



May 29, 2020

Mr. Garrett Toy, Town Manager  
Town of Fairfax  
142 Bolinas Road  
Fairfax, CA 94930

**RE: Proposal for Preparing an EIR for Meadow Way Bridge Replacement**

Dear Garrett,

Enclosed please find WRA's and CIC's proposals for preparing an EIR for the subject project within the framework of CEQA environmental studies. CIC will manage the team and the process; provide technical and other necessary input; conduct reviews; attend a Scoping Meeting, a Town Council meeting and other meetings, as necessary; and respond to questions for this task. The environmental subconsultant's scope of work and cost are attached.

The overall summary of costs is follows:

WRA's Cost:	\$150,000
CIC's Cost:	\$30,000
Total Cost:	\$180,000

Thank you for the opportunity for CIC to assist the Town of Fairfax with this important undertaking for Meadow Way Bridge. Please let us know if you have any questions or need additional information.

Sincerely,

**California Infrastructure Consultancy, Inc.**

Nader Tamannaie, PE  
President

**PROPOSAL  
MEADOW WAY BRIDGE REPLACEMENT PROJECT  
ENVIRONMENTAL IMPACT REPORT**

*Prepared for:*

Garrett Toy, Town Manager  
Town of Fairfax  
142 Bolinas Road  
Fairfax, CA 94930

May 28, 2020

*WRA Project No. 22304*

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**PURPOSE**

Per your request, WRA, Inc., in conjunction with Illingworth and Rodkin and Stetson Engineers, Inc., is submitting this proposal to prepare a California Environmental Quality Act (CEQA) Environmental Impact Report (EIR) for the proposed Meadow Way Bridge Replacement Project, which is proposed in the Town of Fairfax (Town). The Town would serve as the CEQA Lead Agency for the EIR and WRA would tier to the maximum extent feasible from existing CEQA and National Environmental Policy Act (NEPA) documents that have already been prepared for the project. Such reports include but are not limited to a CEQA Initial Study and NEPA Categorical Exclusion with supporting technical memorandums and studies.

Based on the conclusions of the Initial Study and comments received to date on the project and associated CEQA analyses, this proposal assumes the EIR would be focused to the following environmental topics: Biological Resources, Air Quality (Construction Phase), Noise and Vibration (Construction Phase), and Hydrology and Water Quality. All other environmental topics would be addressed in lesser detail in the CEQA-required chapter titled Impacts Found to be Less Than Significant.

**SCOPE OF WORK**

*Task 1. Project Kick-off*

A kick-off meeting or call with the Town is proposed in order to: 1) collect all relevant reports and drawings; 2) discuss the proposed project, 3) discuss the desired format of the EIR; 4) resolve any issues regarding overall assumptions; and 5) identify key contacts.

*Task 2. Review of Materials*

WRA staff will review all available documentation related to the project, including but not limited to: the

existing CEQA and NEPA documents, project plans, technical reports, and Town policies. A concerted effort will be made to utilize and incorporate as much existing data as possible into the EIR.

### *Task 3. Prepare Project Description*

Because the project description is the basis for analyzing the environmental impacts of the proposed project and identifying appropriate mitigation measures, it is important to prepare the project description as early in the environmental review process as possible. WRA will update the project description from the Initial Study and include discussions of the following:

- A description of the existing environmental setting, including the project site's regional and local location;
- related projects (cumulative development) assumptions;
- project characteristics, including but not limited to: description of the site plan; design characteristics; access; stormwater management; grading and excavation; construction and construction schedule, etc.;
- project objectives and goals; and
- a list of required permits and approvals.

### *Task 4. Preliminary Notices and EIR Scoping*

CEQA includes prescribed noticing requirements to inform the public and other cognizant agencies that environmental documentation is being prepared for a project. WRA will prepare all EIR notices required by CEQA for the proposed project, subject to review and approval by the Town. WRA will first prepare and circulate the Notice of Preparation (NOP) of the Draft EIR to all relevant agencies and parties. A finalized scope for the EIR will be defined after all comments on the NOP have been received and been carefully considered. WRA will work with the Town to determine if comments provided during the EIR scoping process could expand the scope of work or require additional technical sections to be included in the EIR.

### *Task 5. Preparation of an Administrative Draft EIR*

All applicable categories of analysis in the EIR will describe the setting, regulatory requirements, and impacts according to CEQA criteria and any additional thresholds approved by the Town. After consideration of applicable General Plan policies, if necessary, each section will also identify mitigation measures that may be required to avoid or lessen any potentially significant impacts. The following provides a summary of the content and technical approach anticipated for the Administrative Draft EIR.

### Environmental Analysis Approach

Each of the areas of potential impact will describe the existing conditions, environmental impact after development of the proposed project, recommended mitigation measures, net unmitigated environmental impact after development of the project, and cumulative impacts. In addition, the ADEIR will include alternatives to the proposed project.

Existing Conditions. An analysis of the existing environmental setting is necessary in order to compare those conditions to any changes created by the proposed project, and to identify any significant and/or

less than significant environmental effects of the proposed project. The environmental setting is normally defined as the existing conditions that are occurring at the time of impact report preparation.

Environmental Impacts of the Proposed Project. Each of the environmental subject areas will be evaluated to determine impact significance. Under CEQA, a significant impact is defined as a substantial or potentially substantial, adverse change in the physical environment. The specific criteria for determining the significance of a particular impact will be identified as necessary prior to the impact discussion in each issue section and will be consistent with significance criteria set forth in the CEQA Guidelines.

Mitigation Measures. Where applicable, mitigation measures will be presented in each respective environmental subject area in the following classification scheme:

- Mitigation Measures required to reduce an identified significant impact to a less-than-significant level. These mitigation measures will address both primary and secondary impacts.
- Non-Required Measures, mitigations that are recommended (but not necessarily required) to further enhance environmental conditions within the project and the surrounding locale, and which can reduce an identified non-significant impact.
- Code-Required Measures required by local, regional, state and/or federal regulations and statutes that must be imposed as conditions of project approval. Such code-required measures will be listed even though they are not necessarily required to reduce identified impacts.

Mitigation Monitoring and Reporting Program (MMRP). The EIR will also include a MMRP. The program must be responsive to AB 3180 and subsequent legal interpretation, but the implementation approach must be organized around the Town's policies and procedures as well as to personnel limitations. In order to meet the requirements of AB 3180, the program will list: 1) project mitigation measures; 2) correlate the mitigation measures to the various governmental actions that the implementation of the project will require; and 3) identify other governmental offices or departments that will monitor the execution of the mitigation measures.

Alternatives. WRA will also prepare an analysis of alternatives to the proposed project. The requirements for the alternatives analyses are based on the "rule of reason" as dictated by the CEQA and reflect the needs of each particular project. Specific alternative schemes will be determined upon consultation with the project team and Town staff. It is assumed that up to four Alternatives will be analyzed in the EIR, including the No Project Alternative.

Other ADEIR Sections. Additionally, the EIR will include the following required sections:

- Summary
- Introduction
- Impacts Found to Be Less Than Significant
- Cumulative Impacts
- Growth-Inducing Impacts
- Summary of Significant Unavoidable Impacts (if applicable)

- Significant Irreversible Changes to the Environment
- Organizations and Persons Consulted

As noted above, this proposal assumes the EIR would be focused to the following environmental topics:

- Biological Resources (WRA)
- Air Quality (Construction Phase) (Illingworth and Rodkin)
- Noise and Vibration (Construction Phase) (Illingworth and Rodkin)
- Hydrology and Water Quality (Stetson Engineers, Inc.)

The Administrative Draft EIR with the Appendix and Mitigation Monitoring and Reporting Program will be provided to the Town for review. WRA will provide three (3) bound copies and one (1) pdf of the Administrative Draft copy, and one (1) complete set of Microsoft Word files comprising the entire Administrative Draft EIR.

The typical Town staff review involves a maximum of two drafts of the ADEIR. The first Administrative Draft EIR would receive the most extensive comments, with the subsequent draft requiring fewer comments (Screencheck Draft EIR). The review and comment cycle continues until Town staff has approved the Administrative Draft EIR for publication as a Draft EIR for public circulation.

*Task 6. Finalize Administrative Draft EIR/Publish Draft EIR*

When Town staff have approved the Administrative Draft EIR for release as a Draft EIR, WRA will prepare the Notice of Completion (NOC) and deliver 15 hard copies of the executive summary and 15 CDs of the entire document) to the State Clearinghouse for circulation. Ten (10) bound copies, one (1) Adobe PDF copy, and one (1) complete set of Microsoft Word files comprising the entire Draft EIR shall be delivered to the Town for distribution and posting on the Town website. WRA will also prepare and circulate the Notice of Availability (NOA) of the Draft EIR to interested parties. It is assumed that the Town would be responsible for the mailing list for the NOA and posting the NOA in the local newspaper. In addition, WRA will be prepared to make presentations and respond to questions at a public hearing to be scheduled during the Draft EIR public review period. It is assumed the Town would cover the fees for a court reporter at the Draft EIR public meeting.

*Task 7. Preparation of Administrative Final EIR/Final EIR*

Following the completion of the public review period for the Draft EIR, WRA will respond to agency and public comments submitted on the Draft EIR. The extent of work necessary to complete the Final DEIR is contingent upon the number and nature of public comments that are received after the Draft EIR is circulated. For the purposes of this proposal, WRA has budgeted forty (40) hours for response to comments on the Draft EIR. Any time required of in excess of forty (40) hours is proposed to be billed on a time and materials basis. WRA will prepare three (3) copies of the Administrative Final EIR for Town review and approval. WRA will revise the Administrative Final EIR to incorporate the Town's comments and produce the Final EIR. WRA will also prepare the NOA and deliver copies of the Final EIR to the parties that submitted comments on the Draft EIR. Ten (10) bound copies and one (1) Adobe PDF copy of the Final EIR will be delivered to the Town for local distribution and use.

If the project is approved, WRA will prepare the Notice of Determination (NOD) to be filed within five business days of project approval. The NOD filing also requires payment of a filing fee and CDFW fees, which WRA assumes will be paid by the Town.

*Task 8. Project Management/Document Review, Technical Editing, and Meeting Attendance*

Phil Greer will be the Principal in Charge and Geoff Reilly will serve as the day-to-day Project Manager. WRA will be available to attend up to two (2) public hearings on the EIR and project. If needed, WRA will be available to attend additional hearings under a separate scope of work. In addition, WRA's project manager will be available during the EIR phase of the project for bi-weekly conference calls with the Town and three (3) meetings with the Town.

**SCHEDULE**

Work can begin upon execution of this Proposal. It is anticipated the EIR process will take approximately 7-9 months to complete depending on items such as review time by the Town of each version of the EIR and how many comments are submitted by the public and/or agencies on the Draft EIR.

**ESTIMATED COST**

The estimated cost for the services described in this Proposal is **\$150,000**. This cost is based on the assumptions above and in the Scope of Work. Estimated costs are subject to change based on the specific conditions encountered during the conduct of this work. Costs may be reallocated between tasks, but the total cost will not be exceeded without authorization.

**ASSUMPTIONS**

- Additional environmental impact categories added as a result of comments received from the public, governmental agencies and/or other interested parties during the NOP period may require a change order.
- It is assumed that the Town will require no more than two rounds of review of the Administrative Draft EIR.
- Additional hours required to complete the Final EIR or attend project meetings, or public hearings beyond that described in this proposal may require a change order.
- The Town will be responsible for all CEQA filing fees.