

Environmental Impact Report for the Hare Creek Center

Scope of Work

This contract will include the following major tasks, some of which are detailed in the following sections:

1. Project Kick off Meeting
2. Review Project Description, Prepare Initial Study, Issue Notice of Preparation (NOP)
3. Evaluation of existing technical information
4. Evaluation of environmental issues and identification of additional required technical information
5. Incorporation of technical information into the required environmental documentation
6. Consultation with State agencies in cooperation with City
7. Scoping sessions with the public
8. Prepare Administrative Draft EIR pursuant to the California Environmental Quality Act
9. Respond to internal review of Administrative Draft EIR
10. Prepare and circulate Draft EIR
11. Notice and hold public hearing on Draft EIR (Joint City Council/Planning Commission meeting)
12. Prepare administrative draft of response to comments and draft responses sent to public agencies ten days before hearing
13. Hold public hearing
14. Internal Review of administrative draft of Final EIR
15. Prepare Final EIR and Response to Comments
16. Prepare CEQA resolution and required findings
17. Prepare Statement of Overriding Considerations
18. Participation and presentation of findings in meetings with Fort Bragg City staff, Fort Bragg City Council, Planning Commission, the public, and the California Coastal Commission.

1. Project Management & Kickoff

A. Project Kick off.

- The consultant will meet with City staff to review the scope of work and timeline, and tour the site.
- At the project kick-off meeting, the Consultant will be provided with a complete set of all technical information.

- B. **Coordination.** Consult, communicate, and meet with the staff as often as necessary to verify, refine, and complete the project requirements and review the progress of the project. Initiate consultation with responsible agencies and other involved local, state, federal agencies. The consultant shall develop and maintain a project schedule and provide verbal status reports via conference calls on a monthly basis.

2. Prepare and Distribute the Notice of Preparation (NOP)

The selected consultant will be asked to review the project description, identify any additional needs, and prepare the draft NOP, including an environmental scoping study that describes the topics to be analyzed in the EIR. (The City of Fort Bragg will be responsible for circulation of the Notice of Preparation to the appropriate local, State, and Federal agencies.)

3. Evaluate Existing Technical Studies and Incorporation into the Environmental Review

The consultant will review all pertinent documents and existing studies in order to analyze potential project impacts.

Based on an evaluation of the existing technical documents and complete project description and the consultant team's recommendations, the consultant will contract with appropriate experts to complete additional technical studies. At this time, the following additional technical studies may be required:

1. New/revised Geotechnical Report which evaluates current conditions at the site, and addresses potential impacts associated with proposed grading and site development.
2. New Cultural Resources Evaluation Report to ensure compliance with current standards.
3. New/Update of the Groundwater Recharge and Water Balance Evaluation Study to correspond to the proposed project specific development and current standards.
4. New drainage study that evaluates the potential impacts of the proposed project on storm water run-off.
5. New/Revised water supply study to ensure that the City has adequate water resources to serve the proposed development in a severe drought.

4. Technical Evaluation of Issues Identified & Identification of Additional Technical Information.

The consultant shall evaluate all factual information necessary to complete the analyses of issues of concern. The process may include fieldwork, interviews and meetings, map and exhibit preparation.

Identification of additional technical information, if needed, to prepare environmental document, including additional botanical, avian, and marine mammal surveys, as well as cultural and archaeological surveys

5. Incorporation of Technical Information into Environmental Review

The consultant team will incorporate the technical information into the environmental review. This incorporation will make every effort to analyze the relevance of the data in the main body of the document and incorporate actual data itself by reference or in an appendix.

6. Consultation with State Agencies in Cooperation with City and Georgia-Pacific

The consultant team will likely need to undertake initial consultations with the following agencies in order to obtain early input and address initial agency concerns:

- i. State Water Resources Control Board
- ii. Coastal Commission
- iii. North Coast Regional Water Quality Control Board

iv. State Historic Preservation Office

v. Caltrans

7. Public Scoping Session

Participate in a public scoping meeting. Because of the extensive public interest in the project, the City will hold at least one public meeting to receive comments from the public on the proposed scope of the EIR. The consultant will be responsible for developing and presenting materials and information. The consultant will prepare a written summary of environmental issues raised at the scoping meetings. Additional scoping meetings with staff, public agencies, and the project proponents may be conducted at the discretion of the consultant.

8. Prepare Administrative Draft EIR

Prepare and submit an electronic version that can be easily circulated and edited, and three hard copies of an Administrative Draft EIR (ADEIR) to the City of Fort Bragg for review. The ADEIR will include an executive summary and a summary table of impacts and mitigation measures to facilitate comparison of impacts among the alternatives.

Contents of Administrative Draft EIR -The EIR shall be prepared pursuant to the requirements of the California Environmental Quality Act (CEQA), California Public Resources Code Sections 21000 *et sequitur*, and CEQA Guidelines, Title 14, California Code of Regulations 15000 *et seq.* The document shall include all of the required elements of an EIR, including, but not limited to:

Cover Sheet

Title Sheet

Purpose, scope and contents of the EIR

Compliance with CEQA requirements for distribution, notification, and public comment

Summary of proposed actions and consequences

- Significant effects
- Areas of controversy
- Resolution of issues through alternatives and mitigation

Table of Contents

Chapter 1 – Proposed Project/Program Description

- Introduction
- Project Objectives
- Project Description
- Intended uses of EIR
- Agencies to review EIR
 - Conformance with plans and policies
 - Permits and approvals needed
 - Other environmental review and consultation required
- List of all project decisions subject to CEQA

Chapter 2 – Environmental Impact Analysis Section shall focus on significant impacts, which may include any of the following (**bold** indicates sections with impacts likely to require mitigations):

- Geology, Soils, Seismic, Tsunami, Topography
- **Hydrology**, Floodplain
- Climate change/Greenhouse Gas
- Natural Communities

- Wetlands and Other Waters, Aquatic Species
- Terrestrial, avian, and marine mammals
- **Cultural Resources**
- **Land Use, Consistency with State, Regional, and Local Plans and Programs**
- Parks and Recreational Facilities
- **Economic and Social Effects**
 - **Community Character and Cohesion**
 - **Impact of the Project on the Physical Character of the Central Business District**
- Wastewater collection, treatment and disposal
- **Water rights, storage, treatment and distribution**
- **Water Quality and Stormwater Runoff/Management**
- Fire protection and emergency response
- Traffic and Transportation/Pedestrian and Bicycle Facilities
- **Visual/Aesthetics**
- Hazardous Waste/Materials
- **Air Quality**
- **Noise (and vibration, if applicable)**
- Energy, Climate Change & Sustainability

Growth Inducing Impacts

Discussion of Cumulative Impacts

Significant irreversible environmental changes

Consideration and Discussion of Alternatives to the proposed project

APPENDICES

- CEQA Checklist and NOP
- Glossary of Technical Terms
- Technical Studies
- Bibliography
- Persons contacts
- Report Preparers

9. Respond to Internal Review of Administrative DEIR

An electronic copy (in Microsoft Word) plus a printed version of the screen-check Draft Environmental Impact Report sections shall be submitted to the City for review. City Staff will consolidate comments and prepare one set of City Staff comments for incorporation into the DEIR. The consultant will meet with City staff to discuss each section as necessary. City staff modifications must be incorporated into the DEIR. The first required screen-check section will consist of the draft Table of Contents, Project Description, and Environmental Setting. The precise time schedule for screen-checks shall be determined after the project schedule is finalized. The consultant shall inform the City of any circumstances arising that may delay or change the contracted work program.

Administrative DEIR- An electronic copy (in Microsoft Word) plus a printed version of the Administrative DEIR shall be submitted to the City. A post-administrative DEIR submission meeting/conference call may be held to discuss the draft and any required modifications.

10. Prepare and Circulate Draft EIR

Following City review, the consultant will revise the Administrative Draft EIR based upon City direction. The consultant will be responsible for production of one compact disc with all word processing and graphic files of the Draft EIR and 15 discs of the Draft EIR which will be distributed as follows: five copies of the Draft EIR to local and State Agencies, one copy to the State Clearinghouse, and three copies to the City. Two hard copies shall be submitted to the City. A Microsoft Word version of the text shall be provided with the Draft EIR. A photo-ready copy (PDF) of the final document, including all technical appendices shall also be provided. The Draft EIR will be distributed by the City. Public Noticing and hearing responsibilities will be undertaken by City staff.

11. Attend public hearing on Draft EIR (Joint City Council/Planning Commission meeting)

12. Provide an administrative draft of Final EIR for City review. Following the close of the DEIR comment period, the consultant will prepare an administrative draft Final EIR in the form of response to comments/errata document. This document will be circulated to City Staff for internal review. Based on the past level of interest in this project, the City anticipates receiving 100 to 200 comment letters on the Draft EIR. Many of the comment letters are likely to cover similar concerns.

13. Prepare Final EIR

The final EIR will be prepared including responding to City comments. A Microsoft Word version of the text shall be provided for the Final EIR. A photo-ready copy of final document, including all technical appendices, shall also be provided. The Final EIR will be distributed by the City. Public noticing and hearing responsibilities will be undertaken by City staff. The Final EIR will include as a minimum, the following:

1. A list of all persons, organizations, and public agencies commenting;
2. The Draft EIR;
3. Copies of all written comments received on the Draft EIR;
4. Responses to all environmental issues raised in the review process; and
5. Revisions to the Draft EIR based on the responses.

14. Prepare required findings

The consultant will prepare the findings required by CEQA for certification of the Final EIR.

15. Attend public hearing on Final EIR

Deliverables:

- a) Facilitate project discussion at scoping meeting
- b) Reports and Studies:
 - New/revised Geotechnical Report
 - New Cultural Resources Evaluation Report
 - New/Update of the Groundwater Recharge and Water Balance Evaluation Study
 - Drainage study
 - New/Revised water supply study
- c) Screen-check Draft Environmental Impact Report

- d) Administrative DEIR
- e) Draft EIR
- f) Draft Response to Comments and Statement of Overriding Considerations
- g) Final EIR
- h) Findings
- i) Ongoing progress meetings

Electronic copies of all deliverables are required on CD and one photo-ready hard copy as follows:

- All technical reports conducted by the consultant (all created maps should also be delivered in AutoCAD format)
- One (1) original of the screen-check Draft EIR
- Two (2) original of the Administrative Draft EIR, including all technical appendices
- Four (4) original of the Draft EIR, including all technical appendices
- Four (4) original of the Final EIR, including all technical appendices