Scope of Work

Project Work Plan

~~Stantec has thoroughly reviewed the RFP, project documents provided by both Build and the City, and visited the Project site via GoogleEarth. We are poised to initiate work with Build in preparation of the Initial Study.~~

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 Project Description and Initial Study for the 469 Stevenson Street Mixed-Use Project. Appendix B of the City's Environmental Review Guidelines include an Initial Study Checklist which is a modified version of the standard checklist found in Appendix G of the CEQA Guidelines. It includes all questions within Appendix G, plus additional questions specific to the City and County of San Francisco. Because an Initial Study is generally prepared as an attachment to a MND or Notice of Preparation (NOP), per City Environmental Review Guidelines, the following is a scope of work for an Initial Study, only, and is organized into major tasks. Refinements to the scope of work, budget, and project schedule will be discussed during the initial task, if necessary. This scope also includes an optional task, Task 5, for preparing a Scoped EIR if the need for one is identified during review process (Attachment A).

Task 1: Project Initiation & Project Description

~~Once contract approval has been received by~~ Stantec ~~we~~ will initiate project activities working closely with Build, their representative legal counsel, and City staff to ~~ensure~~ develop a detailed project description in compliance with the City's expectations. Such objectives include: providing a project description that will discuss the project setting, background, and objectives in sufficient detail to demonstrate that the Project would blend with the surrounding natural environment and allow the public to provide input at public meetings and provide meaningful comments on the environmental consequences of the Project.

Stantec will utilize the City's Environmental Review Guidelines when preparing the Project Description and Initial Study document. ~~The Project Description of the Initial Study will consist of a discussion of the project location, project characteristics, and project approvals.~~ Stantec will work with the City to prepare the project description, project schedule, meeting agendas and meeting minutes, tracking action items, and confirmation of environmental baseline and cumulative projects.

Stantec's Principal in Charge/Project Manager, Trevor Macenski, and Deputy Project Manager, Anna Radonich, shall meet with City staff~~, if needed~~, to review Stantec's scope of work and the project description to be evaluated in the Initial Study, including maps and graphics. This is assumed to be one 2-hour meeting. To maximize efficiency, Stantec also proposes that the kick-off meeting agenda follow Appendix E, Kick-off Meeting Agenda, of the City's Environmental Review Guidelines, but not be limited to, the following action items:

- Introductions
- Roles and Responsibilities
- Communication Protocols
- Project Description
- Scope of Work
- Schedule
- Field Visits and Site Access
- Upcoming Deliverables
- Tracking Action Items
- Confirmation of Next Meeting

Within a week of the kick-off meeting Stantec shall prepare and submit any revisions to the statement of work based on feedback from the City.

Deliverables

- Draft Project Description: digital copy (MS Word and PDF).

Comment [LW1]: Missing from the Scope of Work. Stantec will work with the City to prepare the project description, project schedule, meeting agendas and meeting minutes, tracking action items, and confirmation of environmental baseline and cumulative projects.

Comment [RA2]: Added.

Comment [LW3]: Global: Do not talk about contacts or fees with Build in the Scope of Work for the City.

Comment [RA4]: Acknowledged.

CCSF003434

Task 2: Conduct Field Reconnaissance and Prepare Technical Studies

Field Reconnaissance. Under this task, Stantec staff will visit the project site in order to conduct a baseline resource evaluation for noise. Additionally, Stantec will photo-document the existing conditions and gain an understanding of the site configuration and proximity of features such as any existing sensitive receptors in order to evaluate these issue areas in the Initial Study in a manner that is fully compliant with CEQA. The following tasks will be performed during the respective field reconnaissance:

- ~~Aesthetics – A Stantec aesthetic expert will visit the project site for two hours to take ground-level photographs. The potential visual resource impacts of the Project will be evaluated using these photographs. Stantec will utilize Build's elevations to evaluate the potential visual and aesthetic impacts from the Project. The analysis will be wholly contained within the Aesthetics section of the Initial Study.~~

- Noise – Given the location of the project site within the City, Stantec staff will visit the project area in order to conduct an on-site and off-site ambient noise survey. The analysis and modeling will be presented in a standalone technical ~~report~~memorandum (M~~m~~emo), as detailed below.

Additional Technical Analysis. Based on review of the site plans and initial project description ~~emails~~ from the City and Build, additional discussion addressing air quality and noise resources will require additional analysis in standalone technical ~~memorandums~~memos prepared by Stantec. Stantec understands that additional studies are being prepared under separate contract with the project sponsor in support of the environmental document and deliverables of these studies will include technical memos. These studies include analysis of wind, shadow, transportation, Phase 1 Environmental Site Assessment and Geotechnical report. Stantec also understands that the project sponsor will submit proof of enrollment in the Maher program and proof of submittal of an Article 38 application to the Planning Department (original applications to be filed with San Francisco Department of Public Health).

Stantec will prepare an Air Quality ~~and Greenhouse Gas Assessment~~ and Noise Technical ~~Report~~ Memos for the Project. Stantec will use information provided in the technical ~~reports~~ memos in the CEQA analysis. ~~If Stantec is required to supplement the technical report with new analysis, a separate cost estimate will be provided upon request~~

Per compliance with the City's Environmental Review Guidelines, the technical ~~studies~~ memos generally (with the exception of the transportation study) shall not contain determinations of the level of significance of project impacts under CEQA. Those determinations shall be made by the lead agency (i.e., the Planning Department), who will be informed by the technical ~~reports~~ memos in making such determinations. Thus, the technical ~~memoeport~~s will describe the Project's impacts in factual, technical terms, consistent with the professional standards and practices applicable to the respective discipline but shall refrain from making CEQA significance determinations. Similarly, the technical ~~reports~~ memos will not identify "mitigation measures," but rather shall identify measures to reduce project impacts, should the Project be found to result in an adverse impact. If the Planning Department finds the project impacts to be significant, such measures will be identified as mitigation measures in the CEQA document (e.g., MND or EIR). If the Planning Department finds the project impacts to be less than significant, such measures will be identified as improvement measures in the CEQA document.

Prior to initiation of the technical ~~reports~~memos, Stantec will have a preliminary call with ~~Build and their legal counsel~~the Planning Department to discuss the scope and approach of analysis of the air quality and noise resource areas. The general scope of the additional analysis is provided below.

Air Quality Assessment ~~**and Greenhouse Gas Assessment**~~ – Stantec will provide a quantitative analysis of ~~n air quality and greenhouse gas (GHG) assessment to assess~~ construction and operations-related criteria pollutants ~~and greenhouse gas~~ emissions. Stantec will use the most recent Bay Area Air Quality Management District's (BAAQMD) CEQA Guidelines as the basis for assessing criteria air pollutant~~quality~~ ~~and greenhouse gas emissions~~ impacts, including the document's recommendations for analytical approaches, ~~thresholds,~~ and—if necessary— identify

Comment [LW5]: This is not necessary as the project is subject to SB743.

Comment [RA6]: Acknowledged.

Comment [LW7]: Other items will require technical memos from other third-party consultants. These should be reflected in the scope.
- Wind
- Shadow
- Transportation
- Phase I ESA
- Geotech Report
- Maher

Comment [RA8]: Acknowledged.

Comment [LW9]: Note: No Need for AQ or Noise Scopes of Works as the edits in this document reflect what the analysis should include for those topics.

Comment [RA10]: Acknowledged.

Comment [LW11]: Separated these out. These are two different analyses. One is an Air Quality Analysis the other relies on the GHG Checklist, which the project Sponsor & Stantec should complete and submit to the Planning Department for review.

Comment [RA12]: Addressed.

CCSF003435

measures to reduce these impacts. ~~Stantec will document the Project's components relative to the BAAQMD's screening criteria and thresholds of significance to support the impact determinations.~~

Stantec will use the current version of CalEEMod at the time of document preparation to estimate construction and operational criteria pollutants ~~and greenhouse gas emissions~~. This analysis will be sure to account for operational emissions associated with the diesel emergency generator required for the project. The Air Quality ~~Report~~Memo will include the following sections and information:

- Brief description of the proposed project as it relates to air quality emissions quantification
- Description of the CalEEmod inputs, whether any defaults were modified and why,
- Results table with the modeling results for construction and operation (in lbs/day for both and tons/year for operations)
- If measures to reduce project impacts are necessary, the memo~~report~~ shall include the methodology used to calculate the emissions reduction from such measures and a table detailing the expected emissions reduction.
- Appendices providing detailed information including: construction equipment list provided by the project sponsor, diesel generator specification, CaleeMod output sheets

The Project is located within an Air Pollutant Exposure Zone, which represent areas of poor air quality from mobile, stationary, and area sources of pollution. The Project would ~~not~~ be considered a source of toxic air contaminants as a result of the project's construction emissions and operational emission from the project's vehicles and emergency diesel generator. ; ~~t~~Therefore, the toxic air contaminant analysis will focus on implementation of best management practices to minimize construction exhaust emissions and the use of Best Available Control Technology for any proposed stationary sources (backup generator). Stantec assumes a qualitative analysis to address potential toxic air contaminant impacts will be sufficient. If it is determined that a quantitative analysis utilizing dispersion modeling is necessary to assess health impacts to nearby residents, Stantec will provide a separate scope of work and fee estimate.

Deliverables

- Two (2) Administrative Draft Air Quality Memo~~Report~~s - one hard copy and one digital copy (MS Word and PDF), each
- One (1) Final Air Quality ~~Report~~Memo~~t~~ - one hard copy and one digital copy (MS Word and PDF)

~~Greenhouse Gas Assessment~~

The City of San Francisco has evaluated greenhouse gas emissions on a cumulative basis through its Strategies to Address Greenhouse Gas Emissions which presents a comprehensive assessment of policies, programs, and ordinances that collectively represent San Francisco's qualified greenhouse gas reduction strategy in compliance with the CEQA guidelines. San Francisco has developed a number of plans and programs to reduce the City's contribution to global climate change and to meet the goals of the City's Greenhouse Gas Reduction Ordinance. San Francisco's Strategies to Address Greenhouse Gas Emissions~~30~~ documents the City's actions to pursue cleaner energy, energy conservation, alternative transportation and solid waste policies. For instance, the City has implemented mandatory requirements and incentives that have measurably reduced GHG emissions including, but not limited to, increasing the energy efficiency of new and existing buildings, installing solar panels on building roofs, implementing a green building strategy, adopting a zero waste strategy, adopting a construction and demolition debris recovery ordinance, creating a solar energy generation subsidy, incorporating alternative fuel vehicles in the City's transportation fleet (including buses), and adopting a mandatory recycling and composting ordinance. The strategy also includes 30 specific regulations for new

Comment [JR13]: The project does not screen out of the criteria air pollutant analysis for construction, the screening level is 240 units. The screening levels are for a single land use and the project includes 439 dwelling units, so it is above the construction criteria air pollutant screening levels and typically, since a CalEEmod run is needed for construction, we also include the quantification of operational emissions because this doesn't require much additional effort.

Comment [JR14]: Please note: I do not wish the report to include an environmental or regulatory setting

Comment [GT15]: Acknowledged

Formatted: Bulleted + Level: 1 + Aligned at: 0.75" + Indent at: 1"

Comment [JR16]: This qualitative approach requires the project sponsor to commit to the following:
1. All construction equipment must meet Tier 4 emissions standards (interim or final)
2. The operational diesel generator must meet Tier 4 emissions standards
3. All diesel equipment, whether for construction or operation, must be fueled with renewable diesel, unless it is determined to be infeasible to do so.

If the project sponsor agrees to these standard measures that are routinely applied to projects in the air pollutant exposure zone, no quantitative health risk analysis will be required. If the project sponsor does not commit to these measures, quantitative analysis will be required and it is likely these measures will still be required based on the results of that analysis.

Comment [GT17]: As per Lana's comment above no change is needed. A separate scope will be provided by Stantec for quantitative analysis if its determined later on.

CCSF003436

development that would reduce a project's GHG emissions. These GHG reduction actions have resulted in a 23.3 percent reduction in GHG emissions in 2012 compared to 1990 levels,31 exceeding the year 2020 reduction goals in the BAAQMD's Clean Air Plan, EOs S-3-05 and B-30-15, and AB 32. Stantec will utilize the City's greenhouse gas ~~reduction checklist plan~~ as the basis for determining consistency with the City's greenhouse gas reduction plan~~assessing greenhouse gas impacts~~.

~~The above analysis will be contained within an air quality and greenhouse gas memorandum with accompanying modeling outputs provided as an appendix~~**Deliverables**

- Two (2) ~~Administrative Draft Air Quality and~~ Administrative Draft Greenhouse Gas ~~Memorandum~~ Checklists - one hard copy and one digital copy (MS Word and PDF), each
- One (1) Final ~~Air Quality and~~ Greenhouse Gas ~~Memorandum~~ Checklist one hard copy and one digital copy (MS Word and PDF)

Noise Technical Report~~**Memo**~~—Stantec will develop a stand-alone study that will evaluate the ~~impact of~~existing noise levels and ~~on the Project and~~ the Project's noise impacts ~~from noise~~ to support the CEQA documentation. ~~Stantec will coordinate with the San Francisco Entertainment Commission to identify any licensed Places of Entertainment located within 300 feet of the project site~~. Stantec will conduct two (2) visits to the site at 469 Stevenson Street to conduct one (1) 24-hour noise measurement to establish the baseline ambient noise level at the site in San Francisco. A secure location for the long-term noise measurements will need to be coordinated. If the Project is located within 300 feet of a licensed Place of Entertainment, the measurements will be conducted when there is an event at the venue(s). In addition to the 24-hour noise measurement, a noise specialist will perform spot noise measurements at a maximum of four (4) several locations around the site to establish the spectral noise levels across the entire property, as required. Stantec assumes a 2-hour site visit to conduct the 24-hour noise measurements survey and an 8-hour site visit to conduct the spot measurements survey. Noise monitoring locations will be approved by Environmental Planning prior to conducting noise measurements.

Comment [JR18]: Please specify the number of short term measurements to be taken and also state that noise monitoring locations will be approved by EP prior to conducting noise measurements.

Comment [GT19]: Added

~~Using the actual sound measurement data, initial project floor plans and elevations, and general exterior façade assumptions, initial measures will be established to reduce impacts from exterior noise within the building. The analysis for the residential units will be to help meet the requirements of the California Building Code for all residential units and CalGreen for all commercial spaces. The report will also include all required elements from the San Francisco Entertainment Commission to address licensed Places of Entertainment, if necessary.~~

Comment [JR20]: This is not necessary for CEQA review.

Comment [RA21]: Acknowledged.

Using traffic count reports provided by the ~~traffic~~ transportation consultant and industry-standard guidelines, Stantec will determine the potential effect the Project will have on noise impacts from ~~local~~ traffic ~~counts and determine the impact to the neighboring community~~. Mechanical and o~~O~~perational noise generated by the Project (including the proposed standby generator) will be quantified to determine potential noise impacts associated with the Project and will identify potential measures to address these impacts in accordance with the City of San Francisco Noise Ordinance. The project's HVAC equipment shall be evaluated for conformance with Article 29 of the Police Code, specifically Sections 2909(a) and (d). The proposed standby generator will be evaluated for compliance with the following standards: 75 dBA at 50 feet and Police Code Section 2909(d).

Using the Federal Highway Administration Roadway Construction Noise Model (RCNM), a Stantec noise specialist will determine potential impacts to surrounding sensitive receptors from short term construction noise and provide an assessment regarding project-related construction and its impact on existing noise-sensitive receivers. The quantitative analysis will include an assessment of whether project construction would result in one-hour Leq daytime noise level~~s~~ of 90 dBA or~~-~~ a 30-day averaged Ldn of 10 dBA above ambient noise levels at sensitive residential receptor locations, consistent with Federal Transit Administration guidelines. This assessment will evaluate the two noisiest pieces of construction equipment. The assessment will also evaluate consistency of project construction equipment with ~~take into account all elements and~~ ~~and~~ the requirements of the City

CCSF003437

of San Francisco Noise Ordinance. If nighttime construction work is required an analysis of the potential for such work to result in sleep disturbance (noise levels of 45 dBA or greater inside residential or other sensitive use buildings) will be conducted.

Using the information contained in the Federal Transit Administration, Transit Noise and Vibration Impact Assessment Guidelines document, Stantec will determine likely equipment to be used during the construction of the Project and determine the potential groundborne vibration impact of the Project construction to nearby sensitive receivers and historic resources. Specifically, this analysis will assess whether construction activities could result in building or utility damage based on the specific characteristics of affected buildings/utilities. If nighttime construction is required, the analysis will also assess the potential for sleep disturbance from construction vibration.

Specific SsoundPLAN ~~plan~~ noise modeling outputs would not be included.

Deliverables

- Two (2) Administrative Draft Noise Technical MemoReport - one hard copy and one digital copy (MS Word and PDF), each
- One (1) Final Noise Technical Report Memo - one hard copy and one digital copy (MS Word and PDF)

Comment [LW22]: Category A buildings surround the project site. Include vibration impacts on adjacent historic resources.

Comment [GT23]: Added

Task 3: Prepare Administrative Drafts, Screencheck, and Print Check Initial Study

Stantec will prepare an Initial Study per the City's Initial Study Checklist which is a modified version of the standard checklist found in Appendix G of the CEQA Guidelines. It includes all questions within Appendix G, plus additional questions specific to the City and County of San Francisco. While all requisite CEQA issue areas will be addressed, additional discussion of the level-of-effort involved in addressing specific issue areas is included below:

Aesthetics, Light & Glare— This section of the Initial Study will address the visual resources in the project vicinity and the change in visual character resulting from the Project. In compliance with SB743, the City no longer considers aesthetics CEQA as a significant impact, if a project is transit priority project, on an infill site, and a residential/mixed-use/employment center. The Project meets the three criteria and therefore, the discussion would be limited to light and glare impacts from the Project and impacts on any cultural or historic resources.~~potential for visual impacts to occur as a result of implementing the Project. The City's General Plan would be used to determine the local significance of the area's visual character. While the project site is currently a surface parking lot in a mixed-use commercial area, the Project could potentially affect the aesthetic character or quality of the existing visual environment. The potential visual resource impacts of the Project will be evaluated using ground-level photographs taken by Stantec aesthetic experts. Stantec will utilize Build's elevations to evaluate the potential visual and aesthetic impacts from the Project. The City ordinance's height limits on downtown development contemplated an artificial hill form, thought consonant with the city's topography. A seven-block area at the center of the financial district was zoned at 700 feet, with a gradual lowering of heights at the office district's edge. Height limits in the retail district varied from 140 feet, surrounding Union Square, to 400 feet along a one block stretch of Market Street. In each height district, a set of bulk limits is also imposed. The bulk controls measured three dimensions: (1) the height above which maximum dimensions applied, (2) the maximum facade width, and (3) the maximum diagonal dimension (corner to opposite diagonal corner).~~

~~The long-term implications of the Project in relation to the City's General Plan, 2013 Downtown Plan and other related plans/policies shall be discussed in the Aesthetics section of the Initial Study. Impacts are assessed for the Project's consistency with the General Plan visual policies and with standard visual impact criteria under the City's Checklist.~~

Comment [LW24]: This section can be removed. Cite SB743.

Comment [GT25]: Revised to limit discussion to light and glare from new bldg. that would be taller than existing structure and any impact on cultural/historic structures.

Air Quality ~~and Greenhouse Gas~~ — The air quality ~~and greenhouse gas~~ sections of the Initial study will analyze direct and indirect impacts to air quality ~~and greenhouse gas resources~~ as a result of

CCSF003438

the Project. Building on the standalone study discussed above, Stantec will prepare the Initial Study section based on Environmental Planning's standard air quality language and modified based on the specific characteristics of the project and results of the air quality analysis.

~~s that discuss both the regional air quality and local air quality in the vicinity of the project site, paying particular attention to issues that impact the community Health Risk exposures using the BAAQMD's screening methodologies. In an effort to identify areas of San Francisco most adversely affected by sources of Toxic Air Contaminants (TACs), San Francisco partnered with the BAAQMD to inventory and assess air pollution and exposures from vehicles, stationary sources, and area sources within San Francisco. Citywide dispersion modeling was conducted using AERMOD17 to assess the emissions from the following primary sources: vehicles on local roadways, permitted stationary sources, port and maritime sources, and Caltrain. Emissions of PM10 (DPM is assumed equivalent to PM10), PM2.5, and total organic gases (TOG) were modeled on a 20 × 20-meter receptor grid covering the entire City. The citywide modeling results represent a comprehensive assessment of existing cumulative exposures to air pollution throughout the City. The methodology and technical documentation for modeling citywide air pollution is available in the document entitled, The San Francisco Community Risk Reduction Plan: Technical Support Documentation and this will be used to support the Project's conclusions. Given the long-term operations close proximity to alternative transit options, the Project will benefit from emission reduction factors for air quality. Accordingly, Stantec will also document the positive or beneficial air quality benefits the Project will have given its location to transit options. Stantec air quality and greenhouse gas resources specialists will draft the air quality and greenhouse gas resources sections of the CEQA document and develop measures to reduce project impacts as necessary using the Air Quality and Greenhouse Gas Assessment Memorandum, previously discussed under Task 2.~~

Biological Resources— The Project is located on a relatively flat, paved surface parking lot site with urbanization on all four sides. Accordingly, Stantec will conduct a desktop review of the site to characterize habitat and species potential on the site. The Study Area will be based on the site plans and a buffer to include additional biological concerns. Information gathered during the desktop review will be used in the Initial Study. The assessment does not include protocol surveys for sensitive species, which would need to be separately authorized and conducted in the proper season, based on results of the records search and general site assessment. Stantec's biologist will prepare the Initial Study section based on the desktop evaluation prepared for the project site and will be consistent with the requirements of the City of San Francisco CEQA, USFWS, CDFW, and all other pertinent reviewing agencies and organizations. This section will identify the number of existing trees on the project site and adjacent sidewalks, identify any trees to be removed, and identify the number of new trees proposed to be planted.

Cultural and Historical Resources— It is anticipated that cultural resources analysis for the Initial Study will require evaluation of the potential to directly impact the project site, as well as, the potential to indirectly impact cultural, historical, and built environment resources as a result of the Project. Indirect effects extend beyond the project's footprint to encompass visual~~, audible, or atmospheric intrusions; shadow effects~~; vibrations from nearby construction activities~~; or change in access or use~~. Stantec cultural resources staff will draft the cultural and historical resources section of the CEQA document based on the city staff assessment for cultural, and historical resources, and include any mitigation measures identified by city staff necessary to reduce any significant impacts from the project on cultural resources. ~~including a determination as to Cultural Resources Studies provided by Build and develop measures to reduce project impacts as necessary.~~

Geology and Soils— Stantec will assess the potential geology and soils impacts of the Project. Key issues to be evaluated include the seismicity of the local area, the presence of any nearby existing fault lines and the Project's ability to impact them, the erodibility of site soils, soil stability characteristics, seismic hazards(e.g. liquefaction), and the characteristics of site soil. This analysis will be based on existing published information (i.e. soil reports and maps) and the Geotechnical Soils Report provided by Build~~ and measures to reduce project impacts will be developed, as appropriate~~. No additional soils or other field geological analyses will be conducted unless ~~authorized~~ required by the City. Stantec will also evaluate the potential for paleontological resources to be adversely affected by the Project. This analysis will include an assessment of the

Comment [JR26]: These aren't usually necessary since they are typically required as part of the building permit approval process.

Comment [RA27]: Acknowledged.

CCSF003439

potential for the site's geology to contain paleontological resources and develop measures to reduce project impacts as necessary, based on the Cultural Resources Studies provided by Build.

Greenhouse Gas Assessment - The City of San Francisco has evaluated greenhouse gas emissions on a cumulative basis through its Strategies to Address Greenhouse Gas Emissions which presents a comprehensive assessment of policies, programs, and ordinances that collectively represent San Francisco's qualified greenhouse gas reduction strategy in compliance with the CEQA guidelines. San Francisco has developed a number of plans and programs to reduce the City's contribution to global climate change and to meet the goals of the City's Greenhouse Gas Reduction Ordinance. San Francisco's Strategies to Address Greenhouse Gas Emissions documents the City's actions to pursue cleaner energy, energy conservation, alternative transportation and solid waste policies. For instance, the City has implemented mandatory requirements and incentives that have measurably reduced GHG emissions including, but not limited to, increasing the energy efficiency of new and existing buildings, installing solar panels on building roofs, implementing a green building strategy, adopting a zero waste strategy, adopting a construction and demolition debris recovery ordinance, creating a solar energy generation subsidy, incorporating alternative fuel vehicles in the City's transportation fleet (including buses), and adopting a mandatory recycling and composting ordinance. The strategy also includes 30 specific regulations for new development that would reduce a project's GHG emissions. These GHG reduction actions have resulted in a 23.3 percent reduction in GHG emissions in 2012 compared to 1990 levels,31 exceeding the year 2020 reduction goals in the BAAQMD's Clean Air Plan, EOs S-3-05 and B-30-15, and AB 32. Stantec will utilize the City's greenhouse gas checklist as the basis for assessing greenhouse gas impacts. Should the City determine that the project is consistent with the greenhouse gas reduction strategy, Stantec will document this finding in the Initial Study using standard language provided by Environmental Planning, revised as appropriate for the project.

Hazards and Hazardous Materials— Stantec will prepare a public health and hazards section for the Initial Study. The project is subject to the Maher Ordnance (Health Code Article 22A) regarding hazardous materials and would be evaluated for compliance in the section. The analysis of toxic air contaminants will be conducted under the Air Quality section of the Initial Study. The assessment for this section will be based on readily available databases, documentation, and plans.

Any effect the Project could have on the provision of emergency response will also be addressed. The historical uses of the project site will be documented for periods for which data is available. Sources of information to be researched and incorporated into the hazards section will include the Phase I Environmental Site Assessment provided by Build and background data related to the City's General Plan. Stantec's analysis will include evaluating both current and previous land use of the site for any conditions which would suggest the previous, use, storage and or disposal of hazardous substances. Our analysis of hazards will also include the proposed use of the site. For example, if construction of the Project will involve the transportation of hazardous materials (e.g., fuel, paint) to and from the project site. The potential for these materials to be released to the environment will be evaluated. The significance of potential impacts will be determined, and measures to reduce project impacts will be recommended to minimize potential adverse impacts, if necessary. For purposes of this analysis, it is assumed that the handling of hazardous substances would occur in accordance with applicable federal, State, and local regulations.

Hydrology and Water Quality— The quality of both nearby surface waters and underlying groundwater can be affected by past, current, and proposed land uses within a particular watershed. The project is subject to the City's Stormwater Management Ordinance. Stantec assumes that Build's project team, along with the City's General Plan and 2013 Downtown Plan, will provide adequate drainage information in conjunction with the City's utility and engineering departments. Stantec will review Build's studies to ensure it conceptually quantifies pre- and post-development runoff volumes from the project site. Additionally, the Initial Study will qualitatively evaluate the potential hydrologic impacts and recommend improvements via mitigation, if needed, to both minimize offsite flooding and reduce impacts to local stormwater receptors and downstream receiving waters both for construction and operation. The State Water Resources Control Board (SWRCB) and the Regional Water Quality Control Board (RWQCB) have established water quality standards required by Section 303 of the Clean Water Act and the Porter-Cologne

Formatted: Indent: Left: 0.5"

Comment [LW28]: The project is subject to the Maher Ordnance (Health Code Article 22A) regarding hazardous materials.

Comment [GT29]: Text added.

Comment [LW30]: The project is subject to the City's Stormwater Management Ordinance.

Comment [RA31]: Text updated.

Comment [JR32]: Note there are also stormwater control measures required during construction. Compliance with these requirements ensure there would be no significant impacts to water quality during construction.

Comment [GT33]: Added

CCSF003440

Water Quality Control Act. Based on our review of the project site, it is anticipated that the impacts to drainage features will be minimal given the urban nature of the site and its existing conditions as a surface parking lot ~~and its disturbed nature~~. Based on a site review, there were no identified historic washes or jurisdictional features which could trigger permitting actions. The hydrology and water quality analysis will address the Project's compliance with ~~the State's~~local construction stormwater regulations.

Land Use and Planning—The Project would involve development of residential and commercial uses on a site designated for commercial use which allows high density residential development. The project site is located within the Downtown Area Plan and within the C-3-G (Downtown General Commercial) Zoning District and 160-F Height and Bulk District. The General Plan also includes area plans that outline the goals and objectives for specific geographic planning areas, such as the greater downtown area; policies for this area are contained in the Downtown Area Plan (Downtown Plan), which is within the General Plan. The project site is within an area that is covered by the Downtown Plan. Centered on Market Street, the Downtown Plan covers an area that is roughly bounded by Van Ness Avenue to the west, Steuart Street to the east, Folsom Street to the south, and Market Street, Sutter Street and Washington Street to the north. The Downtown Plan contains objectives and policies that address preservation issues. Additionally, the proposed uses and associated infrastructure improvements shall be assessed in accordance with the development standards set forth in the General Plan and 2013 Downtown Plan. Stantec will describe existing land uses in the vicinity based on aerial photographs and one site visit. Stantec will ~~develop and land uses compatibility determination evaluation working with City staff to~~ address the project's compatibility with existing land use and zoning, physical division of community, and consistency with land use plans and policies. Stantec will recommend measures to reduce project impacts to reduce or eliminate adverse land use effects, as necessary.

Noise— Major noise sources in the City are related to roadways, and vehicle traffic. In addition to the traffic noise, other ~~current~~ noise sources include the commercial and residential uses, construction and other equipment, and parks and school playing fields. Noise increases associated with traffic as well as construction, stationary sources such as HVAC equipment, and general operational activities associated with proposed projects, need to be evaluated. In the City, regulation of noise is addressed in Article 29 of the Police Code (the Noise Ordinance or Police Code), which states the City's policy is to prohibit unnecessary, excessive, and offensive noises from all sources subject to police power. Section 2900 makes the following declaration with regard to community noise levels: "It shall be the policy of San Francisco to maintain noise levels in areas with existing healthful and acceptable levels of noise and to reduce noise levels, through all practicable means, in those areas of San Francisco where noise levels are above acceptable levels as defined by the World Health Organization's Guidelines on Community Noise." Sections 2907 and 2908 of Article 29 regulate construction equipment and construction work at night, while Section 2909 provides for limits on stationary-source noise from machinery and equipment. Sections 2907 and 2908 are enforced by the Department of Building Inspection, and Section 2909 is enforced by the Department of Public Health. Stantec noise engineers will draft the noise resources sections of the CEQA document and develop measures to reduce project impacts as necessary using the ~~Air Quality~~Noise and ~~Greenhouse Gas Assessment Memorandum~~Transportation technical studies, previously discussed under Task 2.

Population and Housing— It is expected that the Project's development would represent a modest increase in the City's overall residential and employee population. Each of the residences (439) would provide housing opportunities for the City of San Francisco. Stantec will compare this modest increase in population with the ~~General Plan~~Plan Bay Area 2040 projections and other resources such as census data and/or Department of Finance estimates, to ensure that the Project's residential and employee population has been accounted for both at regional and local levels. Stantec will then determine if an appropriate jobs/housing balance will be maintained.

Public Services— Although the Project's residential and commercial population would likely represent a modest increase in the City's overall residential and employee population, the Project could still increase the use of public services or local and regional recreational facilities. Given the size of the Project, Stantec does not anticipate the Project will push local school enrollment to capacity. Data used in this section will include written reports ~~and interviews/survey responses~~

Comment [JR34]: Land Use compatibility is not addressed in this section. The 2 questions in CEQA Guidelines that we address are:
1. Would the project physically divide an area?
2. Would the project conflict with land use plans and policies adopted for the purpose of mitigating an environmental effect.
Please note that the Initial Study Checklist does include a section on zoning compatibility and such information should be provided there. However, there is no significance determination to be made in this section.

Comment [GT35]: Text added

Comment [JR36]: We don't typically use the General Plan as it doesn't contain such information. Plan Bay Area projections for the City are probably the best source. Also, you should probably discuss the project's population and employment on a more localized level too, such as census tract.

Comment [GT37]: Revised

Comment [LW38]: Census data and Plan Bay Area projects should be used in this section.

Comment [GT39]: Added

CCSF003441

~~obtained~~ from the San Francisco Police Department (SFPD) and the San Francisco Fire Department (SFFD), and reports from the San Francisco Unified School District (SFUSD), the San Francisco Public Library, and the City Controller. Stantec will evaluate the Project's potential impact on nearby parks and other recreational spaces. Since extensive services are already currently provided in the project area, the Initial Study will compare the potential expansion of these services with existing standards set forth by the respective applicable agency. Stantec will contact and work collaboratively with potentially affected City and local agencies to identify relevant existing conditions, possible project impacts, and coordination requirements. The public services and recreation analysis will focus on physical environmental impacts that would result if the Project resulted in the need for new or expanded services.

Recreation— Open space, whether public or private, is one of City's most precious commodities. Once an opportunity to acquire parks and open space is lost, a second chance is seldom possible. Stantec will provide a discussion of Project's recreational impact's and will verify that the City's requirements for open-space easements and park dedications are in compliance with the City's General Plan. The analysis will focus on physical environmental impacts on recreational facilities that would result from the Project.

Shadow- Planning Code Section 295, the Sunlight Ordinance (adopted in November 1984, pursuant to voter approval of Proposition K), regulates new shadows cast on open spaces, generally prohibiting the issuance of building permits for structures over 40 feet that would cause new shadow on open spaces under the jurisdiction of, or designated to be acquired by, the Recreation and Park Commission, and that would have a significant adverse impact on the use of such open space during the period between one hour after sunrise and one hour before sunset. The Planning Commission, in consultation with the General Manager of the Recreation and Park Department, has the authority to determine that new shadows cast by a proposed development would not have a significant or adverse impact on the use of an open space.

Traffic/Transportation— Development of the Project would generate new trips, may alter traffic circulation patterns, create a need for potential improvements, and increase the use of public transit, bicycle, and pedestrian modes of transportation. This section will analyze any impacts the Project might have on any of the City's transportation and roadway system. Construction effects on transportation conditions are subject to oversight by City agencies, to minimize the impacts on traffic and other modes of travel. ~~The City's Transportation Advisory Staff Committee (TASC), which consists of representatives from the Fire Department, Police Department, SFMTA Traffic Engineering Division, and San Francisco Public Works, reviews and approves lane and sidewalk closures or diversions. TASC meets twice per month to discuss proposed legislation and street changes prior to public hearings before the SFMTA Board of Directors to be considered for approval. TASC provides a regular forum for key agencies to review and comment on proposed changes to the public right-of-way. Projects reviewed at TASC include all proposed permanent street change, such as lane modifications, bicycle lanes, stop sign installation, sidewalk bulb-outs, transit-only lanes, and similar projects. TASC recommendations are given on an advisory basis. When providing recommendations for proposed projects, TASC considers emergency access, public safety, impacts to transit service and traffic circulation, and other potential transportation-related effects. In addition, the City requires project contractors to follow "Regulations for Working in San Francisco Streets" (the Blue Book), including required permits for working in or modifying the public right-of-way. Build would be required to meet with the TASC to present their Construction Management Plan, which would determine feasible measures to reduce traffic impacts, disruption to transit services, and impacts to pedestrian or bicycle circulation during construction of individual development projects.~~ Pehr & Peers will prepare the Traffic/Transportation section of the Initial Study Document. Stantec will review the section for style and QA/QC consistency, only. ~~Stantec will base its analysis on the Traffic/Transportation Study provided by Build~~Fehr & Peers. ~~Given the site's location we assume the traffic analysis will not only develop project operations, but project construction activities that would generate traffic from construction worker travel and the arrival and departure of trucks delivering construction materials, and the removal of soil generated by onsite excavation activities would be undertaken, as well~~P The analysis will focus on physical environmental impacts from Project generated trips, movements, and construction activities.

Comment [LW40]: Not exactly, Planning Staff has the authority to identify shadow impacts and the Rec Park Commission determine the level of mitigation needed and allowance for shadow on parks.
JR: to further elaborate, the Rec and Park may find shadow to be insignificant because a project is providing some other benefit that outweighs the shadow impact. All this is to say that EP determines the shadow impact with respect to CEQA, separate from a section 295 determination.

Comment [RA41]: Acknowledged.

Comment [LW42]: There is a lot of information about TASC in here that is not necessary for the scope of work.

Comment [RA43]: Acknowledged.

Comment [LW44]: It is my understanding the Fehr & Peers would write this section and Stantec would review of Style/ QA.QC Consistency only. Please confirm and state this here.

Comment [RA45]: Yes, I confirmed. Text revised.

CCSF003442

Tribal Cultural Resources—The tribal cultural resources section of the Initial Study will analyze direct and indirect impacts to tribal cultural resources as a result of the Project. Stantec staff will analyze impacts by utilizing the information gathered through the cultural and historical resources section desktop review and survey as well as the results of AB 52 consultations with local Tribes to assess impacts to tribal cultural resources. Stantec will utilize the Cultural Resource Studies provided by Build to evaluate the potential tribal cultural resource impacts from the Project. ~~We assume that tribal cultural resources, if impacted, will be mitigated to a less than significant level.~~

Utilities and Service Systems— Stantec will evaluate the Project's potential impacts on the public utility systems. While the project site is currently served by public utilities such as municipal sewer, domestic water, and refuse/recycling disposal, because the Project will increase residential and employee density on the site, the Project may require the expansion of some utilities or services. In addition, the wet and dry utility plans and any other available infrastructure information prepared by City staff, Build's project team, and utilities and services purveyors will be reviewed and evaluated for potential impacts related to water supply and treatment and effluent conveyance and treatment. Existing and future water supply and water demands in San Francisco will be based on multiple sources. Information regarding the available water supply for the Project is based on both San Francisco's 20105 Urban Water Management Plan (UWMP) and the 2013 Water Availability Study. The UWMP presents projected water supplies while the 2013 Water Availability Study provides updated water demands based on newer population growth projections for San Francisco. This information is supplemented with newer information that is publicly available on the San Francisco Public Utilities Commission's (SFPUC's) web site to update the status of obtaining additional future groundwater and recycled water supplies. The SFPUC's Fiscal Year 2016-17 Annual report provides information regarding historic water use. Information available on the SFPUC and San Francisco Fire Department (SFFD) web sites provide a description of San Francisco's emergency firefighting system, referred to as the Auxiliary Water Supply System (AWSS).

Comment [JR46]: I believe there is a 2015 UWMP. The analysis should be based on the most recent UWMP.

Comment [GT47]: Revised

Information regarding the capacity of the combined sewer system will be based on information provided by the Regional Water Quality Control Board National Pollutant Discharge Elimination System (NPDES) permit for discharges from the appropriate City Plant. Various SFPUC engineering reports will also supplement this information. Information on existing utilities at the project site and the Project's projected water usage and wastewater generation is based on engineering documents provided by Build.

The Project's impact on utilities and service systems will be evaluated both during construction and during operation of the Project.

Shadow – This Initial Study will include Stantec's analysis of any impacts the Project might have on shadow, based on the Shadow Study provided by another sub-consultant. CEQA does not list any specific criterion for the evaluation of shadow effects of a project. The City of San Francisco, however, has established standards and criteria for the evaluation of shadow impacts. The Planning Commission, in consultation with the General Manager of the Recreation and Park Department, has the authority to determine that new shadows cast by a proposed development would not have a significant or adverse impact on the use of an open space.

Formatted: Font: Bold

Wind ~~and Shadow~~— This Initial Study will include Stantec's analysis of any impacts the Project might have on wind ~~and shadow~~, based on the Wind ~~and Shadow~~ Study provided by ~~Build~~other sub-consultant~~s~~. CEQA does not list any specific criterion for the evaluation of wind effects of a project. The City of San Francisco, however, has established standards and criteria for the evaluation of wind impacts. To provide a comfortable wind environment for people in San Francisco, the City has established specific pedestrian comfort, sitting-area-comfort, and wind-hazard criteria to be used in evaluating development proposed for certain areas of the City. The project site is in an area that is subject to Planning Code Section 148, Reduction of Ground-level Wind Currents in C-3 Districts. The Planning Code outlines wind reduction criteria for projects in C-3 Districts, sets wind speed criteria for both pedestrian comfort and hazardous winds, and requires buildings to be shaped so as not to cause ground-level wind currents to exceed these criteria. The Planning Code specifies that new buildings and building additions be shaped so as not to cause ground-level wind currents to exceed, more than 10 percent of the time, between 7:00 a.m. and 6:00 p.m., the comfort level of 11 miles per hour (mph) in substantial pedestrian use areas, and 7 mph in public

Comment [LW48]: These should be separated into two as they are two different topics.

Comment [RA49]: Revised.

CCSF003443

seating areas. When a project would result in exceedances of a comfort criterion, an exception may be approved, pursuant to Section 309, if the building or addition cannot be designed to meet the criteria. Section 148 also establishes a hazard criterion, which is an equivalent wind speed of 26 mph as averaged for a single full hour of the year. Under Section 148, new buildings and additions may not cause wind speeds that meet or exceed this hazard criterion and no exception may be granted for buildings that result in winds that exceed the hazard criterion. A building taller than its immediate surrounding buildings will intercept winds and deflect them down to the ground level, causing wind flow accelerations around building corners. For the purposes of CEQA, San Francisco's pedestrian wind hazard criterion is one occurrence per year of winds greater than 36 miles per hour (mph) represents a significant adverse wind impact. ~~in the Downtown C-3 district (and other specific districts within the city).~~ The analysis will focus on physical environmental impacts from wind that would result from the Project.

A cumulative impact analysis shall be presented for each resource topic in the Administrative Draft Initial Study. Stantec will follow Environmental Planning's guidance on evaluating~~en~~ cumulative impacts. Stantec assumes the City will provide information on all reasonably anticipated projects so cumulative projects can be adequately addressed.

~~Planning Code Section 295, the Sunlight Ordinance (adopted in November 1984, pursuant to voter approval of Proposition K), regulates new shadows cast on open spaces, generally prohibiting the issuance of building permits for structures over 40 feet that would cause new shadow on open spaces under the jurisdiction of, or designated to be acquired by, the Recreation and Park Commission, and that would have a significant adverse impact on the use of such open space during the period between one hour after sunrise and one hour before sunset. The Planning Commission, in consultation with the General Manager of the Recreation and Park Department, has the authority to determine that new shadows cast by a proposed development would not have a significant or adverse impact on the use of an open space.~~

Stantec will prepare an accurate, thorough, and complete Administrative Draft Initial Study for the Project. Pursuant to CEQA Guideline 15063 I, the purpose of the Initial Study for this project will be to (1) ~~focus the construction alternatives and final design of the proposed mixed-use project;~~ (2) identify the effects determined not to be significant; and (23) explain the reasons for determining that potentially significant effects would not be significant (if any).

~~The Initial Study will enable Build to modify the proposed mixed-use residential and commercial development, potentially mitigating adverse impacts in lieu of preparing an EIR, thereby potentially enabling the Project to qualify for an MND~~. The Initial Study and associated Technical Studies will provide a factual basis for CEQA Documentation.

The Administrative Draft Initial Study will comply with CEQA Guidelines and will conform to the City's Environmental Review Guidelines format and typical thresholds for determining significant effects. Stantec will prepare an Initial Study that contains the following elements:

- Cover Page
- Table of Contents
- Project Description
- Project Setting
- Compatibility with Zoning and Plans
- Summary of Environmental Effects
- Mitigation Measures and Improvement Measures
- Public Notice and Comment
- Determination
- Initial Study Preparers

A detailed analysis of impacts that could occur as a result of implementation of the Project will be conducted and presented for each element of the natural and human environment. Baseline conditions will be qualitatively and quantitatively described. The boundaries of the affected environment will be established by definable geographic units such as airshed, watershed, and viewshed. Impacts will be qualitatively and quantitatively assessed and described including cumulative impacts. Significance of impacts will be measured against criteria that have been established by regulation, accepted standards, or other definable criteria. Information sources will be cited.

Administrative Draft, Screencheck, and Print Check Initial Study

Comment [JR50]: Also include a section on cumulative impacts. A cumulative impact analysis shall be presented for each resource topic and follow EP's guidance.

Planning will provide Guidance on this to Stantec.

Comment [GT51]: Added

Comment [JR52]: Huh? Are there construction and design alternatives? No need for us to evaluate alternatives. Delete or further explain the purpose of this statement.

Comment [RA53]: Revised.

Comment [LW54]: Clarify, when you say modify does this mean, agree to modify the project to include mitigation measures we identify?

Comment [RA55]: IS will evaluate the ultimate project. any modifications will happen prior to us submitting CEQA for City review. Revised.

Comment [JR56]: Add statement about cumulative analysis here.

Comment [GT57]: Added

CCSF003444

Stantec will prepare and submit one hardcopy and one electronic copy (both MS Word and PDF) of the Administrative Draft #1 and Administrative Draft #2 Initial Study, each, to the City and Build for concurrent review.~~for review.~~ It is assumed that the project sponsor (Build) will have a shorter review period so that the City may review and incorporate project sponsor comments. It is assumed that the City will provide one consolidated set of comments, including comments from Build, on each the Administrative Draft #1 and Administrative Draft #2 Initial Study. Upon receipt of the Administrative Draft #2 Initial Study comments, Stantec will make necessary revisions and prepare and submit one hardcopy and one electronic copy (both in MS Word and PDF) of the Screen check Initial Study to the City and Build for concurrent review. It is assumed that comments on the Screen check Initial Study will be editorial in nature and not require new analysis. Upon receipt of the Screen check Initial Study comments, Stantec will make necessary revisions and prepare and submit one hardcopy and one electronic copy (both in MS Word and searchable PDF for website positing) of the Print Check Initial Study to the City. Stantec will document that it has adequately responded to all comments and where there is a dispute regarding a comment or direction, Stantec will seek resolution prior to submitting the next draft.

Additionally, Stantec will develop and maintain the administrative record for the project pursuant to Public Resources Code Section 21167.6(e).

Deliverables - A transmittal letter QA/QC letter as required by the Consultant Guidelines will be submitted with each document and all revised documents will be submitted in both clean and redline versions.

- Administrative Draft #1 Initial Study: ~~one~~ two hardcopy and digital copy (MS Word and PDF).
- Administrative Draft #2 Initial Study: ~~one~~ two hardcopy and digital copy (MS Word and PDF).
- Screen check Initial Study: one hardcopy and digital copy (MS Word and PDF)
- Print Check Initial study: one hardcopy and digital copy (MS Word and searchable PDF for website positing)
- Administrative Record: digital copy (PDF).

Task 4: Project Management, Coordination, and Meetings

Stantec staff, Trevor Macenski and Anna Radonich will coordinate and attend one 2-hour kick-off meeting in-person with Build and City staff to initiate the Project, as noted in Task 1. Once environmental review is underway, a bi-weekly conference call of up to one hour would be scheduled with the City staff, Build, and project team to provide update on the Project progress. In addition, this scope includes three in-person 2-hour meetings each for the Administrative Draft #1 and Administrative Draft #2, and one in-person 2-hour meeting for the Screencheck Initial Study.

This task also includes development and maintenance of the project schedule, the internal coordination required to publish the necessary CEQA documentation, and to prepare the final Initial Study for adoption by the City. This task consists of those management activities that ensure Stantec's ability to keep the ~~Build's~~ Project running smoothly~~, on time, and within budget~~. As the liaison between Stantec staff, City staff, and Build Staff, Stantec's Principal in Charge/Project Manager. Trevor Macenski, will ensure that information is distributed appropriately, that comments regarding Project-related issues are communicated effectively and efficiently~~, and that financial performance is tracked regularly (i.e., invoices)~~. Stantec assumes attendance of a ~~weekly~~ monthly conference call ~~l~~with City staff, Build, and project team for 2 staff (Principal in Charge/Project Manager and Deputy Project Manager) for up to 1-hour, each, per meeting. In total, we have accounted for 20 1-hour conference calls, total. Additional meetings are summarized below.

- Progress Meetings (Administrative Draft #1)— Stantec Principal in Charge/Project Manager and Deputy Project Manager will attend ~~three~~ one (1~~3~~) 2-hour Project progress meeting with City staff, Build, and Project team to update on Project progress/schedule, and discuss any other Project concerns.
- Progress Meetings (Administrative Draft #2)— Stantec Principal in Charge/Project Manager and Deputy Project Manager will attend three (3) 2-hour Project progress meeting with City staff, Build,

Comment [LW58]: The project sponsor can receive the document at the same time as the Planning Department and will have a shorter review timeline, so that Planning may incorporate and review project sponsor comments.

Comment [RA59]: Revised.

Comment [JR60]: Also fold in here that Stantec will document that it has adequately responded to all comments and where there is a dispute regarding a comment or direction, Stantec will seek resolution prior to submitting the next draft.

Comment [GT61]: added

Comment [JR62]: And QA/QC letter as required by the Consultant Guidelines.

Comment [GT63]: added

Formatted: Font: Century Gothic, 9 pt

Formatted: Font: Century Gothic, 9 pt

Formatted: Font: (Default) Century Gothic, 9 pt

Formatted: Justified, Space After: 6 pt, Don't add space between paragraphs of the same style, Line spacing: Multiple 1.17 li, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5", Widow/Orphan control

Comment [JR64]: Also fold into this task development and transmittal of the administrative record for the project.

Comment [RA65]: Added.

Comment [JR66]: Also include development and maintenance of the project schedule in this task.

Comment [GT67]: Added

Comment [LW68]: Global: Monthly meetings for now then we may more to bi-weekly meetings, if deemed necessary.

Comment [GT69]: Revised

CCSF003445

and Project team to update on Project progress, discuss comments on Administrative Draft #1, and any other Project concerns.

- Progress Meetings (Screen check Draft)— Stantec Principal in Charge/Project Manager and Deputy Project Manager will attend ~~one~~ three (~~3~~1) 2-hour Project progress meeting with City staff, Build, and Project team to resolve any outstanding issues pertaining to the Project.

Additional meetings not discussed in the scope may be attended on a time-and-materials basis.

Additionally, Stantec will develop and maintain the project schedule. The project schedule will be based on standard review times and will include detail on completion of all project studies.

Document Production

Deliverables associated with the Project are outlined in Table 1: Summary of Initial Study Deliverables, below.

Scope Assumptions

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

Table 1: Summary of Initial Study Deliverables

IS DELIVERABLE	COPIES
Standalone Draft Project Description	1 electronic version (MS Word)
Administrative Draft #1 Initial Study	~~one~~ two hardcopy and digital copy (MS Word and PDF).
Administrative Draft #2 Initial Study	~~one~~ two hardcopy and digital copy (MS Word and PDF).
Screen check Initial Study	~~one~~ Two hardcopy and digital copy (MS Word and PDF).
"Final" Initial Study	one hardcopy and digital copy (MS Word and searchable PDF for website positing)
Notes: Stantec has the ability to post the above listed documents on a file-sharing FTP site for ease of peer-review. All work products will be prepared in accordance with CEQA, CEQA Guidelines, the San Francisco Municipal Code, and San Francisco Environmental Review Guidelines.	

Comment [JR70]: Just as an FYI, we usually require more and longer substantive meetings towards the end. I would swap the one two hour meeting at screencheck with the Admin draft 1. So that at screencheck you have 3 2 hour meetings. This is a lot of meeting, but better than not scoping enough meeting time.

Comment [GT71]: Revised

Formatted: Font: (Default) Century Gothic, 9 pt

Comment [JR72]: We will need a final scope of work, which should remove this text.

Comment [RA73]: Acknowledged

Comment [LW74]: This should be 2 rounds of review because we will also see it in the Initial Study.

Comment [RA75]: Acknowledged. Revised to be "standalone" here, acknowledging that the PD will be included in and reviewed in the IS document.

CCSF003446

Schedule

The proposed work schedule for the 469 Stevenson Street Project is in Table 2: Proposed Schedule, 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 Build's schedule objectives.

Table 2: Proposed Schedule

WORK PRODUCT/MILESTONE	ESTIMATE COMPLETION (WEEKS)
Contract Awarded	Week 1
Project Kick-off Meeting; Receipt of Approved Project Plans, and all Background Information. Initiate Peer-Review of Technical Documents.	Week 1
Stantec Prepares Administrative Draft #1 Initial Study, Field Studies, and Technical Studies *	Weeks 1 – 4
Stantec Submits Administrative Draft #1 Initial Study to City	Week 5
City Reviews Administrative Draft #1 Initial Study (30 business days per City Guidelines)	Weeks 6 – 12
Stantec Receives Administrative Draft #1 Initial Study Comments from the City	Week 13
Stantec Revises and Submits Administrative Draft #2 Initial Study to City	Week 14
City Reviews Administrative Draft #2 Initial Study (20 business days per City Guidelines)	Weeks 15 – 19
Stantec Receives Administrative Draft #2 Initial Study Comments from the City	Week 20
Stantec Revises and Submits Screen check Initial Study to City	Week 21
City Reviews Screen check Initial Study (10 business days per City Guidelines)	Week 22 – 24
Stantec Receives Screen check Initial Study Comments from the City	Week 25
Stantec Revises and prepares Print Check Initial Study	Week 25
City Reviews Print Check Initial Study (3 business days per City Guidelines)	Week 26

**Stantec assumes the technical studies to be used in preparation of this Initial Study have been deemed adequate by the City by Week 1.*

Schedule Assumptions:

- Stantec will receive 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 1
- The City will complete the necessary AB 52 consultation and will adhere to the schedule established in Table 2
- Within 14 days of a decision to undertake the Project, the City shall provide written notification to the tribes that requested placement on notice list
- Notice to Tribes shall include brief Project description, location, City contact info
- Tribes have 30 days to request consultation
- City shall begin the consultation process within 30 days of receiving Tribe's request for consultation

Comment [LW76]: Stantec to develop and maintain the schedule throughout the environmental review. The schedule will be prepared in with the Planning Department.

Stantec to state that part of their proposal is to develop and maintain the schedule. Stantec should specify that the schedule will be based on standard review times and will include detail on completion of all project studies.

Comment [RA77]: Text revised in Task 4.

Comment [RA78]: Schedule Assumptions moved to Assumptions section below.

CCSF003447

Assumptions

General Assumptions

- Stantec will utilize the City's Environmental Review Guidelines when preparing the Project Description and Initial Study document.
- It is assumed that the City will provide one consolidated set of comments, including comments from Build, on each the Administrative Draft #1, Administrative Draft #2 Initial Study, and Screencheck Initial Study.
- Should comments on the Screen check Initial Study require new analysis, a revised scope of services and fee would be provided~~It is assumed that comments on the Screen check Initial Study will be editorial in nature and not require new analysis.~~
- ~~A Stantec aesthetic expert will visit the project site for two hours to take ground-level photographs. The potential visual resource impacts of the Project will be evaluated using these photographs. Stantec will utilize Build's elevations to evaluate the potential visual and aesthetic impacts from the Project.~~
- Stantec will prepare an Air Quality ~~and Greenhouse Gas~~ Assessment and Noise Technical Report, and GHG checklist for the Project. Stantec will use information provided in the technical reports in the CEQA analysis. If Stantec is required to supplement the technical report with new analysis, a separate cost estimate will be provided upon request.
- If it is determined that a quantitative analysis utilizing dispersion modeling is necessary to assess health impacts to nearby residents, Stantec will provide a separate scope of work and fee estimate.
- SoundPLAN model of the Project and the neighboring buildings to provide a detailed analysis of ambient noise exposure on the facades of the Project building is excluded from this scope.
- Traffic noise model using the Federal Highway Administration (FHWA RD-77-108) traffic noise prediction model to determine existing and future traffic noise exposure levels, with and without the project, for select roadway segments in the project vicinity is excluded from this scope.
- Stantec assumes a 2-hour site visit to conduct the 24-hour noise measurements survey and an 8-hour site visit to conduct the spot measurements survey.

Schedule Assumptions:

- Stantec will receive 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 1.~~ when provided to Stantec.
- The City will complete the necessary AB 52 consultation and will adhere to the schedule established in Table 2
- Within 14 days of a decision to undertake the Project, the City shall provide written notification to the tribes that requested placement on notice list
- Notice to Tribes shall include brief Project description, location, City contact info
- Tribes have 30 days to request consultation
- City shall begin the consultation process within 30 days of receiving Tribe's request for consultation
-

Deliverables Assumptions

- Assume the studies conducted by others and reports provided to Stantec are valid and usable.
- One submittal of an Administrative Draft #1 AQ ~~Report~~Memo and ~~/~~GHG ~~Memorandum~~Checklist
- One submittal of an Administrative Draft #2 AQ MemoReport and ~~/~~GHG ~~Memorandum~~Checklist

Comment [JR79]: This isn't a realistic assumption. We always have substantive comments that require analysis.

Comment [RA80]: Text revised. Happy to work with the City on specific text for this bullet. What's we're assuming is that the need for any new analysis would have been identified during review of Admin Draft #1 or Admin Draft #2 and not in the Screen Check Draft.

Formatted: Indent: Left: 0.25", Hanging: 0.25", No bullets or numbering

Formatted: Don't keep with next, Don't keep lines together

Comment [LW81]: Technical reports typically require a couple rounds of review.

Comment [RA82]: Revised.

Formatted: No bullets or numbering

Comment [JR83]: Add Administrative Record as a deliverable.

Comment [GT84]: Added

CCSF003448

- One submittal of a Final AQ MemoReport and /GHG MemorandumChecklist
- One submittal of an Administrative Draft #1 Noise Technical MemoReport
- One submittal of an Administrative Draft #2 Noise Technical ReportMemo
- One submittal of a Final Noise Technical ReportMemo
- One submittal of an Administrative Draft #1 Initial Study
- One submittal of an Administrative Draft #2 Initial Study
- One submittal of a Screen Check Initial Study
- One submittal of a Print Check Initial Study
- Administrative Record: digital copy (PDF).

Meetings Assumptions

- Project Kick-off Meeting— Stantec Principal in Charge/Project Manager and Deputy Project Manager will coordinate and attend one 2-hour kick-off meeting in-person with Build and City staff to initiate the Project, as noted in Task 1.

- Weekly Monthly or biweekly Project Progress Meetings: Once environmental review is underway, a weekly monthly or biweekly conference call of up to one hour would be scheduled with the City staff, Build, and project team to provide update on the Project progress. Stantec assumes attendance of a weekly conference call l with City staff, Build, and project team for 2 staff (Principal in Charge/Project Manager and Deputy Project Manager) for up to 1-hour, each, per meeting. In total, we have accounted for 20 1-hour conference calls, total.

- Progress Meetings (Administrative Draft #1)— Stantec Principal in Charge/Project Manager and Deputy Project Manager will attend onethree (13) 2-hour Project progress meeting with City staff, Build, and Project team to update on Project progress/schedule, and discuss any other Project concerns.

- Progress Meetings (Administrative Draft #2)— Stantec Principal in Charge/Project Manager and Deputy Project Manager will attend three (3) 2-hour Project progress meeting with City staff, Build, and Project team to update on Project progress, discuss comments on Administrative Draft #1, and any other Project concerns.

- Progress Meetings (Screen check Draft)— Stantec Principal in Charge/Project Manager and Deputy Project Manager will attend threeone (three1) 2-hour Project progress meeting with City staff, Build, and Project team to resolve any outstanding issues pertaining to the Project.

- Additional meetings not discussed in the scope may be attended on a time-and-materials basis.

CCSF003449

Printing Assumptions

- One hard copy Administrative Draft #1 Air Quality ~~Report~~Memo and GHG ~~Assessment Memo~~Checklist
- One hard copy Administrative Draft #2 Air Quality Memo~~Report~~ and GHG ~~Assessment Memo~~Checklist
- One hard copy final Air Quality Memo and GHG ~~Assessment Memo~~Checklist
- One hard copy Administrative Draft #1 Noise Technical ~~Report~~Memo
- One hard copy Administrative Draft #2 Noise Technical Memo~~Report~~
- One hard copy final Noise Technical ~~Report~~Memo
- ~~One~~ Two hard copy Administrative Draft #1 Initial Study
- Two ~~One~~ hard copy Administrative Draft #2 Initial Study
- ~~One~~ Two hard copy Screen check Initial Study
- One hard copy Print Check Initial Study
- Assumes all black and white printing (except colored graphics) and that each deliverable is no more than 500 Pages.

Comment [JR85]: Ok, unless there are color figures.

Comment [GT86]: Revised.

CCSF003450

~~Appendix A – Project Management Team Resumes~~