



PLANNING AND ENVIRONMENTAL SERVICES

February 21, 2018

**Maryam Babaki, PE**

**Director of Public Works and Development Services**

2535 Commerce Way

Commerce, California 90040

**Subject: Proposal to Prepare a CEQA Initial Study for the Atlantic Boulevard Corridor Improvements Project**

Dear Ms. Babaki:

We are pleased to submit this proposal to provide Environmental Services in compliance with the California Environmental Quality Act (CEQA) to prepare an Initial Study for the Atlantic Boulevard Corridor Improvements Project. This project includes a variety of minor improvements along Atlantic Boulevard between Washington Boulevard and Como Street intended to improve traffic flow and enhance pedestrian safety. All improvements would be within the existing public right-of-way and the project does not involve any changes in the number of travel lanes.

This proposal addresses the preparation of an Initial Study, which is expected to result in either a Categorical Exemption (CE) or a Mitigated Negative Declaration (MND). Following completion of the IS, MIG will provide a recommendation as to whether the project qualifies as a CE or an MND under CEQA. Consistent with the RFP, our scope and fee only cover preparation of the IS and does not include further preparation and processing of either a CE or an MND or attendance at public hearings, although we would be happy to provide these services if so desired by the City.

The budget for the IS would be \$7,800. If you have any questions or need additional information, please contact me in our Riverside office at 951-787-9222. Thank you for the opportunity to assist in the preparation of environmental documentation for this project.

Regards

Pamela Steele

Principal

## SCOPE OF WORK

### PROJECT UNDERSTANDING AND APPROACH

The improvements proposed by this project would all be within the public street right-of-way and are intended to improve vehicular flow and pedestrian safety without limiting access to local businesses. These improvements would include:

- Pavement Rehabilitation
- Installation of landscaped medians at various locations along Atlantic Boulevard
- Installation of a new traffic signal at the intersection of Atlantic Boulevard and Jilson Street
- Updated street lighting
- Updated bus stops
- Various other small improvements

We understand that none of the improvements proposed require CALTRANS approval or would involve federal funding.

A comprehensive traffic analysis has already been prepared for the project which documents existing conditions and evaluates, among other things, potential impacts on Level of Service and with transit operations and pedestrian safety. The findings of the analysis indicated that there would be no negative impacts for any of these items.

Based on the findings of the traffic study and our understanding of the very limited nature of the Project improvement, it may qualify for a CE, although this would ultimately need to be verified through the findings of the completed IS. Due to the limited nature of the physical changes proposed by this project, we would focus our analysis on the following potential impacts.

- Traffic, and vehicular and pedestrian safety
- Construction noise
- Construction related air quality impacts
- Water consumption related to median landscaping

Although our focus would be on those items listed above, a complete and thorough IS checklist would be completed by MIG which would provide the basis for determining whether the project should be processed as a CE, an ND, or an MND.

### TASK 1: PROJECT INITIATION AND SITE VISIT

A brief project initiation meeting would be convened with City staff, either in person or via teleconference. During or prior to this meeting, it is anticipated that all project plans and documents would be provided to MIG. This meeting will also be an opportunity to verify the project description, discuss key project issues and concerns, establish communication protocols, and refine the project schedule. MIG would also conduct a site visit as part of this task.

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## TASK 2: PREPARE INITIAL STUDY

MIG will prepare a fully annotated Draft Initial Study for City review with explanatory responses to 80+ questions sufficient to summarize the results of our analysis of the environmental effects of the project. MIG will take full advantage of the myriad resources and research databases available to the public in order to provide a detailed assessment of any potential impacts pursuant to CEQA. Project effects will be assessed in comparison to regulatory thresholds established by State and local agencies. MIG will provide thorough and comprehensive answers to each IS Checklist question, which will be supported by tables, figures, maps, and graphics as appropriate. Source information will be referenced.

Electronic copies of the completed draft IS will be submitted for review and comment by City Staff. We will then incorporate the City's comments and provide the final Initial Study for the City's use. Along with the final IS, MIG would also include a brief memorandum, based on the findings and conclusions of the IS, recommending whether the project should be processed as a CE, ND or MND.

Please note that any substantial changes to the project "midstream" or following completion of the draft IS could require schedule and budget adjustments to incorporate the changes into the Initial Study. Preparation of the Initial Study is subject to the Terms of Agreement included as Attachment A.

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## TASK 3: PROJECT MANAGEMENT

MIG recognizes that frequent, immediate, and clear communication with the project team is essential to keep the environmental review of the project on track. MIG has allocated budget for communication and coordination with the City of Commerce and other project team members to ensure that we can communicate clearly and effectively. Additionally, this budget covers project matters, case administration, and our quality control review process.

## BUDGET

The total budget for this project is estimated at \$7,800. This estimate is based on time and materials. Payments are due and payable to MIG, Inc., 1500 Iowa Avenue, Suite 110, Riverside, California 92507. 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. A summary budget is provided below.

Estimated Cost		
Task	Description	Cost
1	Project Initiation & Site Visit	\$1,000
2	Prepare Initial Study	\$5,500
3	Project Management	\$1,200
	Expenses	\$100
	<b>Total</b>	<b>\$7,800</b>

## SCHEDULE

Based on the scope of work, we anticipate that the draft IS would take approximately four (4) weeks to complete. Once City comments are received on the draft IS, we estimate that it would take approximately one week to finalize the IS and prepare the recommendation memorandum.



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## ATTACHMENT A

### Terms of Agreement

*Atlantic Boulevard Corridor Improvements Project, Commerce, California*

#### ***CEQA Initial Study***

The scope of work, budget, and schedule and any contractual agreements based on the contents of the attached proposal, signed Letter of Agreement, or other document are subject to the following Terms of Agreement:

1. The enclosed scope of work and corresponding budget and schedule do not account for review by City Counsel or any other attorney. Our documents are prepared from our expertise and understanding of the letter and spirit of the California Environmental Quality Act (CEQA) rooted in the principles of scientific research and discovery. Considering the interpretative nature of CEQA and varying ideologies and concerns related to the contents of CEQA environmental documents, widely differing opinions on what constitutes a defensible document is common among attorneys. If review by legal counsel is requested by the City and/or the Client, we will request an increase in the budget and extend the schedule to account for additional comments and potential meetings associated with the addition of attorney review.
2. We assume all technical reports will be prepared in accordance with regulatory and industry standards. If critical deficiencies or errors are identified in the technical reports, the preparation of the Initial Study may be delayed to allow for corrections.
3. Should responses to more sets of comments from the Client and/or City than specified in the scope of work or responses over more rounds of comments than specified in the scope of work be needed, the schedule will likely be delayed in preparation of the Initial Study and will likely require a budget increase to complete the additional work.
4. Second round comments are assumed to be in response to the adequacy of revisions made as a result of first round comments.
5. This proposal does not include preparation of findings of fact or statements of overriding consideration which are assumed to be prepared by City Counsel or other designee.