDENDUM | *CITY OF SAN RAFAEL, CA*

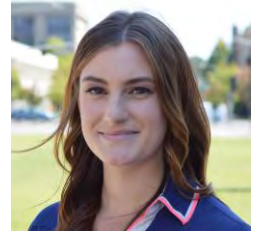
Conducted targeted review and updated General Plan goals, policies and programs while making adjustments that respond to changes that had occurred in the decade following adoption of the General Plan. Prepared an Addendum to the San Rafael General Plan EIR for focused General Plan amendments and provided support through the public review and approval process.

ADDENDUM TO GENERAL PLAN EIR HOUSING ELEMENT | *CITY OF SAN RAFAEL, CA*

Completed an Addendum to the San Rafael General Plan EIR to incorporate the 2015-2023 Housing Element in the City's General Plan. Coordinated with housing specialists, reviewed housing inventory records, and researched demographic data. Prepared project description, characterized the regulatory setting and conducted an environmental analysis examining impacts of the Housing Element relative to what was analyzed in the General Plan EIR. Presented findings at public hearing and responded to comments.

KRYSTLE RIZZI

SENIOR PLANNER



EXPERIENCE

M-Group

Senior Planner
2021 – Present

Associate Planner
2019 - 2021

Assistant Planner
2017-2019

Apple Inc. via Apex Systems

GIS Technician
2016-2017
Sunnyvale, Calif.

San Jose State University

Research Assistant
2016
San Jose, Calif.

City of San Jose

Recreation Leader, Walk n' Roll
2015-2016
San Jose, Calif.

EDUCATION

Master of Urban Planning

San Jose State University
San Jose, Calif.

Bachelor of Arts in Environmental Studies and Planning

Sonoma State University
Rohnert Park, Calif.

Krystle is an experienced planner with expertise in environmental and development review and project management. Additionally, Krystle has a background in GIS, transportation planning, community outreach, and research. Krystle is a highly skilled writer and has developed expertise in reviewing and summarizing technical studies to support environmental analyses consistent with the California Environmental Quality Act (CEQA). Krystle demonstrates strong organizational, communication, and analytical skills.

AREAS OF EXPERTISE

Environmental Review
Community Engagement
Staffing Solutions
Policy Planning
Geographic Information Systems (GIS)

ENVIRONMENTAL REVIEW

HEARN VETERANS VILLAGE | SANTA ROSA, CALIF.

Prepared an Addendum to the 2016 Roseland Specific Plan and Annexation EIR, documenting that the project would not result in any new or more severe impacts beyond those previously identified. The Addendum characterized the regulatory context, summarized the impact determinations of the Specific Plan EIR, and evaluated the project and conditions relative to the CEQA Guidelines Section 15162. Findings were presented in accordance with CEQA Guidelines Section 15164(e). Entitlements requested for the project included a Tentative Parcel Map, though additional building detail information was also provided to allow for a more thorough analysis of potential environmental impacts associated with construction of four single-family structures and four accessory dwelling units to be occupied by up to 32 veteran residents. In December 2021, the Planning Commission unanimously adopted the Addendum to the 2016 Roseland Specific Plan and Annexation EIR and approved the Tentative Parcel Map.

38 DEGREES NORTH ADDENDUM | SANTA ROSA, CALIF.

Prepared an Addendum to the previously adopted Initial Study/Mitigated Negative Declaration (IS/MND) for the 38 Degrees North Phase 2 project which authorized construction of eight three-story buildings containing 172 residential units and resident amenities, preservation of a portion of the site for open space, and reservation of a portion of the site for future construction of an approximately 21,000 square foot community shopping center. The revised project, referred to as 38 Degrees North Phase 3, removed the previously conceptualized community shopping center, and instead proposed 30 additional residential units in two buildings. As part of the project, entitlements for Design Review, General Plan map and text amendments, and a Zoning Map amendment were requested by the applicant. Given that the Phase 2 IS/MND previously analyzed physical impacts of future construction of the community shopping center, the Addendum focused on resource areas that required an update to address the revised project and any changes to the environmental setting, impacts, and mitigation measures that may have occurred. Specifically, the Addendum included a discussion of Aesthetics, Air Quality, Greenhouse Gases, Land Use and Planning, Noise, Population and Housing, and Transportation. The Addendum concluded that the project would not result in any new or more severe impacts beyond those that were previously identified in the Phase 2 IS/MND. The Planning Commission recommended adoption of the

KRYSTLE RIZZI

SENIOR PLANNER

Addendum and approval of the General Plan amendments, and in December 2021 the City Council adopted the Addendum and approved the General Plan amendments for the project.

CASA GRANDE RESIDENTIAL PROJECT | *PETALUMA, CALIF.*

Prepared an Initial Study/Mitigated Negative Declaration analyzing demolition of existing single-family homes and other structures onsite to develop a 36 residential lot subdivision with two common lots containing bioretention basins and a public right-of-way dedication. The project required rezoning, a vesting tentative map, and Site Plan and Architectural Review. Reviewed applicant-prepared technical studies for adequacy under CEQA including analysis of proposed mitigation measures. The project was reviewed by the City Council and the Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program was approved in December 2020.

WUSD GENERAL PLAN AMENDMENT AND REZONE | *WILLITS, CALIF.*

Prepared an Initial Study/Mitigated Negative Declaration (IS/MND) analyzing a conceptual multi-family residential development at the highest permitted density, which could ultimately be facilitated by the General Plan Amendment and Rezone Project. CEQA review services included peer review of a traffic impact study and archaeological survey report. Worked closely with the traffic consultant to ensure potential impacts with regard to VMT were adequately addressed, which included preparation of a Transportation Demand Management (TDM) plan. Through the review process, identified potential land use adjacency conflicts as a result of permitting a residential use adjacent to existing industrial uses and in accordance with the City's guiding policies, established a land use mitigation measure which established a buffer between the existing industrial use and a future residential development on the site. Also assisted the City in responding to comments on the IS/MND and the project merits, prepared the City Council staff report and resolution. On August 26, 2020, the Council approved the project entitlements, General Plan Amendment and Rezone, and the IS/MND.

CALISTOGA LOOP GAS STATION | *CALISTOGA, CALIF.*

Assisted in the preparation of an Initial Study/Mitigated Negative Declaration for a proposed gas station, car wash, convenience store, and sit-down restaurant at the corner of Foothill Boulevard and Petrified Forest Road. Assisted in Air Quality and GHG analysis and conducted review using the California Emissions Estimator Model (CalEEMod).

ADOBE ROAD WINERY | *PETALUMA, CALIF.*

Assisted in the preparation of a Class 32 infill exemption justification for a winery and tasting room along the Petaluma River in an existing urban area in downtown Petaluma. Justification included the analysis and incorporation of findings from technical studies for traffic, noise, and water quality.

131 LIBERTY MIXED-USE PROJECT | *PETALUMA, CALIF.*

Assisted in the preparation of a Class 32 infill exemption justification for a mixed-use project with commercial, office and residential components. In addition to preparing the exemption, assisted with research for historic review.

ALAINA LIPP

ASSOCIATE PLANNER



EXPERIENCE

M-Group

Associate Planner
Feb 2022 – Present

City of Sausalito

Assistant Planner
Apr 2020 – Feb 2022
Sausalito, Calif.

San Francisco Public Utilities Commission

Watershed Planner
Jun 2018 – Apr 2020
San Francisco, Calif.

Bureau of Land Management

GS-05 Range & Fuels Technician
May 2014 – Sep 2014
Pocatello, Idaho

EDUCATION

Master of Landscape Architecture and Environmental Planning

University of California at Berkeley
Berkeley, Calif.

B.S. - Biology

California State University at Channel Islands
Camarillo, Calif.

B.A. – English

University California at Santa Barbara
Santa Barbara, Calif.

Alaina Lipp is a motivated and evolving planner. She has professional, educational, and volunteer background in environmental planning complemented by a strong foundation of policy planning, development review, and grant writing experience. Alaina is an enthusiastic planning professional with strong leadership and organizational skills. She is self-directed yet thrives in collaborative environments and is quick to adapt to dynamic situations.

AREAS OF EXPERTISE

Environmental Review

Ecological Restoration

Wastewater + Stormwater Management

Land Use Planning

Development Review

Grant Writing

PROFESSIONAL EXPERIENCE

ASSOCIATE PLANNER | M-GROUP

Process planning applications, review and analyze land use impacts and compliance with local and state regulations and city policies. Prepare Initial Studies and ordinances. Communicate with applicants, consultants, city staff and the public. Conduct research and analyze collected data. Prepare technical and administrative reports. Make presentations to Planning Commission, City Council and at public hearings and community meetings. Prepare and maintain maps pertaining to zoning, land use and other planning related activities.

ASSISTANT PLANNER | CITY OF SAUSALITO, CALIF.

Plan review and permitting coordination for residential and commercial construction, accessory dwelling units, tree removal permits, lot line adjustments, and sign permits. Developed applications and informational materials, managed website content. Project managed the city's SB 1383 compliance activities and ordinance. Presented to Planning Commission, City Council, and Historic Preservation Commission as needed. Staff liaison to the Sustainability Commission and interfaced with city departments to achieve the objectives of the commission. Wrote ordinances and resolutions, presented them to the appropriate approving body, and guided public outreach and engagement. Project managed and co-wrote grants for the Zero Waste JPA grant and HCD LEAP grant.

WATERSHED PLANNER | SAN FRANCISCO PUBLIC UTILITIES COMMISSION

Reviewed plan submittals for content and completeness and coordinated plan review with civil engineers and landscape architects. Managed submittal tracking system, generated reports on program activities and created interpretive graphics to report to both specialist and public audiences. Collaborated with PUC staff to execute strategies to improve efficiency and outcomes of the Stormwater Management Ordinance program. Presented to diverse community groups at outreach events. Collaborated with other city agencies working on synergistic programs such as the Better Roofs Ordinance, the Non-Potable Ordinance, and Better Streets Ordinance.

ALAINA LIPP

ASSOCIATE PLANNER

PROFESSIONAL AFFILIATIONS

American Planning Association
California

American Society of Landscape
Architects

Golden Gate National Recreation
Area (GGNRA) Volunteer

Watershed Nursery Volunteer

GS-05 RANGE & FUELS TECHNICIAN | *BUREAU OF LAND MANAGEMENT,
POCATELLO, IDAHO*

Monitored risk indicators in Wildland Urban Interface (WUI) zones. Performed monitoring, analysis, and reporting for restoration and conservation objectives of Environmental Assessment (EA). Surveyed academic research on threatened species for renewal of EA for NEPA compliance. Mapped invasive species throughout the project areas and applied treatments where appropriate.

APPENDIX B

BUDGET

City of Fort Bragg Grocery Outlet

Task Number / Description	M-Group Hours	Task Subtotals
TASK 1: PROJECT INITIATION		
Kick-Off Meeting + Background Research	6	\$1,070
Task 1 Subtotal:	6	\$1,070
TASK 2: PREPARE PROJECT DESCRIPTION		
Prepare Project Description	30	\$4,490
Task 2 Subtotal:	30	\$4,490
TASK 3: NOTICE OF PREPARATION & SCOPING MEETING		
Prepare Notice of Preparation	50	\$7,280
Prepare for and Attend Public Scoping Meeting	24	\$3,660
Task 3 Subtotal:	74	\$10,940
TASK 4: TECHNICAL STUDIES		
Review Draft Technical Studies (Subtask 4.5)	30	\$4,370
Task 4 Subtotal:	30	\$4,370
TASK 5: PREPARE ADMINISTRATIVE DRAFT EIR		
Task 5 Subtotal:	333	\$48,995
TASK 6: PREPARE AND CIRCULATE DRAFT ENVIRONMENTAL IMPACT REPORT		
Prepare Public Review Draft EIR	42	\$6,030
Prepare Notices and Circulate to the State Clearinghouse	9	\$1,175
Attend PC Public Review and Comment Meeting on Draft EIR	0	\$0
Task 6 Subtotal:	51	\$7,205
TASK 7: PREPARE RESPONSES TO COMMENTS, FINAL EIR, AND MMRP		
Catalog Comment Letters	28	\$3,870
Prepare Administrative Draft Final EIR	42	\$6,030
Prepare MMRP	16	\$2,200
Task 7 Subtotal:	86	\$12,100
TASK 8: PREPARE FINDINGS OF FACT AND STATEMENT OF OVERRIDING CONSIDERATIONS		
Prepare Final EIR	26	\$3,860
Prepare Findings of Fact	26	\$3,920
Prepare Statement of Overriding Considerations	19	\$2,865
Task 8 Subtotal:	71	\$10,645
TASK 9: PUBLIC HEARINGS AND CEQA NOTICES		
Prepare for and Attend Planning Commission Meeting (2)	22	\$3,830
Prepare for and Attend City Council Meeting (2)	18	\$3,210
File the Notice of Determination	4	\$510
Task 9 Subtotal:	44	\$7,550
TASK 10: PROJECT MANAGEMENT AND COORDINATION		
Management and Coordination	60	\$10,000
Task 10 Subtotal:	60	\$10,000
<i>Project Subtotal (hours + budget)</i>	785	\$117,365
<i>Direct Costs (Supplies, Printing, Mailing and Mileage)</i>		\$2,905
<i>10% Contingency Costs</i>		\$11,740
M-Group Total		\$132,010
SUBCONSULTANT TECHNICAL STUDIES (Includes M-Group Administration Fee)		Total Cost
Task 4.1	Monk & Associates	\$15,435
Task 4.2	Evans & DeShazo	\$3,775
Task 4.3	W-Trans	\$12,500
Task 4.4	Illingworth & Rodkin	\$14,300
Subconsultant Subtotal:		\$46,010
Project Total		\$178,020

NOTES

- 1 M-Group reserves the right to re-allocate hours within M-Group to complete the tasks, as needed.
- 2 Cost Proposal is for a Not-to-exceed Contract with monthly invoicing based on task completion.
- 3 Travel time and expenses have been factored into the budget.
- 4 Use of the Contingency will require City approval.

APPENDIX C

2022 RATE SHEET

M-GROUP STAFF	HOURLY RATE
---------------	-------------

Admin Analyst Planning Tech	\$85
--------------------------------	------

Assistant Planner Assistant Urban Designer Social Media Coordinator	\$100
---	-------

Associate Planner Associate Urban Designer GIS Mapping Services	\$130
---	-------

Environmental Planner Historic Preservation Specialist Public Art Specialist	\$145
--	-------

Senior Planner Senior Urban Designer Senior Environmental Planner Project Manager	\$155
--	-------

Principal Planner Principal Environmental Planner Principal Policy Planner Director of Urban Design	\$175
--	-------

Principal	\$220 - \$270
-----------	---------------

NOTES:

- * Hourly rates are subject to annual adjustment.
- * Sub-consultants include a 10% administration fee

From: [Mike Schwerin](#)
To: [Lemos, June](#)
Cc: [Patrick Britton](#); [Robert Edgerton](#); [Joanne Dramko](#)
Subject: April 25 City Council Meeting - Grocery Outlet CEQA
Date: Thursday, April 21, 2022 11:18:24 AM
Attachments: [25April2022_CouncilMeeting_GroceryOutletCEQAConsultant.pdf](#)

Ms. Lemos,

I am respectfully submitting the attached letter for the City Council's consideration at its April 25, 2022 meeting.

Please let me know if you have any questions regarding the attached letter.

Respectfully,

Michael Schwerin
Chief Executive Officer

HELIX Environmental Planning, Inc.
7578 El Cajon Boulevard
La Mesa, CA 91942
619.462.1515 tel
619.462.0552 fax
MikeS@helixepi.com
helixepi.com | [LinkedIn](#) | [Facebook](#) | [Twitter](#)

Know someone who's looking for a new career opportunity? [We're hiring!](#)

April 21, 2022

June Lemos, MMC, City Clerk
City of Fort Bragg
416 North Franklin Street
Fort Bragg, CA 95437

Subject: Proposal for an Environmental Impact Report Pursuant to the California Environmental Quality Act for the Proposed Grocery Outlet

Dear Ms. Lemos:

We understand that the City of Fort Bragg (City) has preliminary selected De Novo Planning Group (De Novo) to prepare the California Environmental Quality Act documentation for the proposed Grocery Outlet project, and that an approval of an agreement with De Novo for this work is on the April 25 City Council meeting agenda.

We have reviewed the proposal prepared by De Novo, as included in the City Council meeting packet posted on the City's website. Although the proposal appears to be largely sound in its approach and scope (despite its multiple references to the wrong Lead Agency), the labor and cost estimates provided in the proposal are blatantly unrealistic.

Specifically we refer to Tasks B, C, and E, in which De Novo has indicated that it will prepare a Project Description, Initial Study, and full and complete administrative draft Environmental Impact Report, and also conduct a public scoping meeting, using only 21 hours of staff time (at a cost of \$3,037.50). These are tasks that typically require dozens, if not hundreds, of labor hours to complete.

De Novo's representation that it can complete these tasks within 21 hours is impossible to accept at face value. One possible explanation would be if De Novo has already completed a substantial portion of this work under contract to a different party (i.e., not the City) and is merely planning to "touch up" the work that it has already completed. I want to make clear that HELIX has no evidence of any such third-party contracts; we are merely trying to understand how a firm could commit to completing so much work within 21 hours.

To that end, we respectfully request that at the City Council meeting, there be a full and open disclosure of whether De Novo has completed, or is under separate contract to prepare, any CEQA compliance work for the proposed Grocery Outlet Project. If any such arrangement exists, we strongly feel that should be publicly disclosed before the City Council makes its final decision in this matter. If no such third-party agreement(s) exists, we think that it would be in the public interest for De Novo to disclose how it will be able to complete an Initial Study, NOP, and Administrative Draft EIR using only 21 hours of staff labor.

I would like to close by thanking the City for the opportunity to prepare a thoughtful and appropriately costed proposal for this important project.

Sincerely,



Michael Schwerin
Chief Executive Officer

From: Leslie Kashiwada
To: Fort Bragg City Council
Re: Agenda Item 8B on April 25, 2022

On Feb 28, 2022, I submitted a comment (see below) about the decision by Best Development Group (BDG) to have the City Council vacate their approval of the MND and building permit for a Grocery Outlet Bargain Market (GOBM) on the southwest corner of the intersection of S. Franklin St and South St. They made this request to make way for an EIR, which is the CEQA document that should have been prepared from the start.

I expressed my concern that the EIR would merely be a repackaging of the MND. My concerns are even greater now viewing the proposed contract with De Novo Planning Group (DNPG) to prepare the EIR. The scope of work indicates that they plan to use some of the previously prepared studies (e.g., traffic and biological study, which are incomplete and dated) instead of running new studies. Given all the special conditions the Planning Commission put on the MND, it is clear that these, and other studies, need to be redone. In particular, the traffic control around the intersection of S. Franklin St. and South St. must be fully analyzed, including pedestrian safety from housing units within walking distance of the project along all potential routes to the entrance of the store. In addition, redesign of the building footprint (assuming the existing building cannot be reused) and layout of the parking lot is essential. The biological studies were fatally flawed in design and execution and must be redone. These are just a few examples of the deficiencies of the existing studies and analysis.

I am especially concerned that the bid for this contract is ridiculously low for the quantity and quality of the work that must be done to assure that significant impacts are analyzed and multiple alternatives are proposed for mitigation. In addition, It is also imperative that a consulting company based in El Dorado Hills, CA shows that it can be sensitive to and responsive about the location-specific concerns of building a GOBM in Fort Bragg, a small rural community in a remote location with a very special community environment.

Please see my previous comments below for a more detailed description of essential requirements for a full, complete, and up to date EIR for this project.

From: Leslie Kashiwada
Re: Agenda Item 7A on Feb 28, 2022

I was intrigued to find out that Best Development Group (BDG) requested the City vacate their prior approvals for the Grocery Outlet Project on South Franklin Street. I was particularly amused to read the letter from BDG, where they expressed the conviction that they could mount a “spirited legal defense of the MND” given the small size of the project and its minimal environmental effects.

It’s important to remember that this project is not small in relation to our community, and that significant impacts were found (and that other impacts were ignored). An EIR is not just a matter of adding a few paragraphs to a pre-existing MND. All the prior concerns of the public and all the mitigations imposed by the Planning Commission must be addressed. Multiple alternatives must be provided with more than just a perfunctory statement that a given alternative is not viable. It is perfectly appropriate to state that the cost of a given alternative might be too high to make the project financially viable, but that does not invalidate that alternative.

The letter implies that the City will complete the EIR, and I assume BDG will pay the costs. Regardless of who prepares the EIR, it should include, but not be limited to, the following list of items:

1. Traffic Study: A thorough, complete, and up-to-date traffic study, with analysis of the various options for traffic control on Main Street, South Franklin Street, North Harbor Drive, and South Street. Pedestrian safety as well as flow of vehicles must be fully addressed.
2. New build versus Reuse of Existing Building: The General Code for the City states that reuse of existing buildings is preferred and encouraged. The similarity in square footage of the Old Social Services Building and the proposed new build requires that a full analysis be done for building reuse. If the existing building is deemed unusable due to mold, then an air quality study should be performed. If the layout of the existing building is not workable, present diagrams showing that the space cannot be reconfigured to meet the needs of the client (Grocery Outlet). Indicate how the existing parking lot might be repurposed for loading and unloading, and for parking.
3. New building placement and parking lots: Alternatives for the placement of the new building should be presented and include analysis of parking lot function and pedestrian safety. The Planning Commission specifically asked BDG about building placement and they said it couldn’t be changed. However, in the same hearing, BDG went on to say that they did change the placement of a new building in

another location because (drum roll please) the Planning Commission in that town demanded it. As currently proposed, there is far too much interaction between vehicles and customers walking to the entrance of the building. One of the mitigations imposed by the Planning Commission to provide separation between customers walking to the entrance and vehicles coming, going, and driving in the parking lot is not actually possible given the proposed configuration of the parking lot. Therefore, it is essential to provide alternatives for building placement, parking lot placement, and placement of the entrance. In addition, accommodation for employee parking needs to be addressed

4. Noise Study: The MND for this project used data from a previous study done nearby (not as part of this project). Their analysis indicated no significant impact. The analysis done by an expert for FBLBM used the same data to show that there would be significant impact. During the appeal hearing, a statement was made that those data could not be relied on as valid. That means a new study should be done in the actual area of the project.
5. Biological Review: The initial and follow up studies were an embarrassment. The surveys were superficial and included some incorrect species identifications. The timing of the survey for wetland plants was inappropriate. The bat studies, as requested by California Department of Fish and Wildlife were never completed. A time series should be undertaken with in depth surveys of flora and fauna monthly for 1 year (or quarterly at a minimum). The study should include wet as well as dry seasons.
6. Survey for wetland soils: While the methodology appeared appropriate, the area with the greatest likelihood of having wetland soils was studiously avoided. This must be corrected.
7. Retention of Mature Trees: While many of the mature trees on the site are Monterey Cypress (a tree that is not native to the area), these mature trees provide important habitat and should be maintained. The EIR should include analysis of the measures to be taken that will protect not only these trees, but also their root structure.

These are a few of the areas that must be fully addresses in an EIR. Simply repackaging the MND will not be sufficient.