



July 19, 2016

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City of Commerce
2535 Commerce Way
Commerce, California 90040

**Subject: Proposal to Prepare an Initial Study and Mitigated Negative Declaration
Medical Office, Commerce, California**

Jose:

We are pleased to submit this proposal to prepare an initial study and mitigated negative declaration for the inclusion of a medical office in an existing 30,325-square-foot commercial building located at 972 South Goodrich Blvd. in the City of Commerce, California.

Proposal to Prepare and Initial Study and Mitigated Negative Declaration Medical Office, Commerce, California

Project Understanding

The project requires approval a Conditional Use Permit and parking variance to establish a medical office land use within an existing 30,325-square-foot, two-story commercial office building located on a 1.42-acre site east of Goodrich Boulevard adjacent to residential housing and north of East Olympic Boulevard alongside industrial use warehouse buildings in the city of Commerce, California. The project would involve medical offices and services such as urgent care, pediatrics, and a women's health center. The project includes an off-site parking lot and shuttle to handle additional parking that cannot be accommodated on-site.

Scope of Work

Phase 1: Technical Review

MIG will review the project plans and all technical reports prepared for the project. We will prepare a memorandum, if necessary, identifying any deficiencies or concerns related to the project data and its ability to support preparation of the Initial Study. This phase includes site visit by key team members and a photographic survey to record baseline developed condition on and surrounding the project site. This review includes evaluation of the previously prepared Initial Study for the existing warehouse.

Phase 2: Project Description

MIG will prepare a Project Description summarizing the core technical, engineering, and environmental components of the Project. The Project Description will include a discussion of development and uses surrounding the project, the environmental and developed conditions of the Project Site, and the approvals necessary to receive requested entitlements. The Project Description will be submitted to the City for review and approval, upon whence the Initial Study may begin. *Please note, any changes to the Project Description after approval will require additional time and budget to incorporate the changes into the Project Description, Initial Study, and any technical reports prepared for the Project.*

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Phase 3: Technical Reports

Our proposal includes preparation of an air quality and climate change technical memorandum, noise technical memorandum analysis, a cultural resources report, and traffic report.

Task 1: Air Quality, Health Risk, and Climate Change Assessment

An MIG air quality specialist will prepare an air quality, health risk, and climate change assessment that will include qualitative or quantitative analysis of key issues identified in the Appendix G checklist and in the 1993 South Coast Air Quality Management District (AQMD) *CEQA Air Quality Handbook*. The report will characterize and analyze (1) consistency with the Air Quality Management Plan (AQMP), (2) construction and operational emissions in an individual and cumulative context, (3) carbon monoxide (CO) hotspots, (4) localized significance thresholds, (5) cancer and non-cancer risk associated with diesel particulate matter (DPM) emissions, and (6) odors.

Task 2: Noise

MIG will provide an analysis of construction noise and vibration impacts to noise sensitive receptors in the project vicinity. Operational impacts related to changes in traffic and project-associated parking facilities and mechanical equipment will be analyzed. Mitigation will be identified to reduce noise impacts to less than significant levels, where possible and necessary.

Task 3: Cultural Resources

MIG will prepare a cultural resources technical report to include a field survey, records search and native American inquire, completion of applicable Department of Parks and Recreation (DPR) forms (if needed), and a report detailing the results of the investigation. This survey work will occur for those areas of the project site and the off-site parking area that will be distributed due to any construction or improvement activities. *This task assumes no cultural resources will be found on the project site and no potential impacts to off-site cultural resources could occur. Should cultural resources be found that could be potential impacted by the Project, additional budget and schedule delays would be necessary in order to excavate, analyze, and determine an appropriate course of action in handling the resource.* A not-to-exceed budget of \$9,000 is proposed, to be pulled from only as needed to complete our analysis in accordance with CEQA requirements based on the specific cultural features of the project site.

Task 4: Traffic Impact Analysis

The traffic impact analysis will consist of preparing an objective report suitable for submission to the reviewing agency. The report will be prepared in accordance with accepted professional transportation engineering standards. The final illustrated report will summarize the traffic impact analysis findings, methodology, and supportive data. It will quantify existing traffic conditions, traffic conditions upon project completion, and recommend mitigation measures.

Specifically, the traffic impact analysis will consist of (1) discussing the proposed development with the client; (2) submitting a scoping agreement/memorandum of understanding, including assumptions and methodology, for governmental agency approval; (3) conducting a study area field survey of intersection traffic control devices, intersection approach lanes, and roadway link through travel lanes; (4) documenting existing traffic conditions; (5) obtaining weekday morning/evening peak period turning movement counts at the study area intersections¹; (6) determining project trip generation based upon the Institute of Transportation Engineers, *Trip Generation Manual*, 9th Edition, 2012 and information provided by the client; (7) distributing the project trip generation to the street system; (8) determining the project's traffic impacts, including those that may be caused by the proposed shuttle system; (9) analyzing study area intersection Levels of Service; (10) performing a parking study with the proposed

¹ The peak period turning movement counts will be conducted from 7:00 AM – 9:00 AM and 4:00 PM – 6:00 PM on a weekday (Tuesday – Thursday) at the study area intersections. The peak period turning movement counts will be summarized every 15 minutes and the highest single hour of total vehicles will be calculated from within the two hour period.

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medical office and use of a shuttle to an off-site parking lot²; (11) mitigating impacts, if necessary; and (12) preparing a written letter-report that is stamped and signed by a Registered Engineer in the State of California.

Task 5: Parking Analysis

A parking study will also be prepared and consist of (1) discussing the proposed development with the client; (2) obtaining the type of use, days, and hours of operation for the proposed land use; (3) determining the parking requirements based upon the City parking code requirements; (4) researching adjacent City medical use parking code requirements based upon occupancy; (5) analyzing parking requirements utilizing industry standard parking methodology; (6) evaluating adequacy of proposed parking for on- and off-site parking lots; and (7) preparing a written letter-report.

Phase 4: Initial Study

MIG will prepare a fully annotated Initial Study checklist, with explanatory responses to the 80+ questions, sufficient to analyze the environmental effects of the Project in context of existing on-site uses. Based on our preliminary review of the project, we believe a Mitigated Negative Declaration will be the appropriate environmental clearance document for the proposed Project. MIG will respond to one round of one consolidated set of City comments on the draft Initial Study before finalizing.

Phase 5: Public Review

MIG will prepare a Notice of Intent to Adopt a Mitigated Negative Declaration (NOI) for public circulation to request comments on the Initial Study/Mitigated Negative Declaration. We will complete the standard NOI form or use a preferred template from the City. This phase includes circulation of the Initial Study and MND for public review. We will mail an electronic copy of the Initial Study and MND to up to 50 agency recipients or other entities include on the City's standard environmental distribution list. If the City requires circulation to surrounding properties, we will mail a notice to properties within the required distance of the project site. We anticipate a 30-day review period will be required and will thus send the document to the State Clearinghouse. We assume that the City will post the NOI at City hall and in the local newspaper (if required) in accordance with their own policies for CEQA implementation.

At the conclusion of the public review and comment period, MIG will prepare written responses to comments concerning the adequacy of the environmental impact analysis, if necessary and requested by the City. Individual responses would be at the discretion of the City as they are not required by CEQA. If minor revisions, corrections, or clarifications to the Initial Study are warranted, we will make those changes and compile a final Initial Study for adoption by the City's decision-makers. We will also prepare a Mitigation Monitoring and Reporting Program, pursuant to Section 15097 of the CEQA Guidelines.

Phase 6: Public Hearings

MIG will attend meetings and hearings as requested by the City, at cost of time and materials. This task will also include periodic coordination with City Staff, including conference calls. For budgeting purposes, this proposal assumes a MIG team member will attend one public hearing leading to project approval, with additional meetings being billed separately as necessary.

Budget

The cost to conduct the analysis and prepare the Initial Study and related technical reports is **\$26,000** including time and materials. Payments are due and payable to MIG, 1500 Iowa Avenue, Suite 110, Riverside, California 92507.

² The parking study will consist of conducting a field review of the proposed off-site parking lot, determining the existing number of off-site parking spaces provided, reviewing the shuttle route/hours of operation/size of vehicle, and comparing the parking spaces required from the latest City of Commerce parking code requirements with the proposed off-site parking spaces provided.

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Expenses will be billed at cost plus ten percent for administrative costs. As the project progresses, if there is a change in scope or additional time and efforts are needed, an amendment to the budget will be requested before proceeding.

We recognize that the Applicant is eager to have the project approved and can provide expedited processing of this project with payment of premium fees to cover staff overtime. We have included our budget below for expedited processing at \$36,000. Note that we have also included a not-to-exceed stipend to cover the costs of cultural resources evaluations to the extent necessary.

Phase	Description	Standard Fee	Expedited Fee
1	Technical Review	\$1,000	\$2,000
2	Project Description	\$1,500	\$2,500
3	Tech Reports		
	Air Quality/Climate Change	\$1,500	\$3,000
	Noise	\$3,000	\$5,500
	Traffic/Parking	\$10,000	\$10,000
4	Initial Study	\$5,000	\$9,000
5	Public Review	\$3,000	\$3,000
6	Public Hearings	\$1,000	\$1,000
	TOTAL	\$26,000	\$36,000
<i>Opt</i>	<i>Cultural Resources (As Needed)</i>	<i>\$9,000</i>	<i>\$9,000</i>
	GRAND TOTAL	\$35,000	\$45,000

Schedule

Based on the proposed scope of work, we anticipate the environmental review process will be completed in three to four months from authorization to proceed. This assumes that all project plans and reports are immediately available for use in supporting the analysis performed by MIG. If the Applicant elects to pay our expedited fees, we can have the review period cut to two months.

If you have any questions or need additional information, please contact Christopher Brown in our Riverside office at 951-787-9222. Thank you for the opportunity to assist in the preparation of environmental documentation for your project.

Regards,

Pamela D. Steele
Principal

PDS/crb/cwh