

EXHIBIT A

**CITY OF SANTA ROSA
PROFESSIONAL SERVICES AGREEMENT
WITH STANTEC CONSULTING SERVICES, INC. FOR THE PREPARATION OF AN
ENVIRONMENTAL IMPACT REPORT FOR CARITAS VILLAGE
AGREEMENT NUMBER _____**

This "Agreement" is made as of this ____ day of _____, 2018, by and between the City of Santa Rosa, a municipal corporation ("City"), and Stantec Consulting Services, Inc., a New York Corporation ("Consultant").

RECITALS

A. City desires to prepare an Environmental Impact Report (EIR) for the Caritas Village project located at 431, 437, 439, 465, 501, & 507 A Street; 506, 512, 516, 520, 600, 608 & 612 Morgan Street, Assessor's Parcel Numbers 010-031-002, 010-031-003, 010-041-001, 010-041-004, 010-041-005, 010-041-008, 010-041-010, 010-041-013, 010-041-014, 010-041-015, 010-041-016, 010-041-017, 010-041-018, 010-041-019, and 010-041-020.

B. City desires to retain a qualified firm to conduct the services described above in accordance with the Scope of Services as more particularly set forth in Exhibit A to the Agreement.

C. Consultant represents to City that it is a firm composed of highly trained professionals and is fully qualified to conduct the services described above and render advice to City in connection with said services.

D. The parties have negotiated upon the terms pursuant to which Consultant will provide such services and have reduced such terms to writing.

AGREEMENT

NOW, THEREFORE, City and Consultant agree as follows:

1. SCOPE OF SERVICES

Consultant shall provide to City the services described in Exhibit A ("Scope of Services and Compensation"). Consultant shall provide these services at the time, place, and in the manner specified in Exhibit A. Exhibit A is attached hereto for the purpose of defining the manner and scope of services to be provided by Consultant and is not intended to, and shall not be construed so as to, modify or expand the terms, conditions or provisions contained in this Agreement. In the event of any conflict between this Agreement and any terms or conditions of any document prepared or provided by Consultant and made a part of this Agreement, including without limitation any document relating to the scope of services or payment therefor, the terms of this Agreement shall control and prevail.

2. COMPENSATION

a. City shall pay Consultant for services rendered pursuant to this Agreement at the rates, times and in the manner set forth in Exhibit A. Consultant shall submit monthly statements to City which shall itemize the services performed as of the date of the statement and set forth a progress report, including work accomplished during the period, percent of each task completed, and planned effort for the next period. Invoices shall identify personnel who have worked on the services provided, the number of hours each worked during the period covered by the invoice, the hourly rate for each person, and the percent of the total project completed, consistent with the rates and amounts shown in Exhibit A.

b. The payments prescribed herein shall constitute all compensation to Consultant for all costs of services, including, but not limited to, direct costs of labor of employees engaged by Consultant, travel expenses, telephone charges, copying and reproduction, computer time, and any and all other costs, expenses and charges of Consultant, its agents and employees. In no event shall City be obligated to pay late fees or interest, whether or not such requirements are contained in Consultant's invoice.

c. Notwithstanding any other provision in this Agreement to the contrary, the total maximum compensation to be paid for the satisfactory accomplishment and completion of all services to be performed hereunder shall in no event exceed the sum of three hundred and fifty-five-thousand, seven-hundred and seventy-nine dollars and no cents (\$355,779). The City's Chief Financial Officer is authorized to pay all proper claims from project JL Key 08007-5320.

3. DOCUMENTATION; RETENTION OF MATERIALS

a. Consultant shall maintain adequate documentation to substantiate all charges as required under Section 2 of this Agreement.

b. Consultant shall keep and maintain full and complete documentation and accounting records concerning all extra or special services performed by it that are compensable by other than an hourly or flat rate and shall make such documents and records available to authorized representatives of City for inspection at any reasonable time.

c. Consultant shall maintain the records and any other records related to the performance of this Agreement and shall allow City access to such records during the performance of this Agreement and for a period of four (4) years after completion of all services hereunder.

4. INDEMNITY

a. Consultant shall, to the fullest extent permitted by law, indemnify, protect, defend and hold harmless City, and its employees, officials and agents ("Indemnified Parties") from all claims, demands, costs or liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, interest, defense costs, and expert witness fees), that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant, its officers, employees, or agents, in said performance

of professional services under this Agreement, excepting only liability arising from the sole negligence, active negligence or intentional misconduct of City.

b. The existence or acceptance by City of any of the insurance policies or coverages described in this Agreement shall not affect or limit any of City's rights under this Section 4, nor shall the limits of such insurance limit the liability of Consultant hereunder. This Section 4 shall not apply to any intellectual property claims, actions, lawsuits or other proceedings subject to the provisions of Section 17(b), below. The provisions of this Section 4 shall survive any expiration or termination of this Agreement.

5. INSURANCE

a. Consultant shall maintain in full force and effect all of the insurance coverage described in, and in accordance with, Attachment One, "Insurance Requirements." Maintenance of the insurance coverage set forth in Attachment One is a material element of this Agreement and a material part of the consideration provided by Consultant in exchange for City's agreement to make the payments prescribed hereunder. Failure by Consultant to (i) maintain or renew coverage, (ii) provide City notice of any changes, modifications, or reductions in coverage, or (iii) provide evidence of renewal, may be treated by City as a material breach of this Agreement by Consultant, whereupon City shall be entitled to all rights and remedies at law or in equity, including but not limited to immediate termination of this Agreement. Notwithstanding the foregoing, any failure by Consultant to maintain required insurance coverage shall not excuse or alleviate Consultant from any of its other duties or obligations under this Agreement. In the event Consultant, with approval of City pursuant to Section 6 below, retains or utilizes any subcontractors or subconsultants in the provision of any services to City under this Agreement, Consultant shall assure that any such subcontractor has first obtained, and shall maintain, all of the insurance coverages set forth in the Insurance Requirements in Attachment One.

b. Consultant agrees that any available insurance proceeds broader than or in excess of the coverages set forth in the Insurance Requirements in Attachment One shall be available to the additional insureds identified therein.

c. Consultant agrees that the insurance coverages and limits provided under this Agreement are the greater of: (i) the coverages and limits specified in Attachment One, or (ii) the broader coverages and maximum limits of coverage of any insurance policy or proceeds available to the name insureds.

6. ASSIGNMENT

Consultant shall not assign any rights or duties under this Agreement to a third party without the express prior written consent of City, in City's sole and absolute discretion. Consultant agrees that the City shall have the right to approve any and all subcontractors and subconsultants to be used by Consultant in the performance of this Agreement before Consultant contracts with or otherwise engages any such subcontractors or subconsultants.

7. NOTICES

Except as otherwise provided in this Agreement, any notice, submittal or communication required or permitted to be served on a party, shall be in writing and may be served by personal delivery to the person or the office of the person identified below. Service may also be made by mail, by placing first-class postage, and addressed as indicated below, and depositing in the United States mail to:

City Representative:

Kristinae Toomians, Senior Planner
100 Santa Rosa Avenue, Room 3
Santa Rosa, CA 95404
T: 707-543-4692

Consultant Representative:

Trevor Macenski, Senior Principal—Impact
Assessment, Permitting, and Compliance
Stantec Consulting Services, Inc.
1340 Treat Boulevard, Suite 300
Walnut Creek, CA 94597
T: 916-508-4170

8. INDEPENDENT CONTRACTOR

a. It is understood and agreed that Consultant (including Consultant's employees) is an independent contractor and that no relationship of employer-employee exists between the parties hereto for any purpose whatsoever. Neither Consultant nor Consultant's assigned personnel shall be entitled to any benefits payable to employees of City. City is not required to make any deductions or withholdings from the compensation payable to Consultant under the provisions of this Agreement, and Consultant shall be issued a Form 1099 for its services hereunder. As an independent contractor, Consultant hereby agrees to indemnify and hold City harmless from any and all claims that may be made against City based upon any contention by any of Consultant's employees or by any third party, including but not limited to any state or federal agency, that an employer-employee relationship or a substitute therefor exists for any purpose whatsoever by reason of this Agreement or by reason of the nature and/or performance of any services under this Agreement.

b. It is further understood and agreed by the parties hereto that Consultant, in the performance of Consultant's obligations hereunder, is subject to the control and direction of City as to the designation of tasks to be performed and the results to be accomplished under this Agreement, but not as to the means, methods, or sequence used by Consultant for accomplishing such results. To the extent that Consultant obtains permission to, and does, use City facilities, space, equipment or support services in the performance of this Agreement, this use shall be at the Consultant's sole discretion based on the Consultant's determination that such use will promote Consultant's efficiency and effectiveness. Except as may be specifically provided elsewhere in this Agreement, the City does not require that Consultant use City facilities, equipment or support services or work in City locations in the performance of this Agreement.

c. If, in the performance of this Agreement, any third persons are employed by Consultant, such persons shall be entirely and exclusively under the direction, supervision, and control of Consultant. Except as may be specifically provided elsewhere in this Agreement, all terms of employment, including hours, wages, working conditions, discipline, hiring, and discharging, or any other

terms of employment or requirements of law, shall be determined by Consultant. It is further understood and agreed that Consultant shall issue W-2 or 1099 Forms for income and employment tax purposes, for all of Consultant's assigned personnel and subcontractors.

d. The provisions of this Section 8 shall survive any expiration or termination of this Agreement. Nothing in this Agreement shall be construed to create an exclusive relationship between City and Consultant. Consultant may represent, perform services for, or be employed by such additional persons or companies as Consultant sees fit.

9. ADDITIONAL SERVICES

Changes to the Scope of Services shall be by written amendment to this Agreement and shall be paid on an hourly basis at the rates set forth in Exhibit A, or paid as otherwise agreed upon by the parties in writing prior to the provision of any such additional services.

10. SUCCESSORS AND ASSIGNS

City and Consultant each binds itself, its partners, successors, legal representatives and assigns to the other party to this Agreement and to the partners, successors, legal representatives and assigns of such other party in respect of all promises and agreements contained herein.

11. TERM, SUSPENSION, TERMINATION

a. This Agreement shall become effective on the date that it is made, set forth on the first page of the Agreement, and shall continue in effect until both parties have fully performed their respective obligations under this Agreement, unless sooner terminated as provided herein.

b. City shall have the right at any time to temporarily suspend Consultant's performance hereunder, in whole or in part, by giving a written notice of suspension to Consultant. If City gives such notice of suspension, Consultant shall immediately suspend its activities under this Agreement, as specified in such notice.

c. City shall have the right to terminate this Agreement for convenience at any time by giving a written notice of termination to Consultant. Upon such termination, Consultant shall submit to City an itemized statement of services performed as of the date of termination in accordance with Section 2 of this Agreement. These services may include both completed work and work in progress at the time of termination. City shall pay Consultant for any services for which compensation is owed; provided, however, City shall not in any manner be liable for lost profits that might have been made by Consultant had the Agreement not been terminated or had Consultant completed the services required by this Agreement. Consultant shall promptly deliver to City all documents related to the performance of this Agreement in its possession or control. All such documents shall be the property of City without additional compensation to Consultant.

12. TIME OF PERFORMANCE

The services described herein shall be provided during the period, or in accordance with the schedule, set forth in Exhibit A. Consultant shall complete all the required services and tasks and complete and tender all deliverables to the reasonable satisfaction of City, not later than June 15, 2019.

13. STANDARD OF PERFORMANCE

Consultant shall perform all services performed under this Agreement in the manner and according to the standards currently observed by a competent practitioner of Consultant's profession in California. All products of whatsoever nature that Consultant delivers to City shall be prepared in a professional manner and conform to the standards of quality normally observed by a person currently practicing in Consultant's profession, and shall be provided in accordance with any schedule of performance. Consultant shall assign only competent personnel to perform services under this Agreement. Consultant shall notify City in writing of any changes in Consultant's staff assigned to perform the services under this Agreement prior to any such performance. In the event that City, at any time, desires the removal of any person assigned by Consultant to perform services under this Agreement, because City, in its sole discretion, determines that such person is not performing in accordance with the standards required herein, Consultant shall remove such person immediately upon receiving notice from City of the desire of City for the removal of such person.

14. CONFLICTS OF INTEREST

Consultant covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, that would conflict in any manner with the interests of City or that would in any way hinder Consultant's performance of services under this Agreement. Consultant further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor, without the written consent of City. Consultant agrees to avoid conflicts of interest or the appearance of any conflicts of interest with the interests of City at all times during the performance of this Agreement.

15. CONFLICT OF INTEREST REQUIREMENTS

a. **Generally.** The City's Conflict of Interest Code requires that individuals who qualify as "consultants" under the Political Reform Act, California Government Code sections 87200 *et seq.*, comply with the conflict of interest provisions of the Political Reform Act and the City's Conflict of Interest Code, which generally prohibit individuals from making or participating in the making of decisions that will have a material financial effect on their economic interests. The term "consultant" generally includes individuals who make governmental decisions or who serve in a staff capacity.

b. **Conflict of Interest Statements.** The individual(s) who will provide services or perform work pursuant to this Agreement are "consultants" within the meaning of the Political Reform Act and the City's Conflict of Interest Code:

yes no (check one)

If "yes" is checked by the City, Consultant shall cause the following to occur within 30 days after execution of this Agreement:

- (1) Identify the individuals who will provide services or perform work under this Agreement as "consultants"; and
- (2) Cause these individuals to file with the City Clerk the assuming office statements of economic interests required by the City's Conflict of Interest Code.

Thereafter, throughout the term of the Agreement, Consultant shall cause these individuals to file with the City Clerk annual statements of economic interests, and "leaving office" statements of economic interests, as required by the City's Conflict of Interest Code.

The above statements of economic interests are public records subject to public disclosure under the California Public Records Act. The City may withhold all or a portion of any payment due under this Agreement until all required statements are filed.

16. CONFIDENTIALITY OF CITY INFORMATION

During performance of this Agreement, Consultant may gain access to and use City information regarding inventions, machinery, products, prices, apparatus, costs, discounts, future plans, business affairs, governmental affairs, processes, trade secrets, technical matters, systems, facilities, customer lists, product design, copyright, data, and other vital information (hereafter collectively referred to as "City Information") that are valuable, special and unique assets of the City. Consultant agrees to protect all City Information and treat it as strictly confidential, and further agrees that Consultant shall not at any time, either directly or indirectly, divulge, disclose or communicate in any manner any City Information to any third party without the prior written consent of City. In addition, Consultant shall comply with all City policies governing the use of the City network and technology systems. A violation by Consultant of this Section 16 shall be a material violation of this Agreement and shall justify legal and/or equitable relief.

17. CONSULTANT INFORMATION

a. City shall have full ownership and control, including ownership of any copyrights, of all information prepared, produced, or provided by Consultant pursuant to this Agreement. In this Agreement, the term "information" shall be construed to mean and include: any and all work product, submittals, reports, plans, specifications, and other deliverables consisting of documents, writings, handwritings, typewriting, printing, photostating, photographing, computer models, and any other computerized data and every other means of recording any form of information, communications, or representation, including letters, works, pictures, drawings, sounds, or symbols, or any combination thereof. Consultant shall not be responsible for any unauthorized modification or use of such information for other than its intended purpose by City.

b. Consultant shall fully defend, indemnify and hold harmless City, its officers and employees, and each and every one of them, from and against any and all claims, actions, lawsuits or other proceedings alleging that all or any part of the information prepared, produced, or provided by Consultant pursuant to this Agreement infringes upon any third party's trademark, trade name, copyright, patent or other intellectual property rights. City shall make reasonable efforts to notify Consultant not later than ten (10) days after City is served with any such claim, action, lawsuit or other proceeding, provided that City's failure to provide such notice within such time period shall not relieve Consultant of its obligations hereunder, which shall survive any termination or expiration of this Agreement.

c. All proprietary and other information received from Consultant by City, whether received in connection with Consultant's proposal, will be disclosed upon receipt of a request for disclosure, pursuant to the California Public Records Act; provided, however, that, if any information is set apart and clearly marked "trade secret" when it is provided to City, City shall give notice to Consultant of any request for the disclosure of such information. Consultant shall then have five (5) days from the date it receives such notice to enter into an agreement with the City, satisfactory to the City Attorney, providing for the defense of, and complete indemnification and reimbursement for all costs (including plaintiff's attorneys' fees) incurred by City in any legal action to compel the disclosure of such information under the California Public Records Act. Consultant shall have sole responsibility for defense of the actual "trade secret" designation of such information.

d. The parties understand and agree that any failure by Consultant to respond to the notice provided by City and/or to enter into an agreement with City, in accordance with the provisions of subsection c, above, shall constitute a complete waiver by Consultant of any rights regarding the information designated "trade secret" by Consultant, and such information shall be disclosed by City pursuant to applicable procedures required by the Public Records Act.

18. MISCELLANEOUS

a. Entire Agreement. This Agreement contains the entire agreement between the parties. Any and all verbal or written agreements made prior to the date of this Agreement are superseded by this Agreement and shall have no further effect.

b. Modification. No modification or change to the terms of this Agreement will be binding on a party unless in writing and signed by an authorized representative of that party.

c. Compliance with Laws. Consultant shall perform all services described herein in compliance with all applicable federal, state and local laws, rules, regulations, and ordinances, including but not limited to, (i) the Americans with Disabilities Act of 1990 (42 U.S.C. 12101, et seq.) ("ADA"), and any regulations and guidelines issued pursuant to the ADA; and (ii) Labor Code sections 1720, et seq., which require prevailing wages (in accordance with DIR determinations at www.dir.ca.gov) be paid to any employee performing work covered by Labor Code sections 1720 et seq. Consultant shall pay to the City when due all business taxes payable by Consultant under the provisions of Chapter 6-04 of the Santa Rosa City Code. The City may deduct any delinquent business taxes, and any penalties and interest added to the delinquent taxes, from its payments to Consultant.

d. Discrimination Prohibited. With respect to the provision of services under this Agreement, Consultant agrees not to discriminate against any person because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status of that person.

e. Governing Law; Venue. This Agreement shall be governed, construed and enforced in accordance with the laws of the State of California. Venue of any litigation arising out of or connected with this Agreement shall lie exclusively in the state trial court in Sonoma County in the State of California, and the parties consent to jurisdiction over their persons and over the subject matter of any such litigation in such court, and consent to service of process issued by such court.

f. Waiver of Rights. Neither City acceptance of, or payment for, any service or performed by Consultant, nor any waiver by either party of any default, breach or condition precedent, shall be construed as a waiver of any provision of this Agreement, nor as a waiver of any other default, breach or condition precedent or any other right hereunder.

g. Incorporation of Attachments and Exhibits. The attachments and exhibits to this Agreement are incorporated and made part of this Agreement, subject to terms and provisions herein contained.

19. AUTHORITY; SIGNATURES REQUIRED FOR CORPORATIONS

Consultant hereby represents and warrants to City that it is (a) a duly organized and validly existing California Corporation, formed and in good standing under the laws of the State of California, (b) has the power and authority and the legal right to conduct the business in which it is currently engaged, and (c) has all requisite power and authority and the legal right to consummate the transactions contemplated in this Agreement. Consultant hereby further represents and warrants that this Agreement has been duly authorized, and when executed by the signatory or signatories listed below, shall constitute a valid agreement binding on Consultant in accordance with the terms hereof.

If this Agreement is entered into by a corporation, it shall be signed by two corporate officers, one from each of the following two groups: a) the chairman of the board, president or any vice-president; b) the secretary, any assistant secretary, chief financial officer, or any assistant treasurer. The title of the corporate officer shall be listed under the signature.

Executed as of the day and year first above stated.

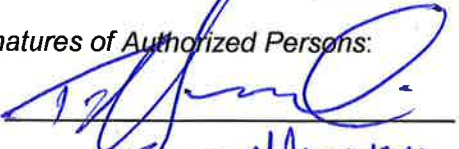
CONSULTANT:

Name of Firm: Stantec Consulting Services, Inc.

TYPE OF BUSINESS ENTITY (*check one*):

- Individual/Sole Proprietor
- Partnership
- Corporation
- Limited Liability Company
- Other (please specify: _____)

Signatures of Authorized Persons:

By: 

Print Name: TREVOR MACENSKI

Title: GENERAL PRINCIPAL

By: 

Print Name: RUSTY BEMCOSKY

Title: vice president

City of Santa Rosa Business Tax Cert. No.
9997078130

Attachments:
Attachment One - Insurance Requirements
Exhibit A - Scope of Services & Compensation

CITY OF SANTA ROSA
a Municipal Corporation

By: _____

Print Name: _____

Title: _____

APPROVED AS TO FORM:

Office of the City Attorney

ATTEST:

City Clerk

**ATTACHMENT ONE
INSURANCE REQUIREMENTS FOR
PROFESSIONAL SERVICES AGREEMENTS**

A. Insurance Policies: Consultant shall, at all times during the terms of this Agreement, maintain and keep in full force and effect, the following policies of insurance with minimum coverage as indicated below and issued by insurers with AM Best ratings of no less than A-:VI or otherwise acceptable to the City.

Insurance	Minimum Coverage Limits	Additional Coverage Requirements
1. Commercial general liability	\$ 1 million per occurrence \$ 2 million aggregate	Coverage must be at least as broad as ISO CG 00 01 and must include completed operations coverage. If insurance applies separately to a project/location, aggregate may be equal to per occurrence amount. Coverage may be met by a combination of primary and umbrella or excess insurance but umbrella and excess shall provide coverage at least as broad as specified for underlying coverage. Coverage shall not exclude subsidence.
2. Business auto coverage	\$ 1 million	ISO Form Number CA 00 01 covering any auto (Code 1), or if Consultant has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than \$ 1 million per accident for bodily injury and property damage.
3. Professional liability (E&O)	\$ 1 million per claim \$ 1 million aggregate	Consultant shall provide on a policy form appropriate to profession. If on a claims made basis, Insurance must show coverage date prior to start of work and it must be maintained for three years after completion of work.
4. Workers' compensation and employer's liability	\$ 1 million	As required by the State of California, with Statutory Limits and Employer's Liability Insurance with limit of no less than \$ 1 million per accident for bodily injury or disease. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Consultant, its employees, agents and subcontractors.

B. Endorsements:

1. All policies shall provide or be endorsed to provide that coverage shall not be canceled, except after prior written notice has been provided to the City in accordance with the policy provisions.

2. Liability, umbrella and excess policies shall provide or be endorsed to provide the following:
 - a. For any claims related to this project, Consultant's insurance coverage shall be primary and any insurance or self-insurance maintained by City shall be excess of the Consultant's insurance and shall not contribute with it; and,
 - b. **The City of Santa Rosa, its officers, agents, employees and volunteers are to be covered as additional insureds on the CGL policy.** General liability coverage can be provided in the form of an endorsement to Consultant's insurance at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used.

C. Verification of Coverage and Certificates of Insurance: Consultant shall furnish City with original certificates and endorsements effecting coverage required above. Certificates and endorsements shall make reference to policy numbers. All certificates and endorsements are to be received and approved by the City before work commences and must be in effect for the duration of the Agreement. The City reserves the right to require complete copies of all required policies and endorsements.

D. Other Insurance Provisions:

1. No policy required by this Agreement shall prohibit Consultant from waiving any right of recovery prior to loss. Consultant hereby waives such right with regard to the indemnitees.
2. All insurance coverage amounts provided by Consultant and available or applicable to this Agreement are intended to apply to the full extent of the policies. Nothing contained in this Agreement limits the application of such insurance coverage. Defense costs must be paid in addition to coverage amounts.
3. Policies containing any self-insured retention (SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either Consultant or City. Self-insured retentions above \$10,000 must be approved by City. At City's option, Consultant may be required to provide financial guarantees.
4. Sole Proprietors must provide a representation of their Workers' Compensation Insurance exempt status.
5. City reserves the right to modify these insurance requirements while this Agreement is in effect, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.



Caritas Village Project Environmental Impact Report

September 17, 2018

Prepared for:

City of Santa Rosa
Planning & Economic Development
100 Santa Rosa Avenue, Room 3
Santa Rosa, CA 95402

Prepared by:

Stantec Consulting Services Inc.
1340 Treat Boulevard, Suite 300
Walnut Creek, California 94597



Cover Letter

September 17, 2018

City of Santa Rosa – Planning & Economic Development
100 Santa Rosa Avenue, Room 3
Santa Rosa, California 95402

Attn: Kristinae Toomians, Senior Planner

Dear Ms. Toomians:

Reference: Proposal for Caritas Village Project Environmental Impact Report

Stantec Consulting Services Inc. (Stantec) is pleased to submit this proposal to the City of Santa Rosa (City) to prepare an Environmental Impact Report (EIR) pursuant to the California Environmental Quality Act (CEQA) for the Caritas Village project (project). We understand you are seeking a qualified environmental consultant with relevant experience and proven ability to assist the City in implementing and documenting CEQA compliance in a way that anticipates and responds to community and regulatory concerns and can withstand legal scrutiny.

In preparing our proposal, we closely considered the information provided in the Request for Proposals (RFP). In addition, we understand that the project is highly controversial given the location near the St. Rose and West End neighborhoods and the proposed demolition of historic structures that are part of the St. Rose Historic District. We have therefore identified a team to support the City that has extensive experience preparing EIR's on legally challenging projects. We have paid close attention to the scope of work and tentative schedule set forth for delivering the EIR. The team we have assembled comprises seasoned CEQA practitioners who understand context and sensitivities in the Sonoma County area.

As your Principal in Charge, I will be working side by side with Elena Nuno, Project Manager, to implement the work program with the City. Because we specialize in controversial land development projects, our team brings a creative, problem-solving approach to serving as a liaison between the various participants—project sponsors, engineers, attorneys, lead and responsible agencies, and concerned community groups—in the planning, permitting, and project development process. I have authored over 25 EIR's that have been litigated, including over a dozen documents for the State of California that were also legally challenged by the State Attorney General. Both Elena and I have successfully collaborated on more than 20 CEQA documents, several of which were for projects in Santa Rosa and the outlying communities. We have selected participating staff based on their experience with infill development and with litigious projects. We have confirmed the availabilities of our proposed staff, and we are confident of our ability to meet or exceed the completion schedule set forth in the RFP.

We trust the attached information adequately demonstrates how Stantec would assist the City in implementing CEQA for this important undertaking. Thank you for this opportunity to provide our proposal. Please contact me if you would like to further discuss our approach and qualifications.

Sincerely,



Trevor Macenski
Senior Principal, Principal in Charge
916.508.4170 trevor.macenski@stantec.com

1 Statement of Project Understanding

BACKGROUND

The Caritas Village project (project) is sponsored by Catholic Charities and Burbank Housing Development Corporation (CC&BHDC). Catholic Charities currently occupies the project site, providing services to poor, homeless, and immigrant populations in Sonoma County (Emergency Shelter and Homeless Services, Housing Programs, Rural Emergency Food, Financial Capacity Building, Senior Services, Immigration Counseling and Education). Catholic Charities moved to the site, which formerly housed a hospital, in 1989 and bought most of the block it is located on from St. Joseph Health in 2015. The hospital structure houses the largest emergency family shelter between the Golden Gate Bridge and the Oregon border. It can accommodate 138 individuals, or 35 to 40 families, but there is always a waiting list of up to 70 families. A nearby 1,200-square-foot home that houses a drop-in center serves about 2,400 people a year, providing shower and laundry facilities, mail delivery, a telephone, and referrals to social services. The proposed project will allow Catholic Charities to expand and consolidate services, which will have two components:

- *Caritas Center* – Centralize Catholic Charities services and programs currently on the site by consolidating them into a single comprehensive facility (approximately 41,290 square feet).
- *Caritas Homes* – Will provide 137 residential units of permanent affordable rental housing to be managed by Burbank Housing.

CC&BHDC, in consultation with the Santa Rosa Planning and Economic Development Department, has applied to the City requesting the following:

- *General Plan Amendment* - from Medium Density Residential and Retail and Business Services to Transit Village Mixed Use.
- *Specific Plan Amendment* - to include the project site within the Courthouse Square Sub-Area of the Downtown Station Area Specific Plan.
- *Rezoning* - Multi-Family Residential (R3) Zoning Classification and Commercial Neighborhood (CN) to Transit Village Mixed (TV-M).
- *Minor Conditional Use Permit* - for Emergency Shelter and Transitional Housing.
- *Housing Concession* - for height under Housing Allocation Plan.
- *Parcel Map* - to reconfigure property lines and create three parcels.
- *Sign Permit* - to allow on-site signage.
- *Preliminary and Final Design Review* – review of Site Plan and Elevations.

The City has determined that the project will require preparation of an Environmental Impact Report (EIR) under the California Environmental Quality Act (CEQA).

CALIFORNIA HOUSING ACCOUNTABILITY ACT AND SANTA ROSA PLANNING AND ZONING LAW REQUIREMENTS

California Government Code Section 65582 requires Santa Rosa to identify a zone or zones where emergency shelters are allowed as a permitted use without a conditional use permit or other discretionary permit. Santa Rosa complied with Section 65582 by determining that the General Commercial (CG) zone would be the most conducive to providing an emergency homeless shelter by right (i.e., without a use permit). In 2011, the City amended its Zoning Code to allow by right emergency shelters with 50 beds or fewer in the General Commercial (CG) district. In all other zones, emergency shelters require conditional use permits. Requests for such permits are noticed and considered by the Planning Commission at a public hearing. Transitional and supportive housing requires a Minor Use Permit in the RR and R-1 zones (a Minor Use Permit is also required for traditional multifamily developments in these zones) and is permitted by right in the R-2, R-3, Mobile Home Park (MH), and TV-R zones.

The City, in consultation with CC&BHDC, decided it would be best not to rezone the project site to General Commercial (CG), but rather to amend the General Plan to designate the site to Transit Village Mixed Use and to rezone the site Transit Village Mixed. This approach would not provide entitlement to CC&BHDC for the proposed project, but rather would subject the project to a discretionary approval process, including the requirement for a Minor Conditional Use Permit.

The state planning and zoning law requires the City to not deny approval of the proposed project or condition its approval. Conditions of approval that are not allowed include the use of design review standards in a manner that would render the project infeasible for development for the very low income and special needs households the proposed project is designed for unless the City makes written findings, based on substantial evidence in the record, concerning one of a number of specified conditions. It is the policy of the state that a local government not reject or make infeasible housing developments, including emergency shelters, that contribute to meeting the housing needs of the homeless and very low income persons without a thorough analysis of the economic, social, and environmental effects of the action unless it makes a written finding concerning one of the following:

- Santa Rosa has adopted a Housing Element to comply with state planning and zoning law and to meet all its housing needs.
- The proposed project would have a specific, adverse impact on public health or safety, and there is no feasible method to satisfactorily mitigate or avoid the specific adverse impact without rendering the development unaffordable to low- and moderate-income households or rendering the development of the emergency shelter financially infeasible.
- The denial of the project or imposition of conditions is required to comply with specific state or federal law, and there is no feasible method to comply without rendering the development unaffordable to low- and moderate-income households or rendering the development of the emergency shelter financially infeasible.
- The proposed project is proposed on land zoned for agriculture or resource preservation that is surrounded on at least two sides by land being used for agricultural or resource preservation purposes, or which does not have adequate water or wastewater facilities to serve the project.
- The proposed project is inconsistent with both the City's zoning ordinance and general plan land use designation as specified in any element of the general plan as it existed on the date the application was deemed complete, and the City has adopted a revised housing element in accordance with Section 65588 that is in substantial compliance with this article.

The CEQA review process can be used to meet the requirements of the planning and zoning law or the California Housing Accountability Act.

LEGAL CHALLENGE TO HOMELESS SHELTERS AND LOW-INCOME HOUSING IN-FILL PROJECTS

In 2016 the California legislature, in reviewing litigation abuse under CEQA, reported that 33 percent of urban in-fill, low-income residential housing projects and homeless housing projects in urbanized areas of the state had been targeted with CEQA lawsuits as a way of stopping this type of residential development or at least delaying, derailing, or driving up the costs. The CC&BHDC and the City of Santa Rosa face a high probability that the proposed project will be challenged through CEQA litigation based on the statewide trends.

In Stantec's experience, such higher density projects, particularly apartments, were often located in areas long planned for high-density development. In this environment, lawsuits have been a staple in heated policy disputes about the land use and transportation future of these established and evolving communities. Stantec has found that on one side of the debate are residents and other interested parties who seek to preserve the existing character of California communities, including a so-called "California vision" of bungalows and backyards, and who oppose a new California vision of "balcony kids" raised in high-rise buildings and going to urban schools and parks that serve ever-increasing populations; these parties have often used CEQA lawsuits to stop plans and projects promoting density. On the other side of the debate are environmental activists, businesses, and a different subset of progressives (e.g., young urbanites) and conservatives (e.g., retired homeowners seeking to build an accessory dwelling unit in a larger home or lot to accommodate in-laws, kids, or others priced out of the local housing market); these parties often support increasing density to reduce greenhouse gas emissions, conserve

water and energy, promote healthier lifestyles by avoiding long automobile commutes, and accommodate housing demand closer to employment centers with existing infrastructure service. CEQA lawsuits have repeatedly allowed this fundamental policy disagreement to be fought through multi-year court battles for each land use plan and each project, even projects that comply with established plans.

Litigants against projects like the proposed Caritas Village project often file Writs of Mandate under CEQA, alleging that such projects would cause adverse traffic and pedestrian/bicycle safety impacts; and public transportation delays; increase demand at the site for emergency and other civil or governmental services; cause adverse parking, noise, and visual impacts as well as a design that is out-of-character for the neighborhood; cause cultural or historic preservation impacts (e.g. St. Rose Historic District); be subject to environmental justice issues; or cause greenhouse gas (GHG) emissions that contribute to global warming.

When preparing CEQA documents for projects like the Caritas Village project, many jurisdictions do not attempt to “prove the negative” in the CEQA review (i.e., provide evidence of the absence of a significant adverse environmental impact); instead, they rely on providing overwhelming evidence that the project would not contribute to a given impact. After a CEQA lawsuit is filed, agencies are not generally allowed to file new documentation to “prove the negative.”

In March 2018, the City held a public outreach meeting to obtain input on the environmental impacts of the proposed Caritas Village. Residents of the St. Rose and West End neighborhoods expressed the following issues concerning the proposed project:

- Caritas Village could overwhelm the area with traffic.
- There are already unmet parking needs in the area, and Caritas Village would magnify the parking problems.
- There would be unwanted loitering and an increase in crime.
- The two proposed multi-story structures would be out of character with neighborhood.
- Historic structures in the St. Rose Historic District would be demolished.
- St. Rose Neighborhood Association documented cultural resources impacts and razing of the City's early Italian community structures.
- The proposed project would dramatically change the “feel” of the historic neighborhood.

Stantec will prepare an easy-to-read EIR that will provide the audience with a clear understanding of the potential effects of the Caritas Village project and respond to the issues raised by the public. As described by CEQA, the EIR will address “the physical conditions which exist within the area which will be affected by a proposed project, including land, air, water, minerals, flora, fauna, noise, objects of historic or aesthetic significance.” A detailed analysis of impacts that could occur as a result of implementation of the proposed project and the alternatives will be presented for each resource area. Impacts will be assessed and described, and the significance of the impacts will be measured against criteria that have been established by regulation, accepted standards, or other definable criteria. In performing the environmental analysis, Stantec will rely on professional judgment, input from City staff members, field surveys, and review of existing documentation such as the General Plan, technical studies completed by Stantec, and the Regional Transportation Plan. Stantec will keep in mind case law concerning CEQA litigation for this type of in-fill housing project and will craft the EIR to anticipate known CEQA litigation strategies applied to this type of project.

ST. ROSE HISTORIC DISTRICT

This project proposes to demolish the old General Hospital (currently housing the Catholic Charities family services), three historic residential buildings, and one historic apartment building. These structures are part of the St. Rose Historic District, which was designated a historic district in 1990 by the City of Santa Rosa. Historic designation means that the neighborhood is recognized by the City as a key component of the community's architectural heritage. Historic designation generally controls the size, quality, and scale of new construction in the

district and also prohibits demolition of “contributing” structures, thus protecting the character and quality of the area.

Historic Structures Planned for Demolition under the Proposed Caritas Village Project

- *Casa Del Sol Apartments*



Located at 608 Morgan Street, the apartment building was constructed in 1920. It was owned by Pietro and Guiseppina Girolo, who lived with their families in the West End District of Santa Rosa.

- *Residential Bungalow*



Located at 516 Morgan Street, the residential bungalow was built in 1920.

- *Queen Ann Cottage*



Located at 520 Morgan Street, the Queen Ann cottage was built in 1890.

- *California Craftsman*



Located at 600 Morgan Street, the California Craftsman residential structure was built in 1920 and was originally owned by Anthony Toscani, owner of the Pioneer French Bakery in the West End District of Santa Rosa.

- *General Hospital*



Located at 437 “A” Street, the General Hospital building was built prior to 1922.

Under the City Municipal Code, Title 17, Environmental Protection, Chapter 17-22, Historic and Cultural Preservation, the City established a Cultural Heritage Board. The Cultural Heritage Board established the St. Rose Historic District, in which the proposed project is located. The St. Rose Historic District location will require the CC&BHDC to seek a permit to demolish structures located in the district. (Santa Rosa Municipal Code, Title 17, Chapter 17-22, Article V, Section 17-22.090, Permit Required). The Cultural Heritage Board must review the request for demolishing the above-

identified structures and make the necessary findings to approve the razing of structures in a historic preservation district.

The project site's inclusion in the St. Rose Historic District is likely to add a higher-than-usual level of scrutiny to the demolition plans. Several residents of the St. Rose Historic District have given notice to the City concerning their objections to tearing down buildings in the historic preservation district. Stantec will document compliance with the appropriate regulations related to historic resources (National Historic Preservation Act of 1966; California Native American Historical, Cultural and Sacred Sites Act; California Register of Historical Resources; CEQA; Santa Rosa General Plan Goal HP-B: Preserve Santa Rosa's Historic Structures and Neighborhoods; Santa Rosa Cultural Heritage Board; St. Rose Historic District). Opposition to the proposed project could require the City to gather information for review and support of demolition and to make findings, which may include the following:

- Find the existing properties have no reasonable use or cannot generate a reasonable economic return and that the proposed Caritas Village project will provide such use or generate such return.
 - Based on market analysis and potential federal tax credits, Mills Act contracts, Transfer of Development Rights, or other funding sources are not feasible to bridge the gap for economic viability to preserve the historic structures.
- Find that the structures are not sound and are not suitable for rehabilitation or preservation.
- Finding concerning building maintenance history and future costs of maintenance for intended purposes.
- Finding concerning the existing buildings' appraised values.
- Findings concerning public benefits
 - Prepare a Public Benefits Analysis Report that considers the educational, cultural, social, equity, and economic benefits of the historic structures designated for demolishing. Some issues to consider include City tourism; benefits to other owners and residents in the area; services provided to the community; community identity; cultural heritage; and architectural and local history.
- Findings of Life Cycle Assessment to demonstrate the quality of the replacement proposal and the existing buildings.
- Find the structures planned for demolition constitute a hazard and/or would be economically infeasible to rehabilitate.
 - Document with report from Licensed Engineer
- Find that the existing structures' design is undistinguished and does not warrant preservation.
 - Cultural survey documents that structures are of no particular interest due to alterations, etc.
- Find that the design quality of the proposed replacement facilities is equal or superior to that of the existing structures.
 - Document with clearly identifiable visual and design values.
 - Document the durability, quality, and design value of surface materials.
 - Document the significant enhancement of visual interest of the surrounding area.
 - Document high-quality detailing of the proposed structures vs the existing structures.
 - Document how the proposed project meets composition objectives. A well-composed building integrates all aspects of the building (materials, façade patterns, openings, forms, massing, detailing, etc., into its overall character and design.
 - Document the site setting, neighborhood, and streetscape contexts.

- Document the replacement structures contemporary interpretation of demolished structure's elements in terms of the cultural, historic, economic, and technological trends of its time.
- Find that the proposed project is compatible with the character of the preservation district, and there would be no erosion of design quality at the project site and surrounding area.
 - Proposed project is compatible with St. Rose Historic District in terms of massing, siting, rhythm, composition, patterns of openings, quality of material, and intensity of detailing.
 - Proposed project provides high visual interest that reflects the level and quality of visual interest of the preservation district.
 - Enriches the historic character of the historic district.

Without the above effort to approve a demolition permit and documentation in the CEQA process, the residents of the St. Rose Historic District may have a good chance of winning Court favor to require the City to make such findings and document the support for those findings. Stantec will work with the City, Cultural Heritage Board, and key stakeholders to ensure the St. Rose Historic District development process' administrative record and CEQA documentation support the City's and the Cultural Heritage Board's decisions concerning the proposed Caritas Village project.

COMMUNITY RELATIONS/PUBLIC OUTREACH AND POLITICAL CHALLENGES

As mentioned above, California projects like the proposed Caritas Village project are challenged in court by CEQA litigation about one-third of the time. Opposition to in-fill, low income and homeless housing must be managed throughout the CEQA process and documented to ensure that the City, as the lead CEQA agency, responds to environmental concerns adequately and in a legally defensible manner.

The City and CC&BHDC have held community meetings to address concerns of the neighborhood residents and to modify the project to meet the public's environmental performance expectations for the proposed project. Local communities bear the brunt of any impacts from in-fill development. They raise legitimate concerns about visual impairment, cultural resources, historic preservation, community character, noise, lighting, odors, air quality, safety, security, truck traffic, and more. As the proponent of the proposed project, CC&BHDC should be prepared to consider these issues during planning and design and be ready to address other issues, such as street closures, parcel map update to acreage and urban design, local traffic disruption, loss of historical resources in the St. Rose Historic District, and other impact scenarios that could occur during construction and operation.

These issues are especially acute where there is a concentration of public services or other commercial, retail, and transportation facilities in urban areas with limited buffers or land space to separate these facilities from residential neighborhoods. In addition to the environmental impacts, environmental groups often question the efficacy of allowing or supporting expansion of such facilities. They raise these questions in light of alternatives to homeless housing solutions; greenhouse gas emission impacts; state and federal housing policies that encourage development; and other state and federal policy and political issues. Many project plans have been shelved because of an imbalance between local and statewide interests. Housing developers must be proactive in facing state and local considerations that could be in conflict with one another when making the case for a project and seeking thorough, objective, and favorable decisions.

Political Challenges

Navigating the sea of stakeholder issues embedded in the decision-making process—the politics if you will—requires the balancing of a great many factors. Stantec's management of the CEQA process is governed by rigorous scientific, architectural, urban design/planning, and engineering requirements, as well as an array of commercial and civic considerations, and difficult decisions are inevitable. Decision-makers will expect detailed analyses, sufficient flexibility, and some compromise to help them account for the legitimate interests of all stakeholders. Many workable principles have evolved to facilitate the complexities of siting in-fill low-income housing and homeless shelters.

Stantec's CEQA process will make the City aware of how crucial the land resources in the project planning area are. Stantec studies the basics of local land interest ecology, the composition of and interconnections among

community members, and the political and economic relationship between those two patterns. Land represents not only living space in the abstract, but space that has unique symbolic, spiritual, communitarian, and affective meanings and bonds. For most of us, one place will not do just as well as another. Communities and social networks and environmental attachments are not transportable. They must be understood as they exist in place.

In-fill, low-income housing and homeless shelter development face significant siting and development challenges when the overall political climate is negative. Tradeoffs or offsets have become an acceptable management tool for negative impacts. Before this principle can be applied to solve political challenges, two major alterations must be made. To apply the tradeoff, some basis besides environmental damage must be used to make the offset, and, to use the tradeoff principle to resolve other kinds of environmental protection and safety disputes about In-fill homeless and low-income housing, some difficult practical problems must be confronted. Finally, some limitations of the tradeoff or offset principle must be acknowledged.

The flexible balancing needed to make the tradeoffs required for developing an in-fill, low income housing and homeless shelter development is precisely the kind of consideration CEQA imposes on city, county, and state agencies. The tradeoff principle has been used successfully to accommodate local and environmental interests in seeking the political decision to approve urban in-fill, low-income housing developments.

As described above, local and environmental interests have brought development of in-fill, low-income housing projects to a standstill because of the perceived threats such projects pose to their livelihoods, lives, and property. Unless these concerns are adequately addressed through some form of tradeoff policy and the resultant political compromise turned into enforceable legal requirements, this opposition is not likely to yield to brute political force. Stantec will assist the City and CC&BHDC to identify the necessary trade-offs and environmental mitigation measures to gain consensus on the project and prevent legal challenges that could jeopardize the success of the proposed project.

STANTEC AND TRANSIT ORIENTED IN-FILL DEVELOPMENT CEQA DOCUMENTATION

To help the housing industry gain approvals for the development of low-income housing and emergency homeless shelters, Stantec provides in-depth knowledge of the planning and CEQA processes, including defeating legal challenges to those approvals. As demonstrated above, Stantec understands the issues associated with in-fill low-income and homeless shelters.

Stantec is a multi-disciplinary consulting firm that has served public and private clients throughout California for more than 60 years. Virtually every modern field of design and science is practiced at Stantec in making contributions toward the resolution of in-fill transit-oriented development problems. Stantec professionals and specialists in applied professions, such as urban planning, architectural design, environmental planning, natural resource management, and engineering will synthesize and adapt knowledge generated by investigations for the specific needs of Santa Rosa's planning effort in reviewing the proposed Caritas Village EIR. Stantec provides a rational basis for guiding land use change and development, more specifically, for creating landscapes that are safer and healthier as human habitats, resilient, sustainable and more consistent and harmonious with the natural processes, features, and systems than would be possible in an unplanned community. To achieve these results requires an understanding of the predevelopment landscape, both natural and human components, and the nature of the forces that are imposed on it when development takes place. It also requires understanding how land use decisions are made, by whom they are made, the public processes by which they are made, and how the decisions are translated into the actions that become part of the landscape. Stantec's local presence and diversity of talent allows us to meet these planning objectives for the City of Santa Rosa.

As a leading global design firm, Stantec employs over 22,000 people in 400 offices in seven countries worldwide. Our Walnut Creek office is part of Stantec's US West regional group which includes 22 other California offices as well. Drawing on both experienced personnel and state-of-the art technology, our firm delivers the highest level of service to our clients with a complete range of schedule and budget requirements.

Stantec has assembled the strongest possible team of in-house design, environmental, and planning professionals to support the City with review of the Caritas Village project and EIR preparation. Our team incorporates expertise in all the key disciplines necessary to ensure a successful and efficient completion of the planning review and CEQA processes. Stantec's project management team will coordinate, advise, and assist the City throughout the research, planning review, and EIR phases of this project. A high priority is placed on effective communications.

Stantec understands the opportunities and challenges this type of project presents, and we will use a partnering approach to obtain a shared vision with the City. Stantec obtains this shared vision through clear, effective, and direct communication, including frequent progress reports, telephone conferences, and face-to-face meetings. Acting in close coordination with the City, Stantec will ensure a smooth and professional completion of the planning review, administrative documentation, and CEQA processes necessary for this project.

2 Areas of Expertise Required

Project Approach

Based on a review of the RFP and our knowledge of the project setting, we anticipate the more significant potential environmental issues associated with development of the project would include cultural resources (built environment), traffic, air quality, noise, and aesthetic impacts. Prior to initiating work on the EIR, Stantec will prepare an Initial Study to scope the EIR so that it is limited only to those resource considerations that need to be evaluated in detail. Given the existing long-term operations on the site, the EIR will need to provide a detailed description of the baseline setting from which to assess the potential environmental impacts associated with both construction and long-term operations of the proposed project.

Stantec's approach to the environmental analysis will include using the technical studies developed under Task 2 of this proposal and the Initial Study prepared for the project to achieve efficiency in the EIR preparation process. Our cost and scope do not account for any additional work.

Based on our experience, implementation of the project would have minimal environmental impacts on agriculture and forestry resources as well as mineral resources; these resources would be dismissed from analysis in the EIR in the Initial Study. However, Stantec anticipates that the following topical and environmental issues may receive heightened scrutiny by members of the public and public agencies:

- Cultural Resources – The project will demolish historic-period institutional and residential buildings on the site, some of which qualify as historical resources. The project is also within the St. Rose Historic District, and direct and indirect impacts to the district will need to be evaluated.
- Aesthetics – The demolition of existing structures and proposed height variances associated with the proposed higher-density uses will alter the existing character of the neighborhood.
- Transportation and Traffic – The addition of project trips could increase traffic in the area, causing delays, safety, and access concerns. The reduction in parking requirements may exacerbate parking issues in the adjacent areas.
- Air Quality and Greenhouse Gas Emissions – The project would locate new sensitive receptors in an area identified by the Bay Area Air Quality Management District (Air District) as impacted by an elevated level of air pollution (Planning Healthy Places 2016). The addition of construction and operational emissions may add to the existing air quality problem, and best practices for reducing health impacts to existing and future residents will need to be considered.
- Noise – The project area contains existing major noise sources from U.S. Highway 101 (U.S. 101, existing commercial businesses, and single-family residential homes. Noise increases associated with traffic as well as construction, stationary sources such as HVAC equipment, and general operational activities associated with the proposed project, need to be evaluated.

Proposed Work Plan

Stantec has thoroughly reviewed the RFP and visited the project site. We are poised to initiate work with the City to prepare the EIR. Stantec is prepared to take responsibility for the following tasks to assist the City to the extent presented in the scope of work below:

- Initiate the project and and organize project information
- Compile data
- Prepare initial study
- Prepare and distribute Notice of Preparation (NOP)
- Conduct two scoping meeting
- Prepare summary of comments from the scoping meetings
- Impact assessment
- Develop mitigation measures
- Compile and Distribute Draft EIR
- Respond to public comments on the Draft EIR
- Attend public meetings and hearings
- Facilitate communication/coordination between the City and the Stantec project team
- Prepare Final EIR
- Prepare MMRP

The report format and content will be in full compliance with the CEQA Guidelines. The EIR will include a project description, detailed discussions of existing conditions, and impact and mitigation measures that address environmental concerns including, but not limited to, air quality and GHG emissions, TAC emissions, traffic and circulation impacts, visual and aesthetics impacts, and land use planning and consistency. Stantec will supplement the text with graphics and summary tables to present information in a concise and easy-to-understand format.

The following scope of work is organized into major tasks. Refinements to the scope of work, budget, and project schedule will be discussed during the initial task, if necessary.

Based on our knowledge of the City's CEQA documentation requirements and the project description provided to us, we have developed the following scope of work. The tasks include completion of a public scoping process (Initial Study, NOP, and scoping meeting), Draft EIR, Final EIR, and MMRP. A Statement of Overriding Considerations may be prepared under a separate scope if applicable and requested by the City.

Deliverables associated with Tasks 1-7 are outlined in Table 1: Summary of EIR Deliverables, in Section 4 of this proposal.

Task 1: Project Initiation and Project Description

Project Initiation

Upon project authorization, Stantec Principal in Charge Trevor and Project Manager Elena Nuño will meet in-person with the City to initiate the environmental review process. Lines of communication will be established, and the scope of work, schedule, and cost estimate will be reviewed and may be refined. To maximize efficiency, Stantec's kick-off meeting agendas often include but are not limited to the following action items:

- Introduce and establish lines of communication among the project team members and identify roles and responsibilities.
- Identify, discuss, and revise, as necessary, the scope, methodology, content, approach, and schedule for completion.
- Review/refine the project objectives (CEQA).
- Discuss and define alternatives to the project.
- Discuss the schedule for providing information to Stantec for documents required for preparation of the EIR.
- Within a week of the kick-off meeting, Stantec shall prepare and submit any revisions to the scope of work.

Project Description

Stantec will prepare a draft project description for the City's review. Stantec will prepare the project description section of the EIR based on information provided during project initiation, comments received on the NOP, and conclusions reached in the Initial Study. The project description will include regional and local setting; the City and the Applicant's project goals and objectives; and project characteristics and important features. The intended uses of the EIR (as required by CEQA Guidelines Section 15124(d)) will be provided, including a list of responsible and other agencies expected to use the EIR for decision making and a list of approvals for which the EIR will be used.

Initial Study and NOP

Using existing data, Stantec will prepare an Administrative Draft Initial Study in accordance with Appendix G of the CEQA Guidelines, including the 2018 updates. The purpose of the Initial Study will be to focus the scope of the topics to be analyzed in the EIR, to eliminate resource topics for which no significant impacts are anticipated (e.g., agricultural resources, mineral resources), and to establish a baseline for identifying and developing alternatives to the project that would avoid or minimize potentially significant impacts. Based on comments from City staff on the Administrative Draft Initial Study, Stantec will prepare the Initial Study for distribution with the NOP.

Stantec will prepare an NOP for referral to all interested parties, affected agencies, and others, consistent with the City's approved format. The NOP will contain all statutory requirements, including the project description developed under Task 3 below; the project location; the date, time, and place of the public scoping meeting(s); the address where project documents will be available for review; the address where comments may be sent; and the deadline for submitting comments. Stantec will deliver the NOP to the State Clearinghouse and provide the City with a date-stamped copy of the document received by the Office of Planning and Research. City staff will

circulate the Initial Study and NOP to all other recipients. Stantec assumes one round of consolidated comments on the Initial Study and NOP.

Scoping Meeting

Pursuant to PRC Section 21083.9, two public scoping meeting (one for the general public and a second for the agencies) will be held during the NOP review period to gather public and agency comments on the scope of the EIR; this meeting will be held during the 30-day review period as determined by the City. Stantec's Principal in Charge Trevor and Project Manager Elena will attend the scoping meeting. Elena will record all public comments and prepare a summary of the comments received at the scoping meetings. Trevor and Elena will assist the City in responding to questions regarding the environmental compliance process/content of the EIR that might be raised by agency representatives, the public, and other interested parties, as well as identify resource areas that should be removed from the scope of the project's EIR. In addition, Stantec will assist in preparing and noticing the meeting, preparing visuals and handouts, and other meeting logistics, as necessary. Note that it may be necessary to revise the topics to be analyzed in the EIR based on comments received during the scoping meeting. This scope assumes two meetings on the same day.

Task 2: Technical Studies

Using our in-house team of technical specialists, Stantec will prepare the following technical studies to support the resource analyses in the EIR.

2.1.1 Baseline Documentation

The project site is located between two existing parking garages and a U.S. 101 freeway on-ramp. The project site has a 32-year history of providing services to homeless individuals.

As an example, the project site has existing emissions from long-term operations that should be considered when evaluating air quality impacts. Sensitive receptors (residences) in the project area have already been identified as being within an area of existing air quality impacts (Air District, Planning Healthy Places, 2016).

The existing operations also generate public utility demands related to water, stormwater, sewer, and energy use that should be factored in when comparing the impacts of the proposed project and the alternatives.

Demands of existing uses on public services (police, fire, schools, etc.) should also be considered when evaluating the impacts of the proposed project.

Stantec proposes to prepare a separate technical study to document the existing baseline conditions of the project relative to the resource topic areas to properly inform the impact discussions. The baseline documentation will be included as a separate section within the EIR.

2.1.2 Air Quality/Greenhouse Gas Analysis

The project would entail construction and operation activities that would emit air pollutants and GHG emissions. Stantec will provide an air quality and greenhouse gas (GHG) assessment to support the EIR. The analysis will be wholly contained within the air quality and greenhouse gas sections of the EIR, with supporting documentation and modeling provided as an appendix. Stantec will follow guidance presented by the Bay Area Air Quality Management District (Air District) in its CEQA Guidelines as the basis for assessing air quality and GHG emissions impacts, including the document's recommendations for analytical approaches, thresholds, and—if necessary—mitigation measures or project design features to be incorporated into the project to address these impacts. Stantec will document the project's components relative to the Air District's screening criteria and thresholds of significance to support the impact determinations.

Criteria Pollutants and GHG Estimation. The air quality and GHG assessment will include a discussion and evaluation of regional and localized short-term construction emissions and long-term operational emissions. Emissions associated with project construction and operation will be evaluated using the model CalEEMod. Pollutants to be assessed include reactive organic gases (ROG), oxides of nitrogen, carbon monoxide, sulfur dioxide, particulate matter, fine particulate matter, and carbon dioxide equivalents in metric tons (MTCO_{2e}).

The baseline document will provide information on existing operational activities, including vehicle and energy use. Those data will allow for existing emissions to be quantified using CalEEMod. The net increase in criteria pollutant and GHG emissions will be used to evaluate potential impacts relative to Air District thresholds.

This task includes one round of comprehensive emissions modeling. Based on the project description, this scope includes 12 hours of modeling. If the level of effort exceeds the estimated number of hours, a budget augmentation may be requested. Major changes to the project features, design, schedule or other parameters that precipitate revisions to the emissions modeling may also warrant a budget augmentation. Changes to the project that occur after completing the analysis that require remodeling will be considered additional work that is not covered by this scope of work.

Greenhouse Gas Impact Analysis. The California Supreme Court decisions in the Center for Biological Diversity v. California Department of Fish and Wildlife and Newhall Land and Farming (*CBD vs. CDFW*) and Cleveland National Forest Foundation v. San Diego Association of Governments (*CNFF vs. SANDAG*) have provided guidance in examining post-2020 greenhouse gas reduction targets for project evaluation. The City of Santa Rosa's Climate Action Plan had a 2020 horizon planning year consistent with the Air District's threshold development.

For projects with a buildout horizon past the AB 32 target year of 2020, the Air District thresholds of 1,100 MTCO_{2e} or 4.6 MTCO_{2e}/service population should be adjusted to respond to concerns raised in *CBD vs. CDFW* and *CNFF vs. SANDAG*. Since the Air District efficiency targets are based on the GHG reduction goals of AB 32 for year 2020, the Air District's efficiency targets should be adjusted based on the long-term GHG reduction targets of SB 32, which set a goal of 40 percent below 1990 levels by 2030. Additionally, while the Executive Order S-3-05 goal of 80 percent below 1990 levels by 2050 is not an adopted GHG reduction plan, it expresses the pace and magnitude of reduction efforts that are necessary for climate stabilization, according to the scientific community. The Supreme Court affirmed the need to consider long-term GHG impacts in CEQA analysis. The proposed project will provide a discussion on 2050 emissions and the progress towards the Executive Order goal.

Project design features such as LEED certification and solar panels will be used to estimate GHG benefits.

Health Risk Summary. Stantec will summarize the findings of a stand-alone Health Risk Assessment prepared under a separate task described below.

Odors. Stantec will review potential sources of substantial adverse odor in the project's vicinity and document the distance to any sources relative to the Air District's guidance.

Emissions Reductions and Significance Findings. If deemed necessary, mitigation measures will be identified to reduce significant impacts related to air constituents and greenhouse gas emissions. Emissions reductions from these measures will be quantified. Sources of measures include, but are not limited to, the Air District's Planning Healthy Places, the Office of the California Attorney General and the California Air Pollution Control Officers Association's Quantifying Greenhouse Gas Mitigation Measures report. Significance findings will be provided for both pre- and post-mitigation conditions.

2.1.3 Health Risk Assessment

Air quality impacts result from two situations: 1) the siting of new sensitive receptors in an area where there are existing sources of toxic air contaminants (TAC) emissions; and 2) the siting of a new source of TAC emissions in an area where there are existing sensitive receptors. The construction of the project will result in the emissions of diesel particulate matter (DPM) from off-road and on-road construction equipment. Such emissions could impact nearby sensitive receptors, mainly those residential areas adjacent to the project. Also, as the residential portions of the proposed project, are developed, the residents of the project would, themselves, be sensitive receptors who could be impacted by the future DPM construction emissions. The project itself is not considered a source of TACs during project operations.

The Air District recommends that a health risk assessment be prepared to quantify not only the project-specific impacts but also the cumulative impacts of a proposed project project and sources of TAC emissions within 1,000 feet of a proposed project. To assist in preparing the cumulative assessment, the Air District provides a number of screening tools including a roadway screening calculator, stationary source screening analysis tool, gasoline-dispensing facility distance multiplier tool, diesel internal combustion engine distance multiplier tool, and a highway screening analysis tool.

The Air District's guidance recommends health risk significance thresholds that apply to the specific project as well as cumulative significance thresholds that sum the health risks from all significant sources of TAC emissions within 1,000 feet of a project.

The Health Risk Assessment will require the following tasks:

Estimates of Project-Specific Health Impacts

Construction. Construction DPM emissions will be derived from the CalEEMod land use emission model. The USEPA AERMOD air dispersion model will be used to estimate the project's DPM concentrations at sensitive receptor locations outside the project boundaries and, if necessary, for the sensitive receptors located within the project. Using the Air District's health risk assessment guidelines, estimates of construction-related cancer risks, non-cancer hazards, and PM_{2.5} will be made at all sensitive receptor locations and the risks and hazards compared to the Air District significance thresholds. Based on the above results, recommendations for mitigation will be provided, if necessary, to result in risk and hazard levels that are lower than the significance thresholds

Operation. The project is not expected to be a source of any meaningful DPM emissions. As a result, it will not be necessary to quantify the DPM emissions and their consequent health impacts from the project. Based on a preliminary review of the Air District's Screening Analysis Tools, it is estimated that the project's health risk would be less than the Air District's cumulative impact threshold for toxic air contaminant risks; therefore, it is anticipated that the operational health risk screening analysis will be able to use existing data resources, and that project-specific emissions dispersion modeling will not be needed to identify and quantify the potential health risk to onsite receptors during project operation.

Note that this scope of work does not include dispersion modeling for operations. If it is determined that a quantitative health risk assessment using dispersion modeling is required, Stantec will provide the client with a separate scope of work and cost to authorize the preparation of the analysis.

The Air District has identified the project area as being impacted by local sources of air pollution; best practices described in the Air District's Healthy Places will therefore be required. Best practices include enhanced air filtration, vegetation, building site design, barriers, etc.

Estimates of Cumulative Health Impacts

Identification of Cumulative TAC Emission Sources. Using the Air District's screening tools discussed above, estimates will be made of the cumulative health risks and hazards from all identified TAC emission sources located within 1,000 feet of the project.

Cumulative Impacts including Project Impacts. The project's construction and operational health risks and hazards will be added to the impacts from the cumulative sources located within 1,000 feet of the project to determine a total cumulative risk.

Using the Air District's health risk assessment guidelines, estimates of total cumulative cancer risks, non-cancer hazards, and PM_{2.5} will be made at all sensitive receptors and the risks and hazards compared to the Air District significance thresholds.

Based on the above results, recommendations for mitigation will be provided, if necessary, to result in risk and hazard levels that are less than the significance thresholds.

Final Report. A summary memorandum with methods and assumptions, exhibits, and appendices will be provided.

2.1.4 Biological Technical Memorandum and Tree Report

Biological Habitat Assessment and Tree Survey. Stantec will conduct one (1) tree survey and habitat reconnaissance-level field survey of the project area. The survey will be conducted via walking areas with potential biological resource issues. Prior to the survey, Stantec will conduct a desktop review, including review of aerial imagery/KMZ files, topo maps, USFWS wetland inventory maps, the California Natural Diversity Database (CNDDDB), the California Native Plant Society (CNPS) rare plant database, and USFWS species lists and critical habitat designations.

Assumptions:

- The survey will include approximately 2.28 acres.
- One Stantec biologist will conduct the survey.
- The City of Santa Rosa will be responsible for any landowner notifications/authorizations required for field access.
- No protocol-level species surveys will be conducted during the tree and habitat reconnaissance field survey

Biological Technical Report. The Biological Technical Memorandum and Tree Report will include a habitat characterization, an assessment of the potential for special-status species to occur, and a table and photographs of the trees inventoried. This task also includes the preparation of the City of Santa Rosa Tree Removal Application. The review will also include a search and review of existing, relevant, and reasonably available information. The Biological Technical Report will be included as an appendix to the EIR Biological Resources section.

Deliverable: Biological Technical Report (Draft and Final)

Assumptions:

- One round of comments on the Biological Technical Report.
- Property owner information (e.g., APN, owner contact info and address) will be provided, and the client will perform/provide any landowner notifications necessary.
- Excludes the preparation of a tree replacement/replanting plan or tree protection plan.

2.1.5 Cultural Resources

Archaeological

To analyze the impacts of the proposed project on cultural resources, the presence or absence of cultural resources within the project area must first be determined.

Multiple structures on the proposed project parcels are over 45 years old. The proposed project will require demolition of these structures and extensive ground disturbance associated with site clean-up, grading, and subsequent installation of utilities installation and construction of structures. The project location is in an area of complex historic and prehistoric context with the potential for cultural resources. The archaeological inventory will satisfy requirements of Section 106 of the National Historic Preservation Act (36 CFR 800; NHPA); CEQA; the responsibilities codified in Public Resource Code Section 5097 and its implementing guidelines 21082 and 21083.2; and AB 52. Since the project may receive federal funding (or require a federal permit), it must comply with the federal requirements of NEPA and Section 106 of the NHPA. At a minimum, the scope of work includes eight tasks: (1) attend project Scoping Sessions with City of Santa Rosa staff, (2) background research, (3) Native American consultation, (4) field inventory, (5) preparation of an Archaeological Survey Report (ASR), (6) cultural resource sections of the EIR, (7) cultural resource sections of the MMRP, and (8) public meeting attendance.

Records Search. Stantec's subconsultant, Alta Archaeological Consulting, LLC (Alta), will perform a records search of the California Historical Resources Information System, Northwest Information Center (NWIC). The NWIC is the primary repository for cultural resources information for an 18-county area including Sonoma County. The purpose of archival research is to identify any previously conducted archaeological surveys or known archaeological sites located on the subject properties and within a one-half mile radius of the project area(s). Site locations and previous survey data will be digitized using ArcMap into individual shapefiles and placed within a GIS file geodatabase. In addition, ethnographic and historic literature and maps specific to Sonoma County and the City of Santa Rosa will be reviewed to create background contextual information relevant to the project area.

Buried Site Sensitivity Assessment. A buried site sensitivity assessment is a method that takes into consideration the potential for the presence of buried cultural deposits by considering the project location and the underlying

geomorphology. Existing soils and geologic maps will be reviewed to determine the potential for buried archaeological sites in the project area; identify areas for potential presence/absence testing; and determine whether project activities could impact high sensitivity areas.

Native American Consultation. Working closely with the City, Alta will assist with consultation to satisfy Section 106, CEQA, and AB 52, as needed. Consultation will be ongoing and meaningful. It may include preparing the AB 52 Consultation Notice and consulting with the NAHC to request a review of the Sacred Lands Files for any resources that may be present in the project area and to provide a list of local Native American tribes. If the City has not completed contacting Native American groups, Alta will use certified mail to contact in writing Native American groups or individuals identified by the NAHC to inform them of the proposed project and to solicit their concerns about the undertaking. Follow-up phone calls will be made to ensure that consultation letters have been received and to discuss any potential concerns with the project. As an optional task, Alta will participate in up to two meetings with Native American representatives, if requested. Comments and information provided by the Native American community and government agencies will be provided in the draft and final reports of the Archaeological Survey Reports.

Field Inventory. To adequately analyze potential impacts to significant sites, the presence or absence of cultural and historical sites must be established. Alta staff will conduct an on-site field reconnaissance to intensively examine the project area for cultural resources. A complete inventory entails systematic pedestrian examination of the ground surface. In accordance with established standards, field reconnaissance will be conducted using transects spaced no more than 10 meters apart. The survey may include surface scrapes, subsurface shovel probes, and/or hand auguring. Limited subsurface probing will be conducted in areas determined, through the buried site sensitivity assessment, to be highly sensitive for containing subsurface cultural deposits. No artifacts will be collected as part of this reconnaissance. The field crew will maintain daily field notes, and the findings will be made available immediately following the field investigation.

All archaeological resources identified in the project area will be recorded using the standard State of California Department of Parks and Recreation Archaeological Site Forms. A cultural resource shall have a minimum age of 45 years. If cultural resources are located during the survey, approximate boundaries will be delineated and the location of the resource plotted on topographic maps. Site boundaries will be identified based on the surface extent of cultural materials and/or features. GPS mapping of each site location will be undertaken. Site recordation will include site and feature mapping, completing site record forms, and photography. All photographs will be in a digital format. An evaluation of the impact agents and site condition will be noted for each identified site in the project area. As appropriate, a limited narrative will be provided to further describe the nature, extent, and location of resources.

Survey Report. Alta will prepare an Archaeological Survey Report (ASR) for the proposed project area. The report will include a summary of the identification efforts undertaken in the study, consultation with agencies and local governments, and a summary of archaeological methods and findings, and will make preliminary recommendations for appropriate treatment and/or evaluation of resources. If potentially significant cultural resources are identified, Alta will suggest the sites be assumed significant under appropriate state and federal criteria. Once the sites are assumed significant, appropriate mitigation measures will be proposed to offset the project's potential impacts to significant sites.

Historical Resources Technical Report

Impacts Analysis. Brunzell Historical will produce an impacts analysis discussing direct and indirect impacts to historical resources. Historical resources within the footprint of the project will be considered for direct impacts, and nearby historical resources within the adjacent St. Rose Historic District will be considered for indirect impacts. This discussion will include a description of potential impacts to historic resources and a statement of whether potential impacts to historic resources are significant.

Mitigation Identification. Appropriate mitigation measures for any significant direct or indirect impacts to historical resources will be identified. Discussion of mitigation measures will include analysis of whether potential impacts to historical resources would remain significant upon implementation of mitigation measures.

Meeting Attendance. At the City's request and as an optional task, Kara Brunzell of Brunzell Historical is available to attend meetings to help plan the EIR, receive input from interested parties, and present results to local boards and commissions. Meetings may include scoping meetings, planning commission meetings, and a city council meeting.

Technical Report. A technical report comprising the impacts analysis and mitigation identification described above will be produced. The specific format of this report will be determined in consultation with the City.

2.1.6 Noise Impact Assessment

Stantec will develop a technical memo that will evaluate the proposed project's impacts from noise. Major noise sources in the project area are related to roadways, such as U.S. 101 and A Street, and existing commercial businesses and single-family residential homes and associated activities. Noise increases associated with traffic and construction, stationary sources such as HVAC equipment, and general operational activities associated with the proposed project, will be evaluated. The Noise section of the EIR will be developed using the following steps:

- Stantec will conduct two (2) visits to the site to perform a community noise survey to quantify the existing background noise conditions. The survey will consist of both one (1) long-term measurement and short-term noise level measurements taken at various locations on the project site and at surrounding sensitive receptors, such as single-family residential homes. The sensitive receptors shall be identified through a review of aerial photography, a review of publicly available documentation concerning the project area, and field observation.
- Using the actual sound measurement data, initial project information, and general exterior façade assumptions, initial recommendations to mitigate exterior noise within the project buildings will be developed, as necessary. CalGreen and the California Building Code will be the basis of design for all commercial spaces and multifamily residential buildings, respectively.
- Using the project-specific traffic count data provided by the traffic assessment and general industry standard practice, the potential effect the project will have on local traffic counts and the impact to the neighboring community will be determined. Data will be evaluated for anticipated traffic noise during the construction of the proposed project and from operational traffic noise after the project is functional.
- The fixed-source operational noise generated by the project will be quantified to determine potential noise impacts associated with the project and potential measures to address these impacts will be identified in accordance with the City of Santa Rosa Municipal Code and the Noise Element of the City of Santa Rosa General Plan.
- Stantec will use the Federal Highway Administration Roadway Construction Noise Model (RCNM) to determine potential impacts to surrounding sensitive receptors from short-term construction noise. Stantec will provide an assessment regarding project-related construction and its impact on existing noise sensitive receivers.
- Using information contained in the Federal Transit Administration's Transit Noise and Vibration Impact Assessment Guidelines, equipment likely to be used during construction of the project and the potential groundborne vibration impact of project construction to nearby sensitive receivers will be determined.

2.1.7 Traffic Impact Study

Existing Conditions. The study area for the traffic study will be established through consultation with the City's engineering staff to address locations that could be significantly impacted by the proposed project. Preliminarily, the study area is anticipated to consist of up to 8 intersections. A preliminary trip generation and trip distribution analysis will be provided to City staff prior to finalizing the study area. AM and PM peak period intersection turning movement counts will be collected at each study area intersection for typical weekday conditions. 24-hour mid-block roadway counts will also be collected in the vicinity of the project site at up to 10 locations. Intersection Level of Service (LOS) will be calculated for each intersection using the Highway Capacity Manual (HCM) methodology for signalized and unsignalized intersections.

Project Traffic. Estimates of project-generated traffic will be prepared using representative trip generation rates from the Institute of Transportation Engineers (ITE) trip generation manual to the extent possible. For uses not adequately addressed by the ITE manual, appropriate approximations will be derived through consultation with City

engineering staff. An estimate of the project's traffic distribution pattern will then be prepared based on the geographic location of the project site in relation to the surrounding uses.

Future Traffic Conditions. Traffic volume forecasts for future-year cumulative conditions will be derived using the City's travel demand forecasting model, which is maintained by the Sonoma County Transportation Authority. LOS and vehicle-miles-of-travel (VMT) data will be obtained from the model. Project trips will be incrementally added to existing conditions to derive existing-plus-project conditions and to the model forecasts to derive future year cumulative-with-project conditions.

Impact Analysis. In accordance with the City's traffic study procedures, an impact analysis of existing-plus-project and long-range-plus-project conditions will be prepared to determine potential project impacts. Thresholds of significance will be based on City criteria using the intersection LOS analysis and the City's VMT criteria. If significant impacts are determined, feasible mitigation measures will be identified where feasible.

Traffic Study Report. A comprehensive traffic study report will be prepared to document the data and findings of the traffic impact analysis. A draft report will be provided to the City for review and comment, and revisions limited to the specific scope of work identified above will be incorporated into a final report. The report will contain the necessary traffic information to meet the City's traffic study requirements and will be suitable as a resource for the project's EIR.

Project Team Support/Response to Comments. Throughout the study effort, the traffic task lead will assist the project team with information and data requests for topic areas such as air quality and noise analysis. After public circulation of the EIR, the traffic task lead will assist the project team with response to comments limited to the specific scope of work identified above.

Task 3: Administrative Draft EIR

Using the project description, Initial Study, technical studies, results of the public scoping process, and other sources, Stantec will prepare the Administrative Draft EIR consistent with the requirements of CEQA, relevant case law, and the specifications of the City. Each resource area subjected to detailed evaluation in the EIR shall include descriptions of the existing setting, thresholds of significance used to gauge the magnitude and intensity of impacts, and practicable measures to avoid or reduce potentially significant impacts. The Administrative Draft EIR and Draft EIR will both include the following information:

Project Objectives. A narrative will be provided describing the objectives of the project.

Executive Summary. Pursuant to Section 15123 of the CEQA Guidelines, Stantec will prepare an Executive Summary including, at a minimum, the following information:

- A summary table that clearly describes the potential impacts and mitigation measures that would avoid or reduce the effect of each significant impact and indicates whether the impact remains significant after mitigation.
- Areas of controversy known to the City, including issues raised by agencies and the public.
- Issues to be resolved, including the alternatives and whether or how to mitigate the significant effects.
- Descriptions of the project alternatives and conclusions regarding the environmental superiority of an alternative will also be summarized. The development of alternatives to the proposed project is further discussed below.

Introduction. The Introduction chapter will provide a basic, non-technical explanation of the Draft EIR, as well as additional information relevant to understanding the document.

Project Description. One of the initial key actions will be to formulate a working description of the project and project alternatives. Stantec will work with the City to prepare a description that articulates the project's overall objectives.

Establishment of Thresholds of Significance. Stantec will work with the City to establish thresholds of significance for each environmental issue to be addressed in the EIR. In addition to the general standards of significance identified in the CEQA Guidelines, there are other articulated thresholds that potentially are applicable to this project, including but not limited to, thresholds for:



- Aesthetics (City, Federal Highway Administration)
- Air Quality (Bay Area Air Quality Management District)
- Biological Resources (California Department of Fish and Wildlife [CDFW], U.S. Fish and Wildlife Service [USFWS], U.S. Army Corps of Engineers [USACE])
- Cultural Resources (State Historic Preservation Office [SHPO])
- Hazardous Materials (Department of Toxic Substances Control [DTSC] and Environmental Protection Agency [EPA])
- Hydrology and Water Quality (City, Regional Water Quality Control Board [RWQCB], and Federal Emergency Management Agency [FEMA])
- Land Use (City)
- Noise (City and California Department of Transportation [Caltrans])
- Traffic (City and Caltrans)
- Energy (Appendix F, Energy Conservation, CEQA Guidelines)

The thresholds will be stated in each resource section of the EIR to clearly illustrate the metric used to gauge the magnitude and intensity of potential project impacts.

Identification and Description of Project Alternatives. Stantec will assist the City in engaging with the Applicant to identify and describe up to three project alternatives, including the No-Project alternative and, if appropriate, a reduced-size alternative at levels of detail that are adequate to support a meaningful comparison of impacts in the EIR. We anticipate that the Applicant would apply the guidance provided by the City and by Stantec to acquire additional baseline information and to undertake additional analyses needed to evaluate and compare the potential impacts and formulate feasible mitigation measures for each alternative.

Cumulative Projects Identification. Stantec will describe the reasonably foreseeable projects within a study area determined, in close communication with the City, to be appropriate to the CEQA requirement to consider cumulative impacts. As identified above, Stantec assumes the City will provide information on all reasonably anticipated projects so cumulative projects can be adequately addressed. Cumulative projects will be discussed for each technical issue and growth-inducing impacts will be evaluated separately in the EIR.

Effects Found Not to Be Significant. Stantec will describe effects found not to be significant in accordance with CEQA Guidelines Section 15128 by listing them with brief explanations of why they are not significant. Based on site and project characteristics and the guidance in the RFP, Stantec anticipates that agricultural resources and mineral resources will be relegated to the Effects Found Not to Be Significant section.

Environmental Setting, Impacts, and Mitigation Measures. As required by Section 15125 of the CEQA Guidelines, the Environmental Setting portions of the EIR will contain a "description of the environment in the vicinity of the project, as it exists before the commencement of the project, from both the local and regional perspective." The setting discussions will also include a brief statement of the pertinent regulatory setting.

Thresholds for determining the significance of impacts will be described for each environmental impact topic. The significance of project-induced impacts will then be determined for each topical area. The analyses will focus on issues identified by responsible and trustee agencies, local agencies, and other interested parties in response to the NOP. Impacts found to be less than significant will be described. Impacts that cannot be mitigated below the level of significance will be identified, and the extent to which those impacts could be mitigated through project alternatives or changes will be demonstrated. Impacts will be quantified to the extent possible. Mitigation measures will be listed and numbered and cross-referenced to applicable impacts.

Specific environmental topics to be addressed in the EIR are listed and discussed further below. The topics in this list are subject to modification following completion of the public scoping process.

Elements of the Environmental Setting, Impacts, and Mitigation Measures Sections of the EIR. The elements of the Environmental Setting and Impacts and Mitigation Measures sections of the EIR are described in more detail in the following sections.

Aesthetics, Light, and Glare. Stantec visual resources specialists will produce an EIR section that, in text and images, thoroughly describes the visual environment at and near the project location both under current conditions and with the proposed project. This evaluation will reflect both the City's design guidelines and the aesthetic character,

which includes the historic character, of the proposed project site. Any impacts and associated mitigation measures (and mitigation measures for alternatives) will be presented clearly and concisely. Stantec incorporates the Federal Highway Administration method for visual impact assessments into its analyses. This approach allows for a transparent, defensible evaluation of any effects to visual quality from the project, which will support the EIR section's assessment of the project's potential effects to existing visual character.

The assessment of potential changes to the visual environment from the proposed project will be supported by photo-realistic simulations produced for up to three (3) viewpoints, or Key Observation Points (KOPs). The KOPs will be selected from the photographs taken during Stantec's photo-documentation of existing conditions in the project vicinity. Photograph locations will be informed by the project's potential viewshed, applicable plans and policies, and any input from the City, including comments received during the scoping process. Stantec will collaborate with City staff in selecting the most representative views to use as KOPs.

Agricultural and Forestry Resources. We anticipate that the Initial Study will support dismissing this topic from the EIR because the site is developed, and the issue would have been adequately addressed in the General Plan and its EIR.

Air Quality and Greenhouse Gas. The project would result in construction-related and operations-related emissions of air pollutants and GHGs. Stantec will prepare the Air Quality and Greenhouse Gas sections of the EIR using the Air Quality/Greenhouse Gas Analysis and Health Risk Assessment referenced in Task 2, Technical Reports.

Biological Resources. The project site is located within a developed area and consists primarily of existing buildings and structures. However, the project site may include City-recognized heritage trees and potential habitat for nesting birds. Stantec will conduct a reconnaissance-level field survey, including a tree survey, and prepare a biological technical memo and tree report that will characterize habitat present on the project site, the potential for special-status species to occur, and the tree inventory. Stantec will also prepare the City's Tree Removal Application. The biological technical memo and tree report will be provided as an appendix to the EIR. Stantec will prepare the Biological Resources sections of the EIR using the Biological Resources Technical Report referenced in Task 2, Technical Reports.

Cultural, Historic, and Tribal Resources. The project would involve ground-disturbing activities that may have the potential to encounter undiscovered cultural resources (e.g., artifacts, fossils, burial sites, etc.). The project also involves the demolition of historic-period institutional and residential buildings on the site. Stantec will prepare the Cultural Resources and Tribal Cultural Resources sections of the EIR using the Cultural Resources Technical Reports and Site Records referenced in Task 2, Technical Reports. The cultural resources and tribal cultural resources analyses will be provided in separate sections of the Initial Study and EIR.

Stantec's subconsultant Alta will coordinate with the City to handle correspondence for AB 52 compliance related to the project's application. Alta will participate in two meetings with Native American representatives if requested. Comments and information provided by the Native American community and government agencies will be provided in the report.

Geology, Soils, and Seismicity. Stantec will assess the potential geology and soils impacts of the project and prepare the Geology and Soils sections of the EIR. Key issues to be evaluated include seismicity of the local area, the presence of the Rodgers Creek fault nearby and the proximity to the Maacama Fault Zone and the San Andreas Fault Zone and their potential effect on site development, the erodibility of site soils, soil stability characteristics, and the expansive characteristics of the site soils. This analysis will be based on existing published information (soil reports and maps, geotechnical reports, other data). No additional soils or other field geological analyses will be conducted. Mitigation measures will be developed, as appropriate. If required, Stantec can prepare a geotechnical report under a separate scope and budget.

Greenhouse Gases. The GHG analysis task is described above in the Air Quality section. The EIR will include a separate GHG section.

Hazards and Hazardous Materials. Stantec will prepare the Hazards and Hazardous Materials sections of the EIR using existing data sources from the Department of Toxic Substances Control (DTSC), the RWQCB, other regulatory agencies, and the General Plan to determine the potential for encountering hazardous materials and wastes within

the project area. If required, Stantec can prepare a Phase I Environmental Site Assessment (Phase I) under a separate scope and budget.

Hydrology and Water Quality. The project includes construction of up three new buildings, with associated drive aisles, parking areas, sidewalks, and landscaped areas. The project would include construction and operational activities that may have potential water quality and drainage impacts. Stantec will evaluate the hydrologic and water quality conditions of the project site and evaluate potential impacts that may occur from the project. In addition, existing site drainage and proposed modifications, if any, will be reviewed as part of the water quality evaluation under CEQA. Short-term construction impacts potentially posed by construction activity are expected to be less than significant or to be fully mitigated by adherence to applicable stormwater pollution prevention guidelines promulgated by the state and the RWQCB.

Land Use and Planning. Existing conditions will be reviewed by Stantec through a site visit, determining site zoning, and examining local land use plans and policies to determine project consistency. Existing surrounding land uses will be identified and described to determine land use compatibility and to identify potential conflicts that could occur during project construction or operation.

In evaluating land use issues, Stantec will consider the consistency/compliance of the project with federal, state, regional, and local land use plans and regulations (e.g., City of Santa Rosa General Plan), as well as the proposed project's compatibility with the existing and planned land uses in the vicinity. The land use analysis in the EIR will focus on the land use issues outlined in the CEQA Guidelines Appendix G checklist, allowing the public and City Council to fully understand all aspects of the project affecting the use of land.

Mineral Resources. We anticipate that the Initial Study will support dismissing this topic from the EIR because this issue would have been adequately addressed in the General Plan and its EIR.

Noise. The project would result in additional traffic-related noise and additional stationary noise (rooftop mechanical equipment). Accordingly, the project would have the potential to create noise and vibration impacts that could adversely affect surrounding land uses. Stantec will prepare the Noise section of EIR using the Noise Impact Assessment referenced in Task 2, Technical Reports.

Population and Housing. The Initial Study will describe population and housing impacts in light of the project. It is likely that the Initial Study will support dismissing this topic from the EIR since the project will not add population.

Public Services. Stantec will use the most recent data available and will contact relevant service providers to provide a description of existing Santa Rosa community services, including police and fire protection and schools. We will provide a description of potential impacts to existing conditions and services resulting from the construction and operation of the project. The baseline data developed for the existing uses under Task 2, Technical Reports, will inform the discussion of impacts.

Recreation. The Initial Study will address potential impacts to recreation facilities in the area as a result of the project. This will include an inventory of existing facilities and a description of the project's impact on those facilities.

Traffic and Transportation. Stantec will prepare the Traffic and Transportation section of the EIR using the Traffic Impact Study referenced in in Task 2, Technical Reports. We will evaluate the external circulation of the site plan and parking plan for impacts. Stantec will assess the transportation impacts (i.e., traffic, transit, pedestrian, bicycle, and parking) associated with construction and operation of the project.

Utilities and Service Systems. This section of the EIR will address potential effects related to the availability and capacity of utilities and services. Utilities and services that will be addressed include sewer service, water service, and solid waste collection and disposal. This section will discuss whether any of these services or facilities is below adopted standards, or near or beyond their capacity to adequately serve the project. The baseline data developed for the existing uses under Task 2, Technical Reports, will inform the discussion of impacts. A formal Water Supply Assessment, as specified in Section 15155 of the CEQA Guidelines, is not warranted.

Significant Unavoidable Adverse Impacts. Stantec will discuss all significant unavoidable adverse impacts in conformance with CEQA Guidelines Section 15126(b). The discussion will include any impacts that can be partially mitigated, but not to a less-than-significant level.

Growth-Inducing Impacts. Pursuant to Section 15126(g) of the CEQA Guidelines, Stantec will discuss any potential growth-inducing impacts of the project. Potential sources of growth inducement and their corresponding impacts, such as removal of obstacles to growth (i.e., extension of infrastructure), new employment generation, or major economic influences, will be qualitatively analyzed to the extent that they are applicable.

Alternatives to the Proposed Project. Pursuant to CEQA Guidelines Section 15126.6, Stantec will evaluate three alternatives to the project. One alternative will be the CEQA-required “No -Project” alternative. The other two alternatives will be formulated in consultation with the City, and it is anticipated that at least one will consider reducing the project intensity. Each alternative will be described in sufficient detail and evaluated against the project to determine if it will have fewer, equivalent, or greater impacts. A matrix will be provided comparing each alternative's impacts on the various topical areas. The Alternatives section will also include a description of alternatives that were initially considered but ultimately rejected from further consideration.

Alternatives compared in the EIR will be selected based on their ability to reduce one or more potential impacts that would otherwise be significant and unavoidable below what can be achieved through mitigation alone. Stantec will develop reasonably detailed analyses of impacts associated with these alternatives, by topic, in comparison with the project. As required by Section 15126(f), the Draft EIR will identify the environmentally superior alternative and, if that is the “No-Project” alternative, the environmentally superior alternative among the remaining action alternatives.

Other CEQA Sections. Stantec will prepare the remaining CEQA-mandated sections, including energy and the MMRP.

Project Summary. Stantec will prepare a summary, presenting the significant conclusions of the EIR in a manner that is easy to understand. A summary table format will be used to identify the significant impacts and the effectiveness of the recommended mitigation measures. A summary of the alternatives analyses, issues still to be resolved, and issues subject to potential controversy will be presented, as required by CEQA compliance procedures.

Task 4: Screencheck and Public Draft EIR

Stantec will respond to one round of City comments (and, if appropriate, the Applicant's comments provided to the City) on the Administrative Draft EIR. To incorporate responses to these review comments into the Administrative Draft EIR, we will:

- Coordinate with the City staff who will assemble comments on, and suggested revisions to, the Administrative Draft EIR. One set of unified City staff comments will be provided to Stantec for the Administrative Draft EIR review. The City will reconcile conflicting review comments, if needed, among City staff before giving the comments to Stantec.
- Complete one set of revisions to the Administrative Draft EIR, pursuant to review comments and in conformance with the scope of work.

Stantec will then prepare and reproduce a Screencheck Draft EIR for submittal to the City for review prior to distribution to the public. Stantec will then prepare the Draft EIR in a manner that is ready to be published for public review. Once the Draft EIR is deemed acceptable for public distribution, Stantec will distribute the copies in accordance with the RFP. Stantec will mail the copies to the State Clearinghouse and assumes we will be responsible for all other distribution. Stantec assumes that the City will provide one set of consolidated comments on the review of the Administrative Draft EIR and the review of the Screencheck Draft EIR.

Task 5: Response to Comments, Final EIR, and MMRP

Administrative Final EIR

After the close of the 45-day public comment period, Stantec will prepare written responses to comments received on the Draft EIR and submit them for review by City staff. The responses to comments will be prepared based on the CEQA Guidelines and the City's CEQA implementing procedures and will be submitted to the City in the form of an Administrative Final EIR. To implement this process, the following steps are proposed:

- City staff will compile and transmit to Stantec all written comments on the Draft EIR.
- Stantec will confer with City staff and the Applicant (if approved by the City) to review written comments on the Draft EIR and comments from public meetings and hearings to develop a general framework and

strategies for preparing responses. The format of the Final EIR will be as an attachment of responses to comments to the text of the Draft EIR.

- Stantec will submit the Administrative Final EIR and the Administrative Draft MMRP (as detailed below) for City staff review. Responses within this proposal's scope of work and budget will consist of explanation, elaboration, or clarification of the data contained in the Draft EIR with a budgeted effort of up to 200 hours for technical staff time to address up to 250 individual comments in this task. Stantec will communicate to the City if assistance is needed from the Applicant's consultants to respond to technical questions and comments on their respective work products. If more than 250 individual comments are received, an amendment to the budget and schedule will be necessary.

Screencheck Final EIR and Final EIR

Stantec will revise the Administrative Final EIR by incorporating written responses to comments received from City staff and, if appropriate, the Applicant, yielding a Screencheck Final EIR and then the Final EIR review. One set of unified comments incorporating all City staff comments on the Draft and Screencheck Final EIRs will be provided to Stantec. The Final EIR shall comprise the Draft EIR, comments on the Draft EIR, and responses to all comments on the Draft EIR, including any necessary changes to the Draft EIR text. Submittal of the Final EIR shall be accompanied by submittal of the Final MMRP, as outlined below. Stantec will present the Final EIR and MMRP to the Planning Commission and the City Council for certification at a public hearing (as detailed in Task 7).

Mitigation Monitoring and Reporting Program

Stantec will prepare the MMRP required by Public Resources Code Section 21081.6, as mandated by Assembly Bill 3180, for adoption at the time of the CEQA findings. Stantec will prepare an Administrative Draft MMRP in accordance with the CEQA Guidelines and the City's CEQA implementing procedures. The Administrative Draft MMRP will be prepared concurrently with preparation of the Administrative Final EIR. The MMRP will be designed to ensure compliance with mitigation measures required during project implementation.

The MMRP will be designed to fit into the City's existing entitlement and project review process; the City will provide the format. Stantec will coordinate with City staff to refine MMRP content and format prior to preparing the Administrative Draft MMRP. The MMRP will include, but not be limited to, the following:

- Mitigation measures.
- Mitigation measures to be monitored with specific mitigation performance standards.
- Monitoring requirements.
- Type of monitoring program or activity necessary to monitor each specific mitigation measure, with monitoring time frame.
- Person/agency responsible for implementing mitigation measures and/or monitoring measures.
- Assignment of roles and responsibility, with the general qualifications that will be required of individuals or organizations necessary to implement each specific mitigation or monitoring activity.
- Timing and/or frequency of monitoring measures.
- Specific review or inspection schedule for each measure.
- Person/agency responsible for ensuring compliance with mitigation requirements and monitoring and reporting program.

After review and comment on the Administrative Draft MMRP, Stantec will revise the MMRP in accordance with the comments provided and will submit the Final MMRP along with the Final EIR.

Task 6: NOTICING, CEQA Findings, and Statement of Overriding Considerations

Stantec will prepare all CEQA-required notices in compliance with state legislation and guidelines. This task includes the preparation of the Notice of Availability (NOA) and the Notice of Completion (NOC). Stantec will prepare a NOA for both the Draft EIR and Final EIR. This task includes completing the NOA form, as well as associated mailings and newspaper notices. Stantec will prepare the NOC in compliance with the CEQA Guidelines and submit the

draft notices for City staff review; if necessary, Stantec will revise the draft notices based on staff comments. Stantec will file one copy of the NOC with the State Clearinghouse at the time of Draft EIR publication.

Stantec will prepare and file the Notice of Determination (NOD) with the Sonoma County Clerk within five business days of EIR certification. The purpose of the NOD filing is to limit the legal challenge period to 30 days. If an NOD is not filed within five business days of certification, the legal challenge period is 180 days. The NOD filing also requires payment of a filing fee, which Stantec assumes will be paid by the Applicant.

Findings of Fact

Stantec assumes that the City will prepare written findings for each significant effect identified in the EIR as a separate document, pursuant to CEQA Guidelines Section 15091. If requested, Stantec will prepare Findings of Fact on behalf of the City. As required by the State CEQA Guidelines, one of three findings must be made for each significant effect, which must be supported by substantial evidence in the record. After consultation with City staff, Stantec will submit the final Findings to the City for adoption.

Statement of Overriding Considerations

If applicable and requested by the City, Stantec will prepare a draft of applicable justification for a possible Statement of Overriding Considerations, pursuant to CEQA Guidelines Section 15093. The Statement of Overriding Considerations will rely on input from the City regarding the benefits of the project. The Statement of Overriding Considerations would be supported by substantial evidence in the record. Stantec will consult with City staff to review and finalize the Statement of Overriding Considerations and will submit the final Statement of Overriding Considerations to the City for adoption. Note: This task is included in this proposal as an optional task upon the City's request.

Task 7: Project Management and Meetings

Trevor Macenski and Elena Nuño will attend various staff and public meetings, such as the scoping meeting, public hearing on the Draft EIR, and adoption hearings. Those meetings are listed below and are associated with the tasks described in detail above. In addition to the meetings listed below, regular communications and status meetings involving the Stantec Project Manager and City staff, either by telephone conference call or email, are anticipated throughout the duration of the contract. This task also consists of the ongoing management activities that ensure Stantec's ability to keep the project running smoothly, on time, and within budget.

Trevor and Elena will ensure information is distributed appropriately, comments regarding project-related issues are communicated effectively and efficiently, and financial performance is tracked regularly (i.e., invoices). Monthly progress reports will be provided to the City. Stantec's Project Manager will also ensure that consultation and coordination occur, as needed, with outside agencies and individuals throughout the process. This task assumes 40 hours of Trevor's time and 100 hours of Elena's time and assumes that Stantec will attend the following meetings:

- Project initiation meeting
- One community scoping meeting
- One agency scoping meeting
- Two working meetings with City staff as necessary to discuss comments on the Administrative Draft EIR and Final EIR (2-hour meetings)
- One Planning Commission hearing
- Two City Council hearings
- Additional meetings will be reimbursed on a Time and Materials basis, with prior authorization by the City

Stantec has extensive experience in public outreach programs and scoping, including public participation programs and public hearings for controversial projects.

Document Production

Deliverables associated with the project are outlined in Table 2: Summary of EIR Deliverables, in Section 4 of this proposal.

3 Personnel and Qualifications

Approach to project Management

Our management approach is informed by many factors, including our experienced-based understanding of the City's organizational structure, policies, and procedures for implementing CEQA and expectations regarding internal and external communications and overall performance. Our approach:

- Supports the role of the City as the CEQA lead agency.
- Clearly assigns overall project leadership responsibilities to a project manager.
- Facilitates frequent and orderly communication between the City, the Stantec project team and, as appropriate, the Applicant, the public, and trustee and responsible agencies.
- Commits key personnel and senior staff to specific tasks for the duration of the performance period.
- Coordinates the multi-disciplinary resources of the Stantec team to deliver high-quality work products that anticipate and respond to the City's needs.
- Implements quality control measures before work products are submitted to the City.
- Tracks and reports project cost and completion status to the City and to project personnel.

Our structure places highly experienced personnel in every management position and technical discipline. Stantec will function as the prime contractor, and we propose to perform most of the work using our in-house forces. Knowing the controversy associated with the historical resources, we have partnered with key select firms who have extensive knowledge of the historic issues, having recently completed historic property surveys at the project site.

Responsible Personnel

For the Caritas Village project, Stantec offers a project team that provides expertise across the complete suite of disciplines required to address the full range of environmental concerns that are likely to arise. The selection of our in-house team members was based on four key factors:

1. Technical expertise in issue areas of particular concern to the City;
2. Prior experience with similar projects with similar scope, locale, and issues;
3. Availability during the performance period and ability to anticipate and accommodate changes in schedules for delivering milestone work products; and
4. A demonstrated ability to effectively communicate and present technical information to the public and to assist the City in coordinating with the Applicant and with other participating agencies.



Organizational Chart

Our organizational chart (provided in Appendix A) shows how we approach client communication and project management, and the value we place on internal quality control. Our team is organized around our Principal in Charge, who is supported by our Project Manager and a technical team consisting of a cadre of technical specialists. Beyond these key team members, we have more than 1,400 professionals in California. Under the direction of Trevor Macenski, there are a total of 300 environmental and planning staff supporting the western region. Stantec offers locally experienced resource leaders and a mix of junior, mid-level, and senior-level staff to maximize cost efficiencies, while providing necessary senior oversight to support successful project completion.

Current Workload

Stantec's project workload is robust, and we manage our workload in a manner that ensures we can accommodate our clients' needs. Stantec's consistent performance for clients demonstrates our ability to execute multiple projects of various sizes simultaneously without compromising our quality standards, and to work independently on complex projects and meet established deadlines. Stantec is engaged on more than 100 active environmental impact assessment projects of varying sizes (firm-wide) at any given time. We currently have several long-term projects, as well as numerous small projects with shorter timelines. Our staff assignments are made to respond to individual project requirements and with consideration for the project schedules to ensure staff



availability at critical periods. The project team members listed in this proposal were selected based on their expertise and with consideration of their current and projected future workloads; these staff will be available at critical periods during the environmental review process for the project. **Specifically, our Principal in Charge, Trevor Macenski, and Project Manager, Elena Nuno, will each have more than 50 percent availability throughout the project.**

Project Team Profiles

We have assembled a team of key professionals as requested in the RFP, all with experience working on controversial development projects, including infill and low-income housing, in California. To this end, Stantec has completed a workload analysis for staff who will be assigned to the project, and we are confident that all key personnel have adequate capacity both currently and for the duration of the contract. Assigned staff will be committed to the project through its completion. Brief descriptions of the project management team and CEQA technical team and their roles are provided in the following paragraphs. Resumes are provided in Appendix A.

Project Management Team

Principal in Charge – Trevor Macenski

Trevor is a senior principal and geographic technical leader for Assessment and Permitting in the United States for Stantec's Environmental Services Impact Assessment, Permitting, and Compliance division. He works side by side with dozens of California's communities, helping them navigate the ever-evolving complexities of CEQA. Trevor brings a creative, problem-solving approach to his role as a liaison between the various participants in the planning and project development process, including the project sponsors, engineers, attorneys, lead and responsible agencies, and concerned community groups. Trevor has authored over 100 CEQA documents, including 25 EIRs that have withstood legal challenge, and two published CEQA cases. As an experienced environmental impact assessment practitioner and educator, Trevor served as adjunct faculty at the University of California, Davis, teaching environmental impact assessment methodologies for over seven years and is a Planning Commissioner for the City of Benicia. *For the project, Trevor will serve as the liaison between the Stantec team and the City's staff. Trevor will serve as the primary point of direct contact with the City.*

Project Manager – Elena Nuno

Elena's experience includes managing the preparation of environmental impact assessments for federal and state compliance. Her technical specialty is preparing thorough and legally defensible air quality and greenhouse gas impact assessments that accurately characterize a project's impacts and provide applicable strategies or mitigation measures to reduce potential impacts. Elena's professional history includes working as an air quality specialist with the San Joaquin Valley Air Pollution Control District, where she assisted in the preparation of air quality attainment plans and was responsible for CEQA compliance for Air District rules and permits. As a consultant in the private sector, Elena has prepared air quality and greenhouse gas analyses and managed CEQA compliance for diverse projects such as roadways, bridges, linear pipeline projects, mixed use/transit-oriented development, master planned communities, and commercial and government facilities. *For the project, Elena will ensure information is distributed appropriately, comments regarding project-related issues are communicated effectively and efficiently, and financial performance (i.e., invoices) is tracked regularly. Elena will serve as the liaison between the Stantec CEQA technical team and the project management team.*

Quality Assurance/Quality Control – David Lundgren

David has more than 13 years of experience managing complex infrastructure projects, preparing technical sections for CEQA and NEPA documents, and providing permitting strategy and expertise. David is responsible for the overall quality and delivery of environmental documents and has overseen and provided guidance and assistance on issues such as environmental documentation preparation and processing; environmental technical report preparation; risk management; and streamlining project delivery. Serving as Stantec's Environmental Services Business Center Discipline Lead, David is responsible for ensuring high quality across our business center and conducting independent audits using our Project Management Framework across all our active projects. *For the project, David, acting in close coordination with the City, will oversee internal quality control for all project deliverables to ensure full compliance with CEQA.*

CEQA Technical Team

Aesthetics and Visual Resources – Josh Hohn, AICP. Josh is a land use and environmental planner with expertise in conducting and coordinating visual impact analyses and assessments. In over a decade of work as a visual analyst, Josh has produced technical reports and CEQA/NEPA documents, or their equivalent, supporting dozens of public and private clients. In support of his work, he has testified at California Energy Commission hearings. *For the project, Josh will lead the CEQA analysis of aesthetics and visual resources.*

Air Quality and Greenhouse Gas and Energy – Elena Nuno. *For the project, Elena will prepare the air quality and GHG assessment and will lead the CEQA analysis of air quality, GHGs, and energy.*

Health Risk Assessment (HRA) – Leland Villalvazo. Leland is a senior air quality specialist who offers diverse public and private-sector scientific experience, spanning over two decades. His experience includes the design and management of major air quality research projects dealing with air quality model development application and analysis and the preparation of technical studies in support of CEQA documents. *For the project, Leland will prepare the HRA.*

Alternatives and Cumulative Impacts – Trevor Macenski. *For the project, Trevor will lead documentation of the CEQA analysis of alternatives and cumulative impacts.*

Biological Resources and Regulatory Permitting – Nick Eide. Nick's experience includes project management, biological resources, and regulatory compliance. His expertise in project management includes mobilizing, managing, and coordinating with staff and technical experts on projects; working collaboratively with clients on projects to ensure effective solutions to biological resource issues; and providing clients with project deliverables on time and on budget. Nick also has considerable experience in biological resources documentation such as preparing technical reports/documents (e.g., Endangered Species Act biological assessments, wetland delineations, biological resource assessments, habitat evaluations), CEQA and NEPA document sections, and regulatory permitting packages. He also frequently performs surveys for special-status wildlife species, habitat suitability surveys for special-status species, wetland delineations, and arborist surveys. *For the project, Nick will prepare the biological technical report and lead the CEQA analysis of biological resources.*

Cultural Resources Management – Alta Archaeological Consulting, LLC, and Brunzell Historical. Stantec has selected two local firms with whom to partner for the preparation of technical studies to address archaeological and tribal resources and the built environment. Additional information on these two firms is provided in Appendix B: Subconsultants. *For the project, Alta Archaeological will address archaeological and tribal issues, and Brunzell Historical will address impacts to historic resources.*

Hazards and Geology and Soils – Anna Radonich. Anna has 15 years of professional experience in remediation and environmental compliance strategies for land use and local development projects. Her experience includes CEQA, NEPA, land use, coordinating regulatory review and compliance, including facilitating public engagement, and participating in regulator proceedings. *For the project, Anna will lead the evaluation of hazards, geology and soils.*

Hydrology and Water Quality, and Utilities and Service Systems – Jeff Dunn. Jeff has 23 years of experience in water resource planning and engineering involving domestic water, reclaimed water, and sewer facilities. His planning experience includes more than 24 facility master-planning projects, as well as 30 hydraulic studies for domestic and reclaimed water and sewer systems. *For the project, Jeff will perform the water system assessment and lead the CEQA analysis of hydrology, water quality, and utilities and service systems.*

Land Use, Population and Housing, Public Services, and Recreation – Tina Garg. With over 10 years of experience in environmental services and planning, Tina is well-versed in CEQA and NEPA. She has prepared numerous initial studies and EIRs, performed environmental assessments, conducted land use and visual surveys, and coordinated with consultants, clients, and public agencies. *For the project, Tina will lead the CEQA analysis of land use, population and housing, public services, and recreation.*

Noise Analyses – Tracie Ferguson. Tracie has over 20 years of experience as an acoustical consultant on a wide range of project types, preparing noise studies for commercial spaces, mixed-use developments, and tenant improvements. She brings expertise in environmental noise control, mechanical noise and vibration control, and architectural acoustics. *For the project, Tracie will perform the noise assessment and lead the CEQA analysis of noise.*

Traffic and Transportation – Daryl Zeffass. Daryl is a California registered traffic engineer and a certified professional transportation planner with 28 years of experience in multiple aspects of traffic engineering and transportation planning. He has a proven record of managing large-scale traffic studies efficiently and effectively. *For the project, Daryl will perform the traffic assessment and lead the CEQA analysis of traffic and transportation.*

Geographic Information Systems – Kaela Johnson. Kaela is an environmental planner specializing in GIS. She has prepared maps and graphics to support multiple CEQA and NEPA documents. She has also completed the Land Use and Environmental Planning Certificate Program at the University of California, Davis. *For the project, Kaela will be responsible for the GIS efforts supporting the CEQA analysis.*

Technical Editing – Kathryn McDonald. Kathryn is a technical writer/editor with more than 30 years of experience working on environmental documents. Her skills include editing and rewriting documents for organization, logic, consistency, completeness, and clarity. Kathryn has edited hundreds of CEQA/NEPA documents. *For the project, Kathryn will prepare a project-specific style sheet for project deliverables and will edit the Notice of Preparation, project description, EIR, and MMRP for grammar, style, consistency, and readability.*

4 Deliverables

Deliverables associated with the project are outlined in Table 1: Summary of EIR Deliverables, below.

Table 1: Summary of EIR Deliverables

EIR DELIVERABLE	COPIES
Draft Project Description, Initial Study, NOP	1 electronic version (MS Word and PDF each)
Initial Study	5 hard copies (print and bound); 1 electronic version (MS Word and PDF each)
NOP	20 hard copies (15 of which will be submitted to State Clearinghouse and 5 provided to the City [print and bound]); 1 electronic version (MS Word and PDF)
AB 52 Consultation Notices	Up to 10 hard copies, 1 electronic version (MS Word and PDF)
Scoping Meeting Notices	Up to 200 hard copies, 1 electronic version (MS Word and PDF)
Administrative Draft EIR (one round)	5 hard copies, 1 electronic version (MS Word and PDF on USB flash drive)
Screencheck Draft EIR (one round)	1 hard copy (print and bound); 1 electronic version (MS Word and PDF)
Notice of Availability/Notice of Public Hearing	Up to 200 hard copies, 1 electronic version (MS Word and PDF)
Draft EIR and Technical Appendices *	50 print copies (print and bound); 15 CDs (15 of which will be submitted to State Clearinghouse); 25 USB Flash Drives with electronic PDF version, 1 electronic version (PDF)
Administrative Draft Final EIR (one round)	5 hard copies and 1 electronic version (MS Word and PDF on USB flash drive)
Administrative Draft Mitigation Monitoring and Reporting Program	Two hard copies and 1 electronic version (MS Word and PDF) on USB flash drive
Screencheck Final EIR and Mitigation Monitoring and Reporting Program (one round)	1 hard copy (print and bound); 1 electronic version (MS Word and PDF)
Final EIR *, Mitigation Monitoring and Reporting Program	2 hard copies (print and bound); 15 CDs (15 of which will be submitted to State Clearinghouse); 1 electronic version (PDF each);

Note: Stantec has the ability to post the above-listed documents on a file-sharing FTP site for ease of review.

All work products will be prepared in accordance with CEQA, the CEQA Guidelines, and the Santa Rosa Municipal Code.

* Technical appendices attached to the inside of the back cover of the Draft EIR and Final EIR on CD

5 Schedule

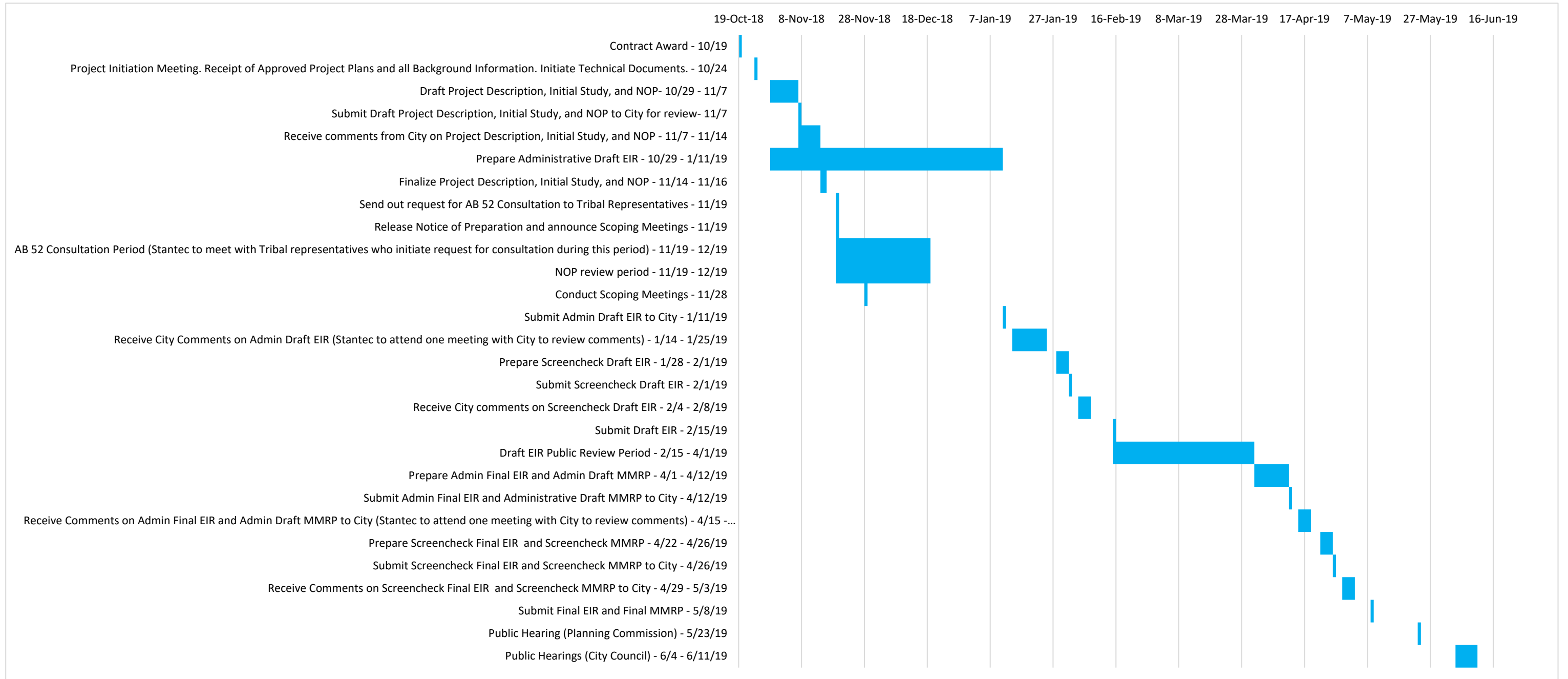
Project Schedule

The proposed work schedule for the Caritas Village Project EIR is provided in graphic format below. Stantec is committed to meeting the schedule outlined below and assumes the City will be able to adhere to the identified review periods to meet the RFP's schedule objectives. We have put together the proposed work schedule to meet the timeline of releasing the Draft EIR in February 2019.

Schedule Assumptions:

- Receipt of approved project description and construction plans, project-related information, base maps, and photographs at the project initiation meeting.
- The periods shown assume a set amount of time for the City's review of each submittal. If review schedules change, the elapsed time of other tasks will be maintained.
- All technical reports will be deemed adequate by Week 4.
- The review period for the NOP will be the state-mandated 30 days.
- The review period for the EIR will be the state-mandated 45 days .
- The City is able to complete the necessary AB 52 consultation.
- The City provides the contact information for tribes who have requested to be on the City's consultation list to Stantec at the project initiation meeting.
- Notice to Tribes shall include brief project description, location, City contact information.
- Tribes have 30 days to request consultation.
- City shall begin the consultation process within 30 days of receiving Tribe's request for consultation.

Caritas Village Project EIR Schedule



6 Cost



The detailed cost estimate indicating expenditures for personnel resources and materials for each task identified in the scope of work is provided herein. The cost estimate has all tasks and sub-tasks listed, with time estimates, billing rates, and total costs per task and sub-task. Stantec has identified four major milestones and payments that track with the level of work for the EIR. Table 3 below provides a summary of the costs and milestones.

Table 2: Proposed Budget and Milestones

TASK	BUDGET*
Task 1: Project Initiation and Project Description	
Initial Study and NOP	\$21,541
Task 2: Technical Studies	
Baseline Documentation	\$6,114
AQ/GHG	\$9,857
HRA	\$6,000
Biological Resources Technical Memorandum	\$9,729
Cultural Resources – Archaeological Survey Report and AB 52 Consultation	\$20,644
Noise Impact Assessment	\$9,868
Traffic Impact Study	\$23,790
Visual Impact Assessment	\$9,248
Task 3: Administrative Draft EIR	\$76,221
Task 4: Screencheck and Public Draft EIR	\$27,648
Task 5: Response to Comments, Final EIR, and MMRP	\$31,970
Task 6: Noticing	\$3,221
Task 7: Project Management and Meetings	\$31,350
	Labor Total \$287,201
	Direct Costs \$39,393
	Total Budget \$329,069
	Optional Findings and SOC Tasks \$22,205
	Optional Cultural Meetings \$6,980
	Total Budget with Optional Tasks \$355,779

Assumptions

General Assumptions

- Stantec will be responsible for preparing all notices related to the state CEQA Guidelines for the preparation and public release of the EIR (i.e., NOP, NOA, NOC, and NOD).
- Stantec, with the assistance of City staff, will prepare noticing materials and/or public meeting materials in English.

Document Review Assumptions

- Stantec anticipates one (1) round of review of the Administrative Draft EIR and one (1) round of review of the Screencheck Draft EIR.
- Stantec anticipates one (1) round of review of the Administrative Final EIR and one (1) round of review of the Screencheck Final EIR.

- The City will provide one (1) set of consolidated and reconciled comments on all draft documents to Stantec

Document Production Assumptions

- Stantec will provide all documents to the City in electronic format (Microsoft Word and PDF) format.
- Stantec will provide EIR deliverables in accordance with Table 1 in Section 4 of this proposal.
- Technical appendices shall be attached to the inside of the back cover of the Draft and Final EIR on a Compact Disc (CD) or USB Flash Drive.
- Stantec will be responsible for providing the appropriate amount of copies and/or electronic versions of State Clearinghouse submittals.
- Stantec will be responsible for all required submittals to the State Clearinghouse.

Meetings and Hearings Assumptions

- Attendance at one meeting with City staff for project initiation and scoping of issues
- Two meetings for discussion of work progress/review of draft documents
- Two community scoping meeting
- One Planning Commission meeting
- Two City Council hearings for certification of final EIR

Scope Assumptions

- Stantec will be responsible for distribution of public review documents.
- Stantec will be responsible for providing the appropriate number of copies and/or electronic versions of State Clearinghouse submittals.
- Stantec will be responsible for all required submittals to the State Clearinghouse.
- The Initial Study, EIR, and MMRP will be prepared to comply with CEQA.
- An internal review and comment period will be conducted by the project team for each document submitted to the City.
- The EIR scope of work may need to be adjusted based on review of NOP comments.
- Stantec assumes that the City will provide one set of consolidated comments from its review of the Administrative Draft EIR and the review of the Screencheck Draft EIR.
- One set of consolidated comments incorporating all City staff comments on the Draft and Screencheck Final EIRs will be provided to Stantec.
- Stantec will be responsible for distribution of public review documents.
- The EIR scope of work may need to be adjusted based on review of NOP comments.
- Stantec will conduct a desktop review for biological resources prior to the reconnaissance-level field survey, including review of aerial imagery/KMZ files, topo maps, USFWS wetland inventory maps, the California Natural Diversity Database (CNDDDB), the California Native Plant Society (CNPS) rare plant database, and USFWS species lists and critical habitat designations.
- A tree survey and reconnaissance-level field survey will be conducted on approximately 2.28 acres of the proposed project site. The City of Santa Rosa will be responsible for any landowner notifications/authorization required for field access, as well as providing property owner information (e.g., APN, owner contact info and address).
- The biological resources scope does not include protocol-level surveys or wetland delineations, and the scope excludes the preparation of a tree replacement/replanting plan or tree protection plan.
- This scope of work is considered preliminary and interim in nature. More specifically, it may be subject to revisions based on feedback from the City's review of the Applicant's project application and review of our proposal.

This scope of work is considered preliminary and interim in nature. More specifically, it may be subject to revisions based on feedback from the City's review of the project Application and review of our proposal.

Cost and Schedule Control

Stantec will carefully monitor and control project costs and schedule to meet the budget and milestone deliverable due dates agreed upon with the City. Stantec controls work by building multi-level schedules and establishing milestones at the appropriate level of detail, with the project work breakdown structure as the basis. Reports and information are tailored for various levels of management, with the degree of detail required for the execution of their responsibilities. Vertical integration ensures that the detailed activities depicted on lower-tier schedules are consistent with the summary activities reflected at higher levels. Standard reporting features include project status, earned value, monthly billing, and budget/schedule/task completion accountability.



Cost and Schedule Variances

We regularly monitor a project's activities, costs, and schedule to ensure that they are consistent with the agreed-upon timeframe and goals. Cost variances are identified on Stantec's project management reports described above, which compare budgeted versus actual amounts by subtask. Schedule variances are identified through comparing actual work performed to the schedule. The schedule is an important component of the overall management of a project, and this topic will be included at all progress meetings.

Stantec will submit a monthly project status report to the City that will highlight work performed and upcoming work, including critical paths, milestones, schedule reporting, an estimate of actual percent complete, a summary of current expenditures versus budgeted costs, and any issues that may affect the above.

7 Proposal Terms and Conditions

The proposal included herein is a firm offer of services for a period of 60 days from submittal (September 17, 2018 - November 16, 2018).

The proposed work plan is to be performed on a "not to exceed" basis.

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8 Proposal as Sole Representation

The written proposal included herein is the sole representation for our firm. The following individual has the authority to bind the company and may also be contacted while the City evaluates the proposals.

Trevor Macenski

Senior Principal, Environmental Services- Impact Assessment, Permitting, & Compliance

Cell Phone: 916-508-4170

Trevor.Macenski@Stantec.com

Stantec

1340 Treat Boulevard Suite 300

Walnut Creek CA 94597-7966 US

By my signature I affirm that I have the authority to bind the company to this written proposal.

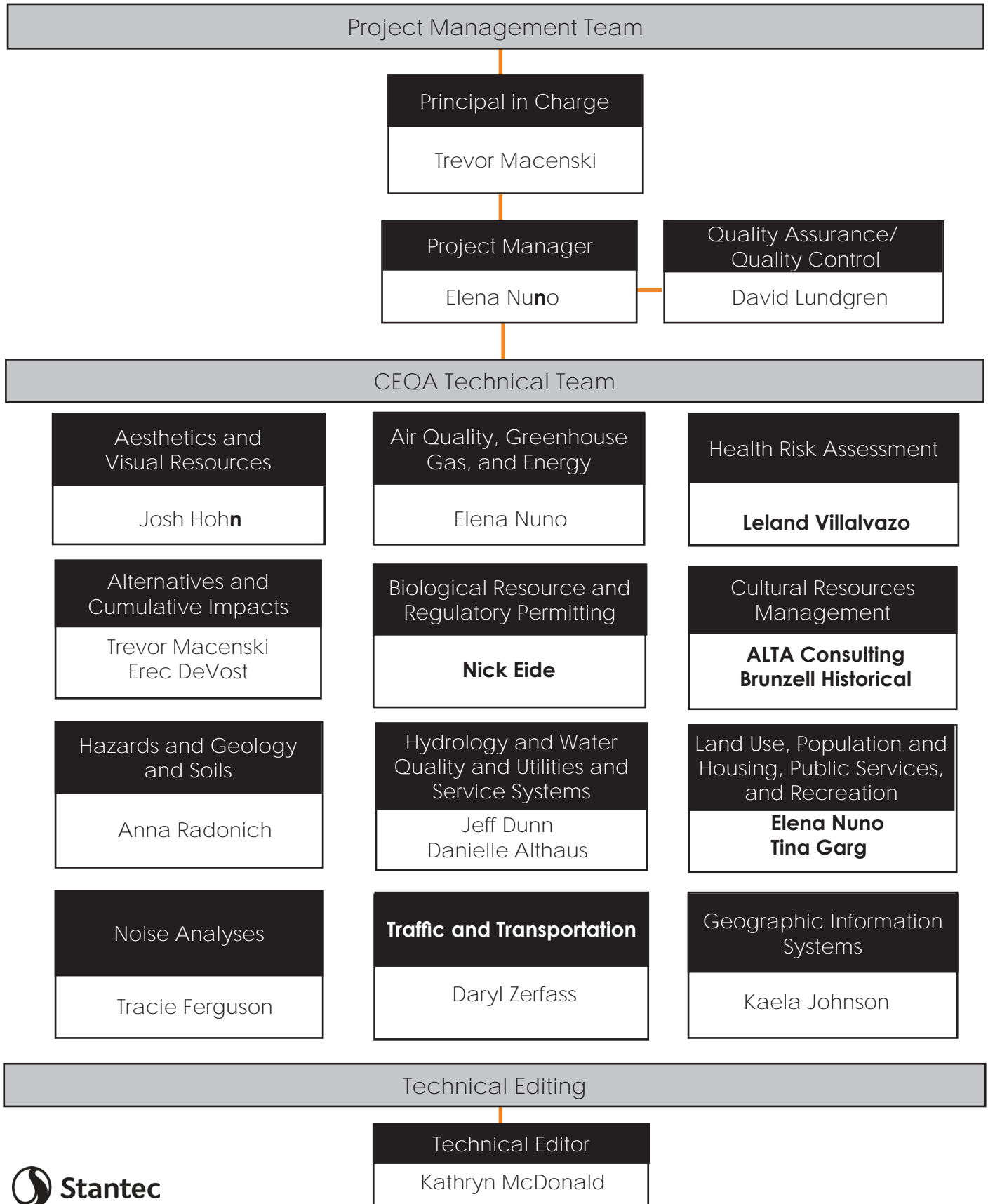
A handwritten signature in black ink, appearing to read "T. Macenski", enclosed in a thin black rectangular border.

Trevor Macenski, Senior Principal

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Appendix A: Organizational Chart and Resumes

Caritas Village Project EIR Organization Chart



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TREVOR MACENSKI

PRINCIPAL IN CHARGE

EDUCATION

- MS, Environmental Science and Policy, The John Hopkins University, Baltimore, Maryland
- BS, Environmental Policy Analysis and Planning, University of California, Davis

CERTIFICATIONS & TRAINING

- Wetland Delineator Certification Program, Wetland Training Institute, Rocklin, California
- Watershed Management, US Environmental Protection Agency, Sacramento, California
- Air Pollution Training Institute (APTI), US Environmental Protection Agency, Sacramento, California
- CEQA Advanced Workshop Series, Association of Environmental Professionals, Sacramento, California
- Hazardous Waste Operations, Network Environmental

MEMBERSHIPS

- Past Director - Superior and Bay Area Chapters, Association of Environmental Professionals

Mr. Macenski is a senior principal and subject matter expert for Stantec's Impact Assessment, Permitting, and Compliance division. He works side by side with dozens of California's Cities, Counties, and Special Districts. As an environmental scientist with an advanced understanding of land use planning, he specializes in environmental compliance strategies for land use and local development projects and acquiring all necessary local, State, and Federal permit approvals. He has experience coordinating all phases of regulatory review and compliance, including preparing permit applications, facilitating public engagement, participating in hearings and regulatory proceedings, and tracking compliance requirements. Mr. Macenski brings a creative problem-solving approach to his role as a liaison between the various participants in the planning and project development process, including the project sponsors, engineers, attorneys, lead and responsible agencies, and concerned community groups. He is experienced with public involvement processes and is a skilled public presenter having worked on high profile projects with clients such as Walmart, Safeway Grocery, Mixed Use Commercial Developments, California High-Speed Rail Authority, California Department of Correction, and numerous land use development projects from the San Francisco Bay Area to the Mojave Desert. Trevor is also adjunct faculty at the University of California, Davis where he teaches Environmental Impact Assessment methodologies, and CEQA Instructor at Fresno State, Sonoma State, and is a Planning Commissioner for the City of Benicia.

SELECT RELEVANT PROJECTS

- Elnoka Village Mixed Use Development EIR | Santa Rosa
- Chick-fil-A Project | Santa Rosa
- 469 Stevenson Tower EIR | San Francisco
- Brunswick Street Mixed Use Development Project SCEA | Daly City
- Shadelands Gateway Specific Plan and Orchards Development EIR | Walnut Creek
- Solano 360 Specific Plan and EIR | Solano County
- Midtowne Housing Project | Healdsburg
- Bell Village and Oliver's Shopping Center ISMND | Windsor
- Stoneman Apartment Project ISMND | Pittsburg
- Hunter's Point ECO District | San Francisco
- Warmsprings Specific Plan EIR | Fremont
- Fresno 40 Shopping Center Project EIR | Fresno
- Monterey Gateway Affordable Housing EIR | Gilroy
- Oakley Knolls ISMND | Antioch
- Quail Cove ISMND | Antioch
- Vallejo Transit Center EIR | Vallejo
- East Main District Mixed-Use Project ISMND | Vacaville
- Southside Senior Services Center | Groveland
- Morgan's Orchard at Secret Ravine EIR | Placer County
- Orchard Place ISMND | Loomis
- Clearvista Vista Ranch Mixed Use Development EIR | Kern County
- Oakland Aspire School CEQA Exemption Package | Oakland
- Industrial Park Planning Area Program EIR Project | Vacaville
- International Boulevard CEQA Exemption Package | Oakland
- Oroville Walmart EIR | Oroville
- Peabody Road Bridge Replacement Project ISMND and EA | Vacaville
- LDK Warehouse Project ISMND | Vacaville
- Sonora Walmart Project EIR | Sonora
- Sutter Creek Transit Center and Village Specific Plan and ISMND | Sutter Creek
- Turkey Creek Subdivision and Specific Plan EIR Addendum | Lincoln
- William J. Carrol Government Center ISMND and | Solano County

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ELENA NUNO

PROJECT MANAGER

EDUCATION

- MA, Public Administration, California State University, Fresno, Fresno, California
- BS, Geological and Environmental Sciences, Stanford University, Stanford, California

CERTIFICATIONS & TRAINING

- Dust Control Plan Preparer, San Joaquin Valley Air Pollution Control District, Modesto, California
- Course #296, Health Risk Assessments and Dispersion Modeling, California
- CEQA Advanced Workshop Series, Association of Environmental Professionals, Fresno, California

MEMBERSHIPS

- President, Central Chapter, Association of Environmental Professionals

Ms. Nuno's experience includes managing the preparation of environmental impact assessments for Federal and State compliance. Her technical specialty is preparing thorough and legally defensible air quality and greenhouse gas impact assessments that accurately characterize a project's impacts and provide applicable strategies or mitigation measures to reduce potential impacts. Ms. Nuno's professional history includes working as an air quality specialist with the San Joaquin Valley Air Pollution Control District (SJVAPCD) where she assisted in the preparation of air quality attainment plans and was responsible for CEQA compliance for Air District rules and permits. As a consultant in the private sector, Ms. Nuno has prepared air quality and greenhouse gas analyses for diverse projects such as roadways, bridges, linear pipeline projects, mixed use/transit-oriented development, master planned communities, commercial, and government facilities for various Air Districts throughout California, with most experience in the SJVAPCD, Bay Area Air Quality Management District, and South Coast Air Quality Management District. In addition to preparing environmental impact assessments and air quality/greenhouse gas studies, Ms. Nuno assists clients with regulatory compliance with the APCD Rules, Indirect Source Review. Her efforts have helped clients achieve maximum emission reduction credits for creditable onsite mitigation measures and reduced offsite mitigation fees.

SELECT RELEVANT PROJECTS

- Elnoka Village Mixed Use Development EIR | Santa Rosa
- Lowes EIR | Santa Rosa
- Midtown Healdsburg Town Homes ISMND | Healdsburg
- Kaiser Dublin Medical Center Project EIR | Dublin
- Tassajara Parks EIR | Contra Costa County
- St. Regis Resort Napa Valley EIR | Napa
- Shadelands Gateway Specific Plan EIR | Walnut Creek
- Solano Community College – Auto Technology Building ISMND | Vallejo
- Trellis Residential Project EIR | Walnut Creek
- Drake's Point Radio Tower Project ISMND | Vacaville
- San Lorenzo Community Park Master Plan ISMND | San Lorenzo
- Emeryville Public Market, Emeryville EIR Addendum | Emeryville
- International Boulevard CEQA Exemption Package | Oakland
- Napa Logistics Park Phase II EIR | American Canyon
- Berryessa Villasport Project ISMND | San Jose
- Ruschin Drive Project ISMND | Newark
- William J. Carrol Government Center ISMND and | Solano County
- Eagle Ranch Specific Plan EIR | Atascadero
- Rohnert Park Walmart EIR | Rohnert Park
- Sonora Walmart Project EIR | Sonora
- Del Rio Walmart and Commercial Area Specific Plan EIR | Atascadero
- Kerman, Walmart EIR | Kerman
- Los Banos, Walmart EIR | Los Banos
- Oroville Walmart EIR | Oroville
- Patterson Plaza Shopping Center, EIR | Patterson
- Vista Terraza Subdivision ISMND | Tulare
- Westlake Development Project EIR | Fresno
- Cargill Meat Solutions Corporation Project ISMND | Fresno
- Clovis Crossing Shopping Center EIR | Clovis
- Hanford Downtown East Precise Plan EIR | Hanford
- Tra Vigne Subdivision EIR | Madera
- Fresno 40 Shopping Center EIR | Fresno
- 25 Park Place Office Development ISMND | Fresno
- Selma Crossings EIR | Selma
- Vega Solar Project EIR | Merced County

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DAVID LUNDGREN

QUALITY CONTROL

EDUCATION

- BS, Environmental Science, University of Vermont, Burlington, Vermont

David has more than 13 years of experience managing complex infrastructure projects, preparing technical sections for CEQA and NEPA documents, and providing permitting strategy and expertise. The City will benefit from David's extensive local CEQA experience within the greater Bay Area. David is responsible for overall quality and delivery of environmental documents and has overseen and provided guidance and assistance on issues such as environmental documentation preparation and processing; environmental technical report preparation; risk management and streamlining project delivery. Serving as Stantec's Environmental Services, Business Center Discipline Lead, David is responsible for implementing quality across our business center and conducting independent audits using our Project Management Framework across all our active projects. David has a Bachelor of Science in Environmental Science from the University of Vermont in Burlington, Vermont.

SELECT RELEVANT PROJECTS

- Industrial Park Planning Area Program EIR | Vacaville
- Peabody Road Bridge Replacement Project | Vacaville
- Shank Road-Alamo River Wetlands Site EIR | Imperial County
- Santa Clara Valley Habitat Plan EIR | San Jose
- Pipeline 131 Class Change at Marsh Creek EIR | Brentwood
- VacaDixon-Birds Landing 230 kV Reconductoring Project Environmental Studies | Vacaville
- Brannan-Andrus Emergency Levee Repair Project CEQA Exemption Package and Permitting | Isleton
- Quail Cove ISMND | Antioch
- Oakley Knolls ISMND | Antioch
- International Boulevard CEQA Exemption Package | Oakland
- Oakland Aspire School CEQA Exemption Package | Oakland
- Vallejo Transit Center EIR | Vallejo
- Brunswick Street Apartment Project EIR/SCEA | Daly City

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DARYL ZERFASS

TRAFFIC & TRANSPORTATION

EDUCATION

- BS, Civil Engineering, University of California, Irvine, California, 1990

REGISTRATION & CERTIFICATIONS

- Professional Engineer #TR1824 (Traffic), State of California
- Professional Transportation Planner #454, Transportation Professional Certification Board Inc.

MEMBERSHIPS

- Institute of Transportation Engineers
- American Society of Civil Engineers
- Orange County Traffic Engineers Council

Mr. Zerfass is a California registered traffic engineer and a certified professional transportation planner with 28 years of experience in multiple aspects of traffic engineering and transportation planning. He has a proven record of managing large-scale traffic studies efficiently and effectively. His projects include traffic impact studies for large-scale development projects, transportation studies for Specific Plans and General Plan updates, large-area transportation studies, corridor studies, transportation nexus fee studies, traffic model development, freeway facility and interchange studies for PSRs and PRs, and land-use related circulation studies. Daryl views every project as an opportunity to develop innovative transportation solutions and is committed to expanding accessibility for all members of the community.

SELECT RELEVANT PROJECTS

- Newhall Ranch RMDP and SCP EIS/EIR Traffic Analysis | Los Angeles County
- Northlake EIR Traffic Impact Study | Castaic
- Orchard Hills Traffic Impact Study | Irvine
- Santa Clarita Sheriff Station MND Traffic Study | Santa Clarita
- City of Costa Mesa General Plan Traffic Study | Costa Mesa
- Centennial EIR Traffic Impact Study | Los Angeles County
- City of Fontana General Plan Traffic Study | Fontana
- Sand Canyon Plaza EIR Traffic Impact Study | Santa Clarita
- City of Lake Forest Transportation Mitigation Program | Lake Forest
- Mission Village EIR Traffic Impact Study | Los Angeles County
- Anaheim Rapid Connection EIR Traffic Study | Anaheim
- The Masters University Master Plan EIR Traffic Studies | Santa Clarita
- Tesoro Del Valle Areas B & C Redesign Traffic Impact Study | Valencia
- John Wayne Airport EIR Traffic Impact Analysis | Orange County
- Homestead South EIR Traffic Impact Study | Los Angeles County
- Hazard Avenue Bikeway Improvement Plan Traffic Study | Orange County
- City of Lake Forest Portola Parkway Gap Closure Traffic Study | Lake Forest
- One Valley One Vision General Plan Traffic Study | Los Angeles County

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TRACIE FERGUSON

NOISE

EDUCATION

- Master of Science, Acoustics, The Pennsylvania State University, State College, PA, 1997
- Bachelor of Music, Ithaca College, Ithaca, NY, 1994

MEMBERSHIPS

- Associate Member, Institute of Noise Control Engineering of the USA

Tracie has over 20 years of experience as an acoustical consultant on a wide range of project types, including environmental noise studies, commercial spaces, mixed-use developments, and tenant improvements. She brings expertise in environmental noise control, mechanical noise and vibration control, and architectural acoustics. Tracie is skilled at providing design recommendations and mitigation measures to meet the requirements of applicable codes and ordinances. Her deep technical knowledge, experience with complex facilities, ability to integrate with multiple team members and agility in implementing innovative design solutions set her apart.

SELECT RELEVANT PROJECTS

- 940 Howard Street Environmental Noise Study* | San Francisco
- 1321 DeHaro Environmental Noise Study* | San Francisco
- 1979 Mission Street Residential* | San Francisco
- 198 Valencia Street Environmental Noise Study* | San Francisco
- 706 Mission Street Residential* | San Francisco
- Sutter Health California Pacific Medical Center EIR Acoustics Support* | San Francisco
- Aspire ERES Academy International Boulevard Project* | Oakland
- 1870 Market Street Environmental Noise Report* | San Francisco
- US Postal Service Data Center - Generator Noise to Community* | San Mateo
- The Elan Mixed-Use Development | Bellevue
- 222 Second Street - LinkedIn Headquarters* | San Francisco
- 600/610 Galveston Drive Noise Isolation Class Testing* | Redwood City
- 350 Mission Street* | San Francisco
- 3rd and Taylor Office and Hotel | Portland
- 2146 3rd Street Environmental Noise Study* | San Francisco
- 1 Market Plaza* | San Francisco
- Westin San Francisco Renovations* | San Francisco
- 946 Rhode Island Environmental Noise Study* | San Francisco
- 1050 Page Mill Road Property Plane Noise Study* | Palo Alto
- Apple Executive Briefing Center* | Cupertino
- Google at One Market Post Construction Testing* | San Francisco
- Samsung SRA Headquarters* | Mountain View

* denotes experience prior to joining Stantec

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JOSH HOHN, AICP

VISUAL RESOURCES

EDUCATION

- MCP, Land Use Planning, University of California, Berkeley
- MA, Information and Communication Studies, California State University, Chico
- BA, Public Administration, California State University, Chico

CERTIFICATIONS & TRAINING

- American Institute of Certified Planners

MEMBERSHIPS

- California Northern Chapter, American Planning Association (Energy Initiative Coordinator)

Josh Hohn, AICP, is a land use and environmental planner with expertise in conducting and coordinating visual impact analyses and assessments. In over a decade of work as a visual analyst, Josh has produced technical reports and CEQA/NEPA documents, or their equivalent, supporting dozens of proposed power generation projects, including solar, wind, and natural gas powered facilities, primarily in California and often in coordination with the Bureau of Land Management (BLM) and other federal state, and local agencies. In support of his work, he has testified at California Energy Commission hearings. He has evaluated numerous transmission development and re-conductoring projects, including leading team field photography efforts for the evaluation of a proposed 240-mile, multi-state, 345-kV transmission line. He has also conducted visual impact analyses for a variety of infrastructure projects, including roads, water treatment facilities, and California High-Speed Rail. Josh has spent a year assigned to Iberdrola Renewables as a Solar Permitting Manager, serving as an extension of their development team and leading the entitlement of solar PV projects in California. He has also worked directly for renewable energy developers as a permitting specialist.

SELECT RELEVANT PROJECTS

- Fifth Standard Solar Project Complex EIR Visual Impact Analysis | Fresno County
- Ten West Link Transmission Project EIS / EIR Visual Impact Analysis | Arizona – California
- Relocation of Red Mountain Communications Site EA/EIR Visual Impact Analysis | Del Norte County, CA
- Sweetwater Solar Project EA Visual Impact Analysis | Green River, WY
- PG&E Ravenswood-Cooley Landing Reconductoring Project Proponent's Environmental Assessment Visual Impact Analysis | San Mateo County, CA
- California Energy Commission Applications for Certification for Power Plants throughout California – Visual Impact Analyses | Sacramento
- Terra-Gen Alta Wind Energy Center Visual Impact Analyses / Technical Reports | Kern County, CA
- Southline Transmission Project Visual Impact Analysis / Technical Report | New Mexico - Arizona
- California High Speed Rail Visual Impact Analysis, Merced to Fresno Segment | Fresno
- San Francisco Public Utilities Commission Hetch Hetchy Water and Power System Reliable Power Project Environmental Permitting and Compliance | Hetch Hetchy, CA
- PG&E Central Valley Power Connect Transmission Project, Proponent's Environmental Assessment | San Francisco
- Renewable Energy Systems – Permitting Specialist | Broomfield, CO
- Iberdrola Renewables Solar PV Program Permitting Manager | California

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ANNA RADONICH

HAZARDS & HAZARDOUS MATERIALS AND GEOLOGY & SOIL

EDUCATION

- BS, Environmental Economics and Policy, University of California, Berkeley

CERTIFICATIONS & TRAINING

- CEQA Advanced Workshop Series, Association of Environmental Professionals, Sacramento, California

MEMBERSHIPS

- Association of Environmental Professionals

In Anna's applied profession, as an urban and environmental planner and scientist, she synthesizes, reformat, and adapt knowledge generated by Stantec investigations for the specific needs of city's planning and CEQA compliance efforts in processing planning applications for mixed use developments, in-fill projects, and commercial projects within the community. As an environmental scientist with understanding of remediation, geology, and land use planning, Anna has experience in environmental compliance strategies for land use and local development projects in both the public and private sectors. Her experience includes CEQA/NEPA, land use, hazards and hazardous materials, and entitlement processing. She has experience coordinating regulatory review and compliance, including facilitating public engagement, participating in regulator proceedings, and tracking compliance requirements. She serves as part of the Stantec management team managing multidisciplinary project teams to gather and interpret technical data and prepare written and oral summaries and presentations of environmental and planning studies. Anna is a Planning Commissioner for the City of Lafayette.

SELECT RELEVANT PROJECTS

- 469 Stevenson Tower EIR | San Francisco
- Brunswick Street Mixed Use Development Project SCEA | Daly City
- Solano 360 Specific Plan and EIR | Solano County
- Hunter's Point ECO District | San Francisco
- Oakley Knolls ISMND | Antioch
- Quail Cove ISMND | Antioch
- East Main District Mixed-Use Project ISMND | Vacaville
- Oakland Aspire School CEQA Exemption Package | Oakland
- Industrial Park Planning Area Program EIR Project | Vacaville
- International Boulevard CEQA Exemption Package | Oakland
- Peabody Road Bridge Replacement Project ISMND and EA | Vacaville
- LDK Warehouse Project ISMND | Vacaville

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NICK EIDE

PROJECT MANAGER/SR. BIOLOGIST

EDUCATION

- BS, Biology,
Sonoma State University,
Rohnert Park, California

CERTIFICATIONS & TRAINING

- AEP CEQA Workshop West
Sacramento, California
- U.S. Army Corps of Engineers
Wetland Delineation Training
Program, Richard Chinn
Environmental Training, Inc.,
Sacramento, California
- The San Joaquin Chapter
Wildlife Society Small Mammal
Workshop, Bakersfield,
California
- The Sacramento Shasta
Chapter Wildlife Society
Swainson's Hawk Workshop,
Sacramento, California
- Laguna Foundation Rare Pond
Species Workshop, Rohnert
Park, California

MEMBERSHIPS

- ISA Certified Arborist #WE-9153A,
International Society of
Arboriculture

Mr. Eide's experience is project management, biological resources, and regulatory compliance. His expertise in project management includes mobilizing, managing, and coordinating with staff and technical experts on projects; working collaboratively with clients on projects to ensure effective solutions to biological resource issues; and providing clients with project deliverables on time and on budget. Mr. Eide also has considerable experience in biological resources documentation such as preparing technical reports/documents (e.g., ESA biological assessments, wetland delineations, biological resource assessments, habitat evaluations), CEQA and NEPA document sections, and regulatory permitting packages. He also frequently performs surveys for special-status wildlife species, habitat suitability surveys for special-status species, wetland delineations, and arborist surveys. offsite mitigation fees.

SELECT RELEVANT PROJECTS

- Fairground-Industrial 69kV Line Project* | Turlock, California
- Lassen Pines Mutual Water Company, Water Systems Improvements Project | Shasta County, California
- Columbine Station Improvements Project | San Jose, California
- Long Beach Healthcare System Campus-Wide Improvement Project* | Los Angeles County, California
- North Bay Aqueduct EIR* | Sacramento, Solano, and Yolo Counties, California

* denotes projects completed with other firms

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JEFFREY T DUNN, PE

PROJECT MANAGER, WATER RESOURCE PLANNING

EDUCATION

- BS in Civil Engineering, California Polytechnic University, Pomona, California

CERTIFICATIONS & TRAINING

- Professional Engineer #58455, State of California

MEMBERSHIPS

- Member, Orange County Water Association
- Member, American Water Works Association
- Member, American Society of Civil Engineers

Mr. Dunn has 23 years of experience in water resource planning and engineering involving domestic water, reclaimed water, and sewer facilities. His planning experience includes more than 24 facility master-planning projects, as well as 30 hydraulic studies for domestic, reclaimed, and sewer systems. His planning projects have included developments as large as 35,000 acres and over 12,000 residential dwelling units. Ranging in size, he has designed over 2,700 pipe networks and modeling projects/45 miles of pipeline for domestic, reclaimed, and sewer systems. He has provided sewer capacity evaluations and designs of sewer mains from 8-inch to 30-inch diameter pipe for various pipe materials. Other experience includes planning and design of water, reclaimed water, and sewer pipelines; pump station analysis and design; pressure-reducing stations; reservoir storage analysis; and construction support services.

SELECT RELEVANT PROJECTS

- Tejon Urban Water Management Plan - Tejon-Castac Water District | Lebec, California
- Desert Springs Resort Water Supply Assessment | Imperial County, California
- Randall Street Domestic Water Improvements | Orange, California
- UC Irvine Medical Center (UCIMC) Water Improvements | Orange, California
- Regional Plant 1 (RP-1) South Zone Pump Station | Inland Empire, California
- Michelson Sewer Lift Station Relocation | Irvine,
- Regional Plant 5 (RP-5) Recycled Water Pump Station Expansion | Inland Empire, California
- Recycled Water Program Strategy | Various, California
- Downtown Recycled Water System Expansion to Pearson Park | Anaheim, California
- Irvine Ranch Water District Capital Improvements | Irvine, California
- Newport Beach 10.0-Million-Gallon Reservoir | Newport Beach, California
- Joaquin and Viejo Reservoirs Roof Rehabilitation | Laguna Beach, California
- Vellano Domestic Water and Recycled Water Booster Pumping Stations 1 and 2 | Chino Hills, California
- Vellano Sewer Lift Stations 1 and 2 | Chino Hills, California
- Water System Master Plan | Costa Mesa, California
- Tejon Ranch Mountain Village Community | Lebec, California
- Tejon Industrial Complex East | Lebec, California
- Tonner Hills Water and Sewer Facilities Plan | Brea, California
- Water System Master Plan | Brea, California
- Water Master Plan Update | Laguna Beach, California

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DANIELLE ALTHAUS

ENVIRONMENTAL PLANNER

EDUCATION

- Master of City and Regional Planning, California Polytechnic State University, San Luis Obispo, California
- Bachelor of Arts, State University of New York College at Potsdam, Environmental Studies, Potsdam, New York
- Bachelor of Arts, State University of New York College at Potsdam, Communication, Potsdam, New York

MEMBERSHIPS

- Member, American Planning Association
- Member, California Association of Environmental Professionals

Ms. Althaus is an environmental planner with experience preparing and managing the preparation of Proponent's Environmental Assessments, California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) documents, and permit applications for utility and infrastructure projects throughout California and Nevada. She has also managed environmental compliance programs and training during the construction phase of projects. Ms. Althaus has additional experience in the field, including conducting surveys for special status plants and mammals and conducting jurisdictional delineations in the Mojave Desert region of California.

SELECT RELEVANT PROJECTS

- 650 Line Rebuild Project* | California
- Contra Costa-Moraga 230 Kilovolt Reconductoring Project* | California
- Wheeler Ridge Junction Project* | California
- Mesa 500 Kilovolt Substation Project* | California
- Cleveland National Forest Power Line Replacement Projects* | California
- Confidential Project* | California and Nevada
- Desert Strength Test Projects* | California
- TL674A Reconfiguration & TL666D Removal Project* | California
- Pipeline Safety & Reliability Project* | California
- Circle City Substation and Mira Loma-Jefferson Subtransmission Line Project* | California
- Tie Line 649 Wood-to-Steel Replacement Project* | California

* denotes projects completed with other firms

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TINA GARG, AICP

LAND USE/POPULATION & HOUSING/PUBLIC SERVICES/RECREATION

EDUCATION

- MPL, University of Southern California, School of Policy Planning and Development, Los Angeles, California
- BA, Architecture, Panjab University, Chandigarh College of Architecture, Chandigarh, India

CERTIFICATIONS & TRAINING

- #233655, American Institute of Certified Planners (AICP), Chicago, Illinois
- CEQA Advanced Workshop Series, Association of Environmental Professionals, San Jose, California

MEMBERSHIPS

- Member, American Planning Association
- Bay Area Chapter, Association of Environmental Professionals

With 10 years' experience in environmental services and planning, Ms. Garg is well-versed in the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA). She has prepared numerous environmental impact reports (EIRs) and initial studies, performed environmental assessments, conducted land use and visual surveys, provided pre-construction and construction monitoring, and coordinated with consultants, clients, and public agencies. She has completed projects for public and private clients. Ms. Garg provides her client's a rational basis for making decisions regarding land use change and development; more specifically, she strives to create landscapes that are safer and healthier as human habitats, more resilient to deteriorating forces, and more consistent and harmonious with the natural processes, features, and systems than would be possible in an unplanned community. To achieve these results, Ms. Garg applies her understanding of the predevelopment landscape, both natural and human components, and the nature of the forces that are imposed on it when development takes place. Ms. Garg understands how land use decisions are made, by whom they are made, the public processes by which they are made, and how the decisions are translated into the actions that become part of the landscape. She ensures that at the end of the day, the proposed project environmental performance characteristics reflects the value of the community and meets the expectations of the City Council and City Staff.

SELECT RELEVANT PROJECTS

- Bates Specific Plan EIR | Ontario
- Brunswick Street Apartment Project (EIR/SCEA) | Daly City, California
- East Main District EIR and ISMND | Vacaville
- International Boulevard Senior Apartments | Oakland
- Elk Grove Sphere of Influence EIR | Elk Grove
- Hawthorne Mill EIR/EIS | Hawthorne
- Agua Mansa Commerce Center EIR | Colton
- Muscoy Condominium Development EIR | San Bernardino
- Trails of Manteca EIR | Manteca
- Ontario Gateway Specific Plan EIR | Ontario
- Turkey Creek Subdivision and Specific Plan EIR Addendum | Lincoln
- Conservation Center for Wildlife Care EIR | Santa Clara
- Crocker Drive Water Line Extension Project ISMND | Vacaville
- Drake's Point Radio Tower Project ISMND | Vacaville
- Fruitvale Aspire School CEQA Exemption Package | Oakland
- St. Regis Napa Valley FEIR Addendum | Napa
- Environmental Compliance Targa Marine Export Terminal CEQA Addendum | Port of Stockton
- Hunter's Point ECO District CEQA Strategy | San Francisco

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KAELA JOHNSON

Environmental Planner

EDUCATION

- BS, Environmental Science, Minor in Geography, University of Oregon, Eugene, Oregon

CERTIFICATIONS & TRAINING

- Land Use and Environmental Planning Certificate, University of California, Davis

Kaela is an Environmental Planner with experience in environmental planning, permitting, and compliance. She has provided technical support for preparing and writing California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) compliance documents for various local, state, and federal projects. Kaela also has experience in conducting environmental constraints analyses, visual impact analyses and assessments, due diligence investigations, and ambient noise monitoring surveys in support of local community development projects. Kaela also specializes in Geographic Information Systems and has prepared maps and graphics to support multiple CEQA and NEPA documents. Kaela has a Bachelor of Science in Environmental Science from the University of Oregon and has completed the Land Use and Environmental Planning Certificate Program at the University of California, Davis.

SELECT RELEVANT PROJECTS

- Brunswick Street Apartment Project Sustainable Communities EA | Daly City
- Ashton Place Unit 3 ISMND | Vacaville
- Peabody Road Bridge Replacement Project ISMND and EA | Vacaville
- East Main District Project ISMND | Vacaville
- LDK Warehouse Project ISMND | Vacaville
- Caliber Collision Project ISMND | Vacaville
- Crocker Water Line Extension Project ISMND | Vacaville
- Drake's Point Radio Tower Project ISMND | Vacaville
- Six Flags Discovery Kingdom Project ISMND | Vallejo
- Quail Cove Subdivision Project ISMND | Antioch
- Oakley Knolls Subdivision Project ISMND | Antioch
- International Boulevard CEQA Exemption Package | Oakland
- Fruitvale Aspire School CEQA Exemption Package | Oakland
- Shattuck Mixed-Use CEQA Exemption Package | Oakland
- Vista de Oro Mixed-Use Project | Hollister

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KATHRYN MCDONALD

TECHNICAL EDITING

EDUCATION

- B.A., English, University of California, Berkeley

ADDITIONAL TRAINING

- CEQA - U.C. Davis Extension
- NEPA - U.C. Davis Extension
- Preparing Biological Assessments – Jones & Stokes (ICF International)
- Project Management – Jones & Stokes (ICF International)

Ms. McDonald is a technical writer/editor with more than 30 years of experience working on environmental and scientific documents. Her skills include editing and rewriting documents for organization, logic, consistency, completeness, and clarity. She has received extensive training in CEQA, NEPA, the federal and state Endangered Species Acts, and other environmental regulations as well as the natural resource areas covered in documents prepared to comply with these regulations.

Ms. McDonald has edited many northern California CEQA and NEPA documents, including documents for the City of Redding. She has also prepared fact sheets, newsletters, and other public involvement materials and has served as project manager for writing and editing services provided to external clients.

Ms. McDonald will prepare a project-specific style sheet for project deliverables and will edit the EIR and MMRP for grammar, style, consistency, and readability.

SELECT RELEVANT PROJECTS

- Technical Editor, Cypress Avenue Bridge Widening Project EIR/EA | Redding
- Technical Editor, City of Redding Stillwater Business Park Project Biological Support to EIR/EIS and Permitting | Redding
- Technical Editor, On-Call CEQA and Related Environmental Services for the City of Redding | Redding
- Technical Editor, Riparian Sanctuary Ecosystem Restoration Project EIR/EIS and Permitting | Butte and Glenn counties.
- Technical Writer/Editor, Stillwater, Churn, and Clover Creeks Watershed Assessment | Shasta County
- Technical Editor, Sacramento River Bank Protection Project | Sacramento, Yolo, Colusa, Sutter, and Tehama Counties
- Technical Writer/Editor, Trinity River Mechanical Channel Rehabilitation Project EIRs/EAs | Trinity County
- Technical Editor, Shasta Dam Enlargement EIS | Shasta County
- Technical Writer/Editor, Upper North Fork Feather River Hydroelectric Project EIR for the State Water Resources Control Board | Plumas County
- Technical Writer/Editor, Multi-Year On-Call Writer-Editor Contract with U.S. Fish and Wildlife Service | USFWS Mountain Prairie Region
- Technical Writer/Editor, Turntable Bay Marina EIS/EIR and Permitting | Shasta-Trinity National Forest
- Technical Editor, Fifth Standard Solar Project EIR | Fresno County
- Technical Editor, Red Mountain Communication Site Relocation Project EIR/EA | Humboldt and Del Norte counties
- Technical Editor, USDA Forest Service General Technical Reports | Forest Service, Region 5
- Technical Editor, Hancock Forest Management Access Road | Siskiyou County
- Technical Editor, Vegetation Management Plan Draft EIR for California Department of Forestry and Fire Protection | Sacramento
- Technical Editor, Air Quality Management Plan EIR | Sequoia and Kings Canyon National Parks

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Appendix B: Subconsultants



BRUNZELL HISTORICAL

SUMMARY OF SERVICES

Kara Brunzell is the Owner and Principal of Brunzell Historical, a historic preservation and cultural resource management consulting firm and a certified Woman Business Enterprise (WBE). Brunzell Historical specializes in the recordation, inventory, and evaluation of historic resources. Our personnel meet the Secretary of the Interior's Professional Qualification Standards for History and Architectural History. Brunzell Historical is consistently able to provide consulting services for National Historic Preservation Act (NHPA) Section 106 and California Environmental Quality Act (CEQA) compliance on schedule and within budget. Projects include evaluations of individual properties as well as large-scale documentation efforts recording hundreds of resources. In addition to evaluations, Ms. Brunzell has produced findings of effect, historic context statements, National Register of Historic Places (NRHP) nominations, and Historic American Engineering Record (HAER) documentation. She frequently presents the results of her research to municipal government entities, planning commissions, and non-profit groups. Based in Napa, California, she has worked extensively in the Bay Area and Sacramento, and undertakes projects throughout the state.

Ms. Brunzell has practiced in the fields of history and architectural history, cultural resource management, and historic preservation since 2007. She holds a Bachelor's Degree in History from UCLA, and a Master's Degree in Public History from California State University, Sacramento. In addition to her recent projects for Brunzell Historical, Ms. Brunzell's previous employment has provided her with broad experience in historic preservation. She is a proven grant writer, and has written successful applications for Certified Local Government (CLG), non-profit, and local government grants. She has directed advocacy and education at a preservation non-profit, and worked as a Cultural Heritage Commission (CHC) liaison for the City of Napa. Ms. Brunzell also sub-contracts to other firms, which provides experience working outside of California and on large projects as a member of a team.

SELECTED PROFESSIONAL PROJECTS

Muir Woods National Monument, Assessment of Historic District Contributors, Marin County, California (2016 – 2017)

NRHP Nomination for American Apartments Building in Sacramento, California (2016)

Architectural/Historical Evaluation and Review of Proposed Project for Beltane Ranch, Sonoma County, California (2015 – 2016)

NRHP Nomination, Daniel Webster Harrier House, Vallejo, California, (2015)

Historic Context Survey of Davis, California (2014 – 2015)

Historic Architectural Evaluation of the Delta Research Station, Rio Vista, California (2014 – 2015)

Historic Context Survey and Historic District Nomination for the Newton Booth Neighborhood, Sacramento, California (2014)

Jacob Schram House Historic Rehabilitation, Review of Proposed Design, Schramsberg Vineyards, Calistoga, California (2013)

Schulte Road Bridge Replacement Project Cultural Mitigation Measures, Monterey, California (2012)



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www.altaac.com

September 6, 2018

Alta Archaeological Consulting, LLC (ALTA) is proud to submit the following statement of qualifications. ALTA is a certified Women-Owned Small Business Enterprise (WBE) and a Disadvantaged Business Enterprise (DBE). Our business office is located on Railroad Square in downtown Santa Rosa. ALTA provides cost effective assistance for compliance with the requirements of the Section 106 of the National Historic Preservation Act (NHPA) and the California Environmental Quality Act (CEQA). We've successfully completed hundreds of projects for federal, state, and local agencies throughout California. ALTA currently holds multi-year on-call professional services agreements with the Sonoma County Permit and Resource Department, Sonoma County Regional Parks, Sonoma County Agricultural and Open Space District and Caltrans District 1. Our staff has deep roots in Sonoma County and the attendant knowledge of the County's history and cultural resource issues.

CONTRACTOR IDENTIFICATION

Alta Archaeological Consulting, LLC
15 Third Street
Santa Rosa, CA 95401
www.ProfessionalArchaeologist.com
TIN: 45-4138091
DBE Firm ID# 45327
SB Supplier# 1754289

Contact Person(s):

Risa DeGeorgey, M.A., RPA
Managing Member
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(707) 544-4206 office
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Alex DeGeorgey, M.A., RPA
Co-Member
(530) 570-7172 mobile
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TECHNICAL CAPABILITIES

ALTA staff have been providing archaeological and cultural resources services for a wide range of projects for over five decades. Our staff includes prehistoric and historic archaeologists, and historic preservationists who meet the Secretary of Interior Qualification Standards. These key personnel have years of experience conducting archaeological field investigations, as well as preparing the myriad of technical, regulatory, and planning documents in California. The ALTA cultural resources team has long excelled in providing archaeological consulting services for public and private sector clients. We currently have numerous as-needed contracts with agencies throughout California, and understand the commitment and requirements to provide high quality defensible deliverables in a timely and cost effective manner.

ALTA cultural resources staff have distinguished themselves by providing top-quality consulting services within the fields of prehistoric archaeology, historical archaeology, and history. We are experienced in all major archaeological review technical areas. From initial feasibility studies, regional overviews, comprehensive field studies, cultural inventories, testing, geoarchaeological, and data recovery investigations to project implementation final phases focused on the development of management and mitigation plans, ALTA staff will help you meet your legal obligations throughout the process. ALTA maintains a state-of-the-art GIS infrastructure, including GPS devices (Trimble GeoX7), as well as the latest ESRI Geographic Information Systems (GIS) software and analysis tools. We use high precision map grade Trimble products for GPS data collection and post processing. ALTA's technical staff has experience with a wide range of GIS utilities, techniques and software including the most recent version of ESRI ArcGIS.

ALTA staff has extensive experience conducting cultural resource services in California for local, state and federal agencies in order to satisfy the various requirements of the National Environmental Policy Act (NEPA), Section 106 of the NHPA, and the CEQA. Our clients include a host of federal, state and local governments. ALTA currently holds multi-year on-call professional services agreements with local organizations and agencies:

- Sonoma County Permit and Resource Department
- Sonoma County Regional Parks
- Sonoma County Agricultural and Open Space District
- Caltrans District 1 (Del Norte, Humboldt, Lake and Mendocino County)
- San Francisco Department of Parks and Recreation

To ensure the success of each project, ALTA uses automated project and budget tracking software which makes project management clear and organized. As a result, tasks are efficient and project administration costs are minimal. ALTA is capable of successfully managing multiple concurrent field operations.

PROJECT PERSONNEL

ALTA currently maintains five fulltime staff and numerous part-time employees. We have cultural resources staff available to meet the needs of this project. ALTA personnel meet the federal Professional Qualification Standards for cultural resource specialists involved in historic preservation activities at all levels of government. These key personnel have years of experience conducting archaeological field investigations, as well as preparing the myriad of technical, regulatory, and planning documents in northern California.

ALTA believes in providing local personnel the opportunity to work as field crew, as long as they meet the minimum qualifications necessary. Whenever possible, local archaeologists are hired as field crew. At a minimum, field staff will have a bachelor's degree in Anthropology or closely related field and six months professional experience. Attachment A provides personnel resumes. The following ALTA staff members are the key personnel that will be assigned to fulfilling our contractual obligations.

Risa DeGeorgey, M.A., Register Professional Archaeologist (RPA)

Principal / Project Manager

Mrs. DeGeorgey will serve as Project Manager. Mrs. DeGeorgey is the founder and Managing Member of ALTA and the primary individual responsible for quality control and general oversight of the company. She has 21 years professional experience in cultural resource management. Mrs. DeGeorgey keeps current of legislative changes and their applications pertinent to cultural resource management. She served as an elected official on the board of the Society for California Archaeology and is currently listed as a professional archaeologist in good standing with the Register of Professional Archaeologists (RPA). Her duties will include contact management, communication of contract expectations, budget tracking, oversight of staff and quality control and assurance of contract deliverables.

Alexander DeGeorgey, M.A., RPA

Principal / Lead Archaeologist

Mr. DeGeorgey will serve as Lead Archaeologist responsible for project scoping and field personnel supervision. He will attend scoping meetings, participate and oversee background research, complete the Buried Site Sensitivity Assessment, ensure the accuracy and completeness of data collected in the field, attend public meetings, and be the primary author of reports, site records, cultural resource sections of the Caritas Village EIR and the Mitigation Monitoring and Reporting Program. He will Mr. DeGeorgey is fully qualified under the Secretary of the Interior's standard as a Principal Investigator. His professional career spans 24 years with both public agencies and the private sector engaged in the management of cultural resources. He's logged more than 30,000 hours as the lead project archaeologist participating in over 300 studies in California. Mr. DeGeorgey is active in both academic and professional organizations publishing over a dozen research articles in peer reviewed journals, proceedings of professional societies, and edited volumes. Mr. DeGeorgey upholds a high ethical standard for historic preservation activities and currently serves as a commissioner on the Standards Board of the RPA. He continues to play an active role in the Society for California Archaeology, the Register of Professional Archaeologists, and local historical organizations.

Jaime Bach, Ph.D.*Ethnographer / Staff Archaeologist*

Dr. Bach will assist in Native American Consultation. She will also serve as the technical advisor responsible for peer review and editing of the EIR cultural resource sections. Dr. Bach completed a Doctorate of Philosophy in Anthropology at the University of Montana. Her research focused on effects of climate change on South Pacific island populations. Dr. Bach meets the professional qualification standards for ethnographers working at all levels of government. Her areas of expertise include Pacific Island, California Native American groups, climate change studies and cultural heritage studies (i.e., ethnicity, labor class, socio-economic groups, sex and gender roles). Dr. Bach is a team member, sponsored by National geographic society, in search of Amelia Earhart on the South Pacific island of Nikumaroro (formerly Gardner Island). Dr. Bach serves as an archaeologist, crew chief for field surveys, directs ethnographic studies and interviews, works as a liaison among government agencies and Native groups, and is a technical writer and peer reviewer.

Marlene McVey, M.A.*Staff Archaeologist*

Mrs. McVey will serve as field personnel for this project. Ms. McVey's professional career spans seven years with academic institutions, public agencies and the private sector engaged in the management of cultural resources in Oregon, California and Hawaii. Through the University of Oregon, Ms. McVey conducted excavations at Paisley Cave, a pre-Clovis site dating to over 14,000 years before present, which yielded the oldest human DNA yet discovered in the American continents. Mrs. McVey completed her graduate research at the University of Hawaii. Her areas of expertise include historic archeology, human osteology and zooarchaeology. She has specialized training in GPS data acquisition and GIS database management. For the project, Ms. McVey will assist the Lead Archaeologist in identifying, documenting and recording cultural resources during the archaeological inventory and assisting in subsequent reporting phases of work.

Nicolas Radtkey, B.A.*Staff Archaeologist*

Mr. Radtkey will serve as field personnel for this project. Nicholas Radtkey's professional career spans three years conducting cultural resource investigations through the western United States. He assists in conducting prehistoric and historic-era resources investigations. Nicholas is currently pursuing a Master's degree in Cultural Resource Management at Sonoma State University. Nicholas's key responsibilities at ALTA include documentation of prehistoric and historic resources, as well as subsequent evaluation and report preparation.

Risa H. DeGeorgey, MA, RPA
(707) 540-2674 cell — risa@altaac.com

Current Position	Discipline	Qualifications
<ul style="list-style-type: none">Managing Member and Primary OwnerPrincipal Archaeologist	<ul style="list-style-type: none">Cultural Resource ManagementPrehistoric Archaeology	<ul style="list-style-type: none">Registered Professional ArchaeologistMA Cultural Resource Planning, Policy, and Procedure

Summary of Experience

Risa DeGeorgey's professional archaeological career spans 21 years with both public agencies and the private sector engaged in the management of cultural resources. Mrs. DeGeorgey completed a Master's degree at Sonoma State University focused on integrating land use planning and cultural resource management. She served on the Board of the Society for California Archaeology for two years and is a Professional Archaeologist in good standing with the Register of Professional Archaeologists. She meets the Federal standards for cultural resource specialists involved in preservation activities at all levels of government. Mrs. DeGeorgey is the founder and Managing Member of ALTA and the primary individual responsible for archaeological investigations, quality control, and general oversight of the company.

Education

- 2006 Interdisciplinary Studies MA, Sonoma State University
Cultural Resource: Planning, Policy, and Procedure
- 2002 Bachelor of Science, Anthropology. University of California, Davis
- 2000 Archaeological Field School, University of Hawaii, Manoa

Professional Experience

Member/Principal Archaeologist 2012—Present
Alta Archaeological Consulting, LLC - Santa Rosa, California

Formed Alta Archaeological Consulting, LLC in January 2012. Duties include: making day to day management and policy decisions regarding finance, personnel management, marketing and sales, equipment purchasing; field and lab supervision; client negotiation; developing business relationships; multi-agency coordination; Native American consultation; informing clients of the laws applicable to their projects; project planning; project budgeting; field work coordination; lab management; data base management; statistical analysis; pre- and post- field research; archaeological survey; site recordation; site mapping; writing research designs; supervising data recovery programs; archaeological site evaluation; writing technical reports; graphic production; report production; and making cultural resource management recommendations to land use managers. As part of the AAC team, Risa is responsible for providing our clients cost effective solutions for complex environmental and cultural resource management issues.

Alex L. DeGeorgey, MA
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Current Position	Discipline	Qualifications
<ul style="list-style-type: none">MemberPrincipal Archaeologist	<ul style="list-style-type: none">Cultural Resource ManagementPrehistoric Archaeology	<ul style="list-style-type: none">MA AnthropologyProfessional Archaeologist

Summary of Experience

Mr. DeGeorgey is fully qualified under the Secretary of the Interior's standard as a Principal Investigator. His professional career spans 24 years with both public agencies and the private sector engaged in the management of cultural resources. He's logged more than 30,000 hours as the lead project archaeologist participating in over 300 studies in California. He manages prehistoric and historic-era resources investigations, including directing large-scale field studies and assembling field teams. Alex's key responsibilities include serving as Principal Investigator for complex, high profile archaeological investigating, mentoring staff, and serving as a technical resource for senior project managers. Mr. DeGeorgey is active in both academic and professional organizations publishing over a dozen research articles in peer reviewed journals, proceedings of professional societies, and edited volumes. Mr. DeGeorgey upholds a high ethical standard for historic preservation activities and currently serves as a commissioner on the Standards Board of the RPA. He continues to play an active role in the Society for California Archaeology, the Register of Professional Archaeologists, and local historical organizations.

Education

- 2003 Master of the Arts, Anthropology, CSU, Chico
- 1996 Bachelor of the Arts, Anthropology, Sonoma State University
- 1994 Certificate Archaeological Technician Program, Cabrillo College

Professional Experience

Member/Principal Archaeologist 2012—Present
Alta Archaeological Consulting, LLC - Santa Rosa, California

Co-owner Alta Archaeological Consulting, LLC. Primary individual responsible for executing cultural resource investigations for private developers and public agencies. Other responsibilities include multi-agency coordination; Native American consultation; informing clients of the laws applicable to their projects; project planning; project budgeting; field work coordination; lab management; database management; statistical analysis; pre- and post-field research; archaeological survey; site recordation; site mapping; writing research designs; supervising data recovery programs; archaeological site evaluation; writing technical reports; graphic production; report production; and making resource management recommendations to land use managers.

Jaime L. Bach, Ph.D
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Current Position	Discipline	Qualifications
<ul style="list-style-type: none">▪ Ethnographer▪ Staff Archaeologist	<ul style="list-style-type: none">▪ Anthropology▪ Architectural History	<ul style="list-style-type: none">▪ Ph.D. Anthropology▪ Minor Archaeology

Summary of Experience

Dr. Bach completed a Doctorate of Philosophy in Anthropology at the University of Montana. Her research focused on effects of climate change on South Pacific island populations. Dr. Bach meets the professional qualification standards for ethnographers working at all levels of government. Her areas of expertise include Pacific Island, California Native American groups, climate change studies and cultural heritage studies (i.e., ethnicity, labor class, socio-economic groups, sex and gender roles). Dr. Bach is a team member, sponsored by National geographic society, in search of Amelia Earhart on the South Pacific island of Nikumaroro (formerly Gardner Island). Dr. Bach serves as an archaeologist, crew chief for field surveys, directs ethnographic studies and interviews, works as a liaison among government agencies and Native groups, and is a technical writer and peer reviewer.

Education

- 2017 Doctor of Philosophy, Anthropology, University of Montana
- 2010 Master of the Arts, Anthropology, University of Montana
- 2003 Bachelor of the Arts, Anthropology, University of San Diego

Professional Experience

- Staff Archaeologist / Ethnographer** 2016—Present
Alta Archaeological Consulting, LLC - Santa Rosa, California
Assists in executing cultural resource investigations for private developers and public agencies. Other responsibilities include: Technical advisor and peer reviewer, Native American consultation; lab processing; database management; pre- and post-field research; archaeological survey; site recordation; site mapping; conducting data recovery programs; archaeological site evaluation; writing technical reports; graphic production; and report production.
- Ethnographic Researcher** 2015—2016
Thomas F. King, Ph.D., LLC – Silver Springs, MD
Conduct formal and informal interviews with community member. Interpreted and document relevant findings in official reports. Presented lectures on regulations and instruct team members on protocol.

Marlene McVey, MA
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Current Position	Discipline	Qualifications
▪ Staff Archaeologist	▪ Historic Archaeology	▪ MA Anthropology

Summary of Experience

Mrs. McVey's professional career spans seven years with academic institution, public agencies and the private sector engaged in the management of cultural resources. She has specialized training and experience in historic Chinese archelogy with an emphasis in ceramic analysis, zooarchaeology and the study of animal bone, and has completed course work in human osteology, ArcGIS and remote sensing. Her graduate thesis focused ceramics analysis of a historic-era 1850-1900 Honolulu Chinatown site.

Education

- 2017 Master of the Arts, Anthropology, University of Hawaii, Honolulu
- 2012 Bachelor of Science, Anthropology, University of Oregon
- 2010 Archaeological Field School at Paisley Caves, Paisley, Oregon

Professional Experience

Staff Archaeologist July 2017—Present
Alta Archaeological Consulting - Santa Rosa, California

Staff Archaeologist Alta Archaeological Consulting, LLC. Field archaeologist responsible conducting Phase I surveys, construction monitoring, and laboratory analysis of historic-era artifactual materials.

Archaeological Technician March 2017—Present
Cogstone Resource Management, Inc.

Duties include: construction monitoring, archaeological excavation and burial recovery of prehistoric Native American skeletal remains and associated grave goods. Data collection and recording of cultural resources.

Internship Aug. 2016- Dec. 2016
International Archaeological Research Institute, Inc.
Honolulu, Hawaii

As an intern was trained in the use of Trimble GPS data logger and point data collection. Manipulated and generated geographic data and report quality maps in ArcGIS. Developed Geographic Information Systems (GIS) geodatabases for historic preservation purposes. Performed statistical analysis using R computer software.

Nicholas F. Radtkey, BA
(707) 291-4645 cell — n.radtkey@altaac.com

Current Position	Discipline	Qualifications
▪ Staff Archaeologist	▪ Cultural Resource Management ▪ Architectural History	▪ BA History ▪ Minor Archaeology

Summary of Experience

Nicholas Radtkey's professional career spans three years with both public agencies and the private sector engaged in the management of cultural resources. He assists in conducting prehistoric and historic-era resources investigations. Nicholas's key responsibilities include documentation of prehistoric and historic resources, as well as subsequent evaluation and report preparation.

Education

- 2021 Master of the Arts, Cultural Resource Management, Sonoma State University
- 2015 Bachelor of the Arts, History, University of California, Davis

Professional Experience

- Staff Archaeologist** 2018—Present
Alta Archaeological Consulting, LLC - Santa Rosa, California
Assists in executing cultural resource investigations for private developers and public agencies. Other responsibilities include: Native American consultation; lab processing; database management; statistical analysis; pre- and post-field research; archaeological survey; site recordation; site mapping; conducting data recovery programs; archaeological site evaluation; writing technical reports; graphic production; and report production.
- Archaeological Technician** 2017—2018
ASM Affiliates – Reno, NV
For two field seasons Mr. Radtkey served as an Archaeological Technician participating in multiple Class III field surveys on BLM lands throughout the Great Basin. Projects included formal recording of prehistoric lithic reduction sites and mining camps present on BLM and US Navy lands. These surveys occurred in hazardous environments such as active bombing ranges.
- Archaeological Technician** 2016—2018
Far Western Anthropology Research Group
For three field seasons Mr. Radtkey served as an Archaeological Technician participating in numerous field surveys, test excavations and formal recording of cultural resources present on private and public lands. The scale of these projects ranged from Phase I investigations for CalTrans roadway expansion, such as the Petaluma Narrows Project, to Phase III data recovery with highly sensitive archaeological resources, such as the Feather River West Levee Project.

Appendix C: Additional Stantec Information

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Project Management

Firm Experience

Stantec Team

Established in 1954, the Stantec community unites approximately 22,000 employees working in over 400 locations across 6 continents. We collaborate across disciplines and industries to bring buildings, energy and resource, environmental, water, and infrastructure projects to life. We have a long-term commitment to the people and places we serve. With more than 3,000 environmental staff globally, we are a knowledge-based organization and our employees are passionate about their work.

Our California Planning and Environmental Services team resides in our national Impact Assessment, Permitting, and Compliance Division of our Environmental Services group. Our team produces environmental documents that accurately gauge and disclose risk, while reducing risk to people and the environment. Our goal is to assist the City in preparing high-quality environmental documents that comply with the California Environmental Quality Act (CEQA) in the most time-efficient, technically sound, and cost-effective manner possible. We specialize in helping prepare the legally defensible documents to comply with state and federal environmental review laws and associated policies, rules, executive orders, and other applicable criteria.

With Stantec's proven, 50-year history of providing environmental planning and coordination services in California, you will benefit from our deep knowledge and understanding of the processes, nuances, and expectations we've gained from both sides of the counter—working with and for numerous municipalities. As planners, scientists, architects, and engineers we are well versed with the municipal planning process from Pre-Application meetings through monitoring mitigation measures.

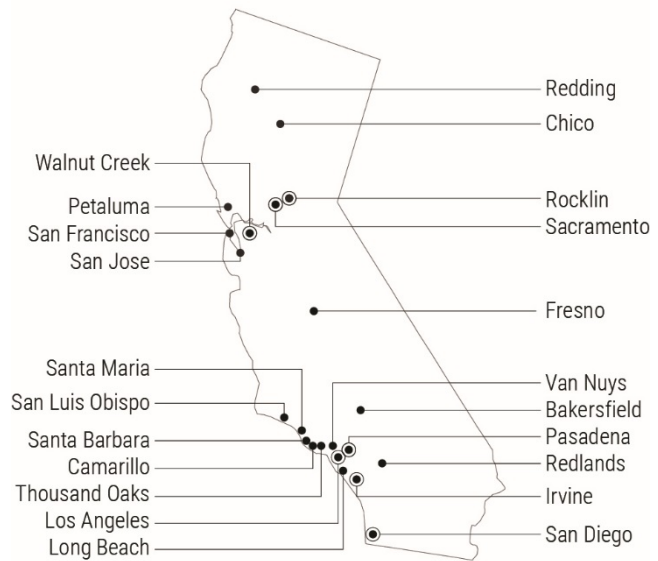
Legally Challenged Environmental Documents and Disposition

Stantec has established an excellent record of legal defensibility for environmental documents. In most cases, however, litigation has generally been averted entirely because of Stantec's strict adherence to regulatory content and processing requirements. The CEQA process has become increasingly litigious as projects become more complex and environmental resources in California are obtaining increased protection under the law. Stantec has made efforts to respond to this trend in three very important ways:

1. Several Stantec staff has been involved in working closely with CEQA attorneys to provide expert testimony;
2. We have taken strides to retain key staff with extensive backgrounds in law and the provision of services in the preparation and/or review of the CEQA process; and
3. On almost all large-scale projects in which Stantec has been involved, the project applicant or lead agency routinely included special CEQA attorneys as part of a multi-faceted project team. This enabled Stantec to engage in considerable interaction with these attorneys in their review and development of specific analysis included in the CEQA documents prepared for these projects.

Approach to Project Management

Our management approach is informed by many factors, including our experienced-based understandings of the City's organizational structure, policies and procedures for implementing CEQA, and expectations regarding internal and external communications and overall performance. Our approach:



● These locations represent more than one office in the area.



- Supports the role of the City as the CEQA lead agency;
- Clearly assigns overall project leadership responsibilities to a project manager;
- Facilitates frequent and orderly communication between the City, the Stantec project team and, as appropriate, the Applicant, the public, and trustee and responsible agencies;
- Commits key personnel and senior staff to specific tasks for the duration of the performance period;
- Coordinates the multi-disciplinary resources of the Stantec team to deliver high-quality work products that anticipate and respond to the City's needs;
- Implements quality control measures before work products are submitted to the City; and
- Tracks and reports project cost and completion status to the City and to project personnel.

Our personnel and qualifications are highlighted in Section 3 of this proposal and our organization chart is provided in Appendix A. The individuals named in the organizational chart comprise the key personnel for the Stantec project team. Our structure places highly experienced personnel in every management position and technical discipline. Stantec will function as the prime contractor, and we propose to perform most of the work using our in-house forces.

Project Manager Responsibilities

Overall project leadership responsibility is assigned to the Principal in Charge, Trevor Macenski, who will oversee the activities of the whole project delivery team, maintain close communication with the City, monitor and report the status of cost and schedule performance to the City, and also contribute to the analytical work. Trevor will be supported in his project leadership role by our project Manager, Elena Nuño, with whom he has successfully worked on dozens of CEQA projects. Trevor will be directly involved in the project from start to finish.

Some of Trevor's and Elena's specific goals for managing the Caritas Village project are to:

- Coordinate an effective project initiation meeting to ensure that there is a thorough understanding by the Stantec team, City staff, and the Applicants' of the scope of work, proposed schedule, deliverables, format of deliverables, and communication protocol;
- Be responsive and readily available to meet with City staff and respond when a need arises
- Maintain frequent and effective communication with City staff by submitting monthly progress reports and by frequent phone and/or e-mail communications to discuss project issues (e.g., a new discovery on the site, proposed change in project description, etc.) and to come to a consensus on how to resolve problems; and
- Maintain the project schedule and budget.

Quality Assurance/Quality Control Responsibilities

Stantec assigns great value to consistently applying a comprehensive Quality Assurance/Quality Control (QA/QC) Plan that is tailored to the unique technical, schedule, and budget needs of each project, to ensure that quality is built in at the beginning and verified as the project progresses. As shown on the organizational chart, our project management plan assigns QA/QC leadership to David Lundgren. The Stantec team also includes Kathryn McDonald, a highly experienced technical editor who will review all written products prior to submittal to the City.

The basic structure of our approach to QA/QC is represented in Figure 1, QA/QC Process. Stantec utilizes this codified quality management process, which is registered to the ISO 9001:2008 Quality Management Standard, across the organization. This internationally recognized standard for quality management reduces project risk, while providing support for regulatory compliance, promoting reliability, improving productivity and the efficiency of our services, and increasing client confidence. At Stantec, each team member is accountable for the accuracy, completeness, consistency, and schedule of his or her work. Dave will work to ensure the 10 steps described in Figure 1 are applied to all work products prior to submittal to the City to ensure quality.



Figure 1: QA/QC Process

PROJECT PREPARATION	
Step 1 Project Set-up	<ul style="list-style-type: none"> Develop project plan including budget, schedule, section authors, and hour allocations Create resource chapter templates
Step 2 Project Description	<ul style="list-style-type: none"> Complete project description including figures Complete editor and QA/QC independent review of project description
Step 3 Project Team Kick-off Meeting	<ul style="list-style-type: none"> Conduct pre-kick-off meeting (including Project Manager and Independent Review Team) and CEQA hot issues review Conduct project team kick-off meeting to provide overview of project set-up
PROJECT EXECUTION	
Step 4 Draft Sections	<ul style="list-style-type: none"> Authors prepare section outlines: methods, environmental setting, and impacts Project Manager approves and provides guidance on outline to ensure consistency and approach in preparing sections Draft sections and submit figure requests Conduct senior review of sections from qualified senior staff other than the section author
Step 5 Review Sections	<ul style="list-style-type: none"> Project Manager provides review and comments Deputy Project Manager assigns comments to technical authors, generalists, or editors in consultation with Project Manager as necessary Project Manager reviews comment assignments and clarifies comments in review meeting
PROJECT QUALITY CONTROL	
Step 6 Section Edits	<ul style="list-style-type: none"> Author/Deputy Project Manager makes assigned revisions with tracked changes Project Manager review track changes
Step 7 Editor	<ul style="list-style-type: none"> Editor reviews and compiles CEQA document for correct grammar, accurate table of contents, consistent headers, and defined acronyms Deputy Project Manager and QA/QC editor review the edited document
Step 8 Clear Eyes Final Draft Review	<ul style="list-style-type: none"> Conduct independent review Implement final changes from independent review as needed
Step 9 Project Manager Review	<ul style="list-style-type: none"> Project Manager performs quality review on document Comments addressed by Project Manager and Deputy Project Manager
Step 10 Delivery	<ul style="list-style-type: none"> Stantec produces and delivers document with review and signature pages to client

Technical Team Responsibilities

Technical Team members comprise the set of experienced professionals who lead and directly contribute to identifying potential project impacts, and to formulating practicable measures to mitigate those impacts, for each of the 18 resource areas set forth in CEQA as requiring consideration. They also provide technical support to other elements of the CEQA process, including peer-reviewing specialist reports prepared by others, assisting to develop and compare CEQA project alternatives, and evaluating cumulative effects. The Technical Team interprets technical information and directly prepare and oversee preparation of resource area-specific sections of CEQA documents and have management responsibilities including: ensuring that appropriate support staff is available, overseeing the conduct of field investigations and authorship of documents, assisting to implement QA/QC procedures; and tracking budget and schedule performance of assigned work.

Shared Vision and Coordination

Stantec will create an integrated working relationship with the City of Santa Rosa. We will routinely communicate in person, at meetings, by telephone, by e-mail and through ftp sites. We don't wait for communications from the City; we anticipate issues that may arise, and we are proactive in communicating project status, questions, issues to be resolved, the need for meetings, and good news.

Stantec anticipates a need to coordinate with the Applicants and with design, engineering, and other consultants retained by the Applicant. We will engage in this coordination, and in similar coordination with responsible and

trustee agencies and individuals, in close communication and as directed by the City. We will record notes from our coordination meetings and provide them to the City as part of the project record.

Progress meetings between Stantec and City staff will be held monthly, at a minimum, and important points communicated to the Stantec project team. Stantec will prepare a formal agenda for all progress meetings. Meeting minutes, including key decisions and action items, will be prepared. A typical meeting agenda will include approval of meeting notes from the prior meeting, topical project issues, schedule, review of action items from the current meeting and open action items from past meetings, and administrative items.

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