

bae urban economics

Memorandum

To: Ellen Yau, Senior Planner, City of Mountain View

From: Matt Kowta, Managing Principal

Date: December 20, 2021

Re: Housing Element Update Scope and Budget Augment

The purpose of this memo is to summarize and request consultant contract modifications for the Housing Element Update project. The need for the request arises due to expansion of the scope of work in four areas, as outlined below. In addition, the requested budget modification incorporates additional contingency funds.

Public Outreach - Environmental Planning Commission and City Council Meetings – The City has requested the addition of one additional round of EPC and City Council meetings (one additional meeting each).

Constraints Analysis – The City has requested that Elizabeth Seifel & Associates conduct analysis to evaluate economic aspects of constraints to the development of housing in Mountain View. In addition, there will be an additional round of internal review and revision of the constraints analysis prior to producing the public review Draft Housing Element Update.

Housing Sites Inventory – As the consultant team and City staff has delved more deeply into technical analysis of the sites available for the development of housing to accommodate the City's Regional Housing Need Allocation (RHNA), it has become evident that the original expectation that the City would fully accommodate the RHNA for all income levels within a few large precise plan areas is not realistic and a much higher level of effort will be required to screen and analyze a much greater number of sites to determine how the City can accommodate its RHNA. Further, this process is likely to lead to the identification of a need for rezoning of some sites, to allow them to accommodate greater numbers of housing units, at greater densities, to fully accommodate the RHNA.

Environmental Review – Along with the finding that the sites inventory analysis will be more involved than originally expected and will likely highlight the need for rezonings and possibly other modifications of land use regulations, the City has concluded that it will not be suitable to accompany the Housing Element Update with the more limited environmental review, but instead it will be appropriate to prepare a full EIR to accompany the Housing Element Update.

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Based on the above information, City staff requested that the consultant team prepare a request for contract modifications to incorporate the higher level of effort to prepare the Housing Element Update and accompanying environmental analysis.

Contingency Funds – Per discussion with City staff, this scope and budget modification request includes adjustment to the project contingency fund, to allow for a contingency amount of 20% for the adjusted total budget for the labor component of the sites inventory task and 10% of the adjusted total budget for the labor component of all other tasks.

Summary of Requested Scope and Budget Modifications for ESA and Seifel

The following is a summary of the scope and budget modifications requested by ESA as well as the new scope for Elizabeth Seifel & Associates. The detailed scope and budget modification requests from ESA (non-EIR components and EIR components) as well as the scope and budget for Seifel are included as Attachments A and B to this memo, respectively.

ESA

ESA's scope and budget modification covers an additional round of Environmental Planning Commission and City Council meetings, an additional round of review for the Constraints Analysis, a much more extensive and detailed housing sites inventory and accompanying analysis, and preparation of a program EIR instead of a mitigated negative declaration. Attachment A includes two memos from ESA detailing the requested scope and budget modifications, including a memo dated December 4, 2021 covering the non-EIR scope components and a memo dated December 3, 2021 covering the EIR scope components.

Seifel & Associates

Seifel's scope of work includes economic analysis of various cost factors that could constrain the production of housing. Attachment B includes the work program for Seifel & Associates.

Requested Scope and Budget Modification for BAE

Public Outreach (Task 5) - Environmental Planning Commission and City Council Meetings –

The City has requested the addition of one additional round of EPC and City Council meetings (one additional meeting each).

Constraints Analysis (Task 6) – BAE's requested scope and budget augment for this task allows for BAE's coordination with Seifel & Associates, City staff, and ESA to integrate Seifel's work with the larger constraints analysis for the HEU. In addition, it provides budget for BAE's project manager to review and comment on two drafts of the Seifel analysis. Finally, BAE's budget augment allows for BAE to participate with the team for one additional round of review of the overall constraints analysis.

Housing Sites Inventory (Task 8)– BAE’s requested scope and budget augment for this task provides for a greater level of involvement in this task, supporting ESA and City staff in the more complex housing sites inventory process. This includes participation in additional team meetings to discuss, review, and refine the sites inventory, and review and input for a more extensive and complex housing sites inventory deliverable that will likely trigger State requirements for higher standards of documentation and analysis of the sites inventory.

Environmental Documents (Task 11) – The more in-depth environmental analysis will require additional coordination with the overall Housing Element Update process, including scheduling. BAE’s requested scope and budget augment for this task assumes that BAE will participate in additional internal team meetings and discussions through certification of the final EIR.

Subcontract Administration – Whereas the original contract budget had subcontract administration expenses built into BAE’s task budget amounts, this budget augment request provides a separate three percent contract administration fee on the additional sub-consultant amounts included in the contract modification request to cover BAE’s costs for necessary tasks such as subconsultant contract modifications, invoice processing, management of accounts receivable, and payments.

Contract Contingency Budget

Per discussion with City staff, the requested contract modification includes additional contingency funds to bring the total contingency amount in the contract to 12 percent of project costs before subconsultant administration.

Consolidated and Updated Project Budget

Exhibit 1 is a budget worksheet that shows the original budget amounts, the requested budget modifications, and the updated budget totals that are consistent with the scope and budget modifications described above. *Please note that the December 4, 2021 ESA memo in Attachment A detailing the non-EIR scope modifications includes a 20% contingency amount for the requested budget modifications for the Housing Sites Inventory task as well as a 3% communications fee on all included non-EIR scope modifications. The 20% contingency for the Housing Sites Inventory task modifications is encompassed within the overall project contingency amount shown at the bottom of Exhibit 1. The 3% communications fee amounts have been incorporated within each of ESA’s individual modified tasks.*

Exhibit 1: Proposed Budget Modifications

Task	Base Budget	Seifel Addition	ESA Addition (a)	BAE Addition	Sub-Total Addition	Project Total
1. Project Kick-Off Meeting	\$5,705				\$0	\$5,705
2. Project Schedule/Project Management	\$37,760				\$0	\$37,760
3. Existing Conditions and Needs	\$6,495				\$0	\$6,495
4. Outreach Plan	\$4,250				\$0	\$4,250
5. Public Outreach	\$76,340	\$0	\$11,464	\$2,930	\$14,394	\$90,734
5.1: Project Website	\$7,700				\$0	\$7,700
5.2: Focused Stakeolder Interviews (10)	\$9,090				\$0	\$9,090
5.3: Community Workshop (1)	\$7,995				\$0	\$7,995
5.4: Surveys and/or Pop-Up Events	\$7,650				\$0	\$7,650
5.5: Study Sessions with the EPC and CC (b)	\$27,340		\$11,464	\$2,930	\$14,394	\$41,734
5.6: Council Subcommittee on Race, Equity, and Inclusion	\$6,335				\$0	\$6,335
5.7: Urban Design	\$6,190				\$0	\$6,190
5.8: Outreach Summary	\$4,040				\$0	\$4,040
6. Regional Housing Needs Assessment (c)	\$9,010	\$25,000	\$6,726	\$5,000	\$36,726	\$45,736
7. Assessment of Housing Needs	\$9,850				\$0	\$9,850
8. Housing Sites Inventory	\$21,350		\$69,448	\$8,000	\$77,448	\$98,798
9. Preparation of Draft Housing Element	\$34,045	\$0	\$0	\$0	\$0	\$34,045
9.1: Admin Draft	\$10,890				\$0	\$10,890
9.2: Public Draft	\$8,665				\$0	\$8,665
9.3: Revised Public Draft	\$6,880				\$0	\$6,880
9.4: Final Draft	\$7,610				\$0	\$7,610
10. General Plan Amendment	\$6,840				\$0	\$6,840
11. Environmental Documents (d)	\$41,060		\$369,058	\$2,500	\$371,558	\$412,618
12. EPC & City Council Public Hearings (1 EPC & 1 CC)	\$11,200				\$0	\$11,200
<i>Sub-Total, Labor and Overhead</i>	<i>\$263,905</i>	<i>\$25,000</i>	<i>\$456,696</i>	<i>\$18,430</i>	<i>\$500,126</i>	<i>\$764,031</i>
<i>Reimbursable Expenses</i>	<i>\$2,500</i>		<i>\$4,025</i>		<i>\$4,025</i>	<i>\$6,525</i>
Project Sub-Total	\$266,405	\$25,000	\$460,721	\$18,430	\$504,151	\$770,556
<i>Subconsultant Contract Administration (e)</i>				<i>\$14,572</i>	<i>\$14,572</i>	<i>\$14,572</i>
<i>Contingency</i>	<i>\$14,186</i>				<i>\$75,072</i>	<i>\$89,258</i>
PROJECT TOTAL, NOT-TO-EXCEED	\$280,591	\$25,000	\$460,721	\$33,002	\$593,795	\$874,386

Consolidated Updated Project Scope of Work

The following provides a consolidated, updated scope of work, incorporating the scope modifications discussed above.

Task 1: Project Kick-Off Meeting

- Project kick-off meeting to refine the scope of services and project schedule, identify data needs, and establish preferred methods of communication.
- Preparation of a data and information request.

Task 2: Project Schedule, Project Management, and Public Outreach Initiation

- Creation and refinement of the project schedule with milestones for the preparation, review, and certification of the Housing Element.
- Regular email progress reports to the City's project manager.
- Coordination between City staff and the consultant team throughout the project.
- Review of and assistance with staff reports prepared by City staff for study sessions and public hearings.
- Outreach to HCD staff to solicit initial input on the Housing Element update, recommendations on how best to comply with recent changes in State Housing Element Law, and any issues specific to the City of Mountain View that could affect the Housing Element Update.
- Collaboration with the City of Mountain View's Communication Officer and other staff to prepare project messaging templates, include creating a style guide that builds off existing City branding resources, outreach templates, and a project website.

Task 3: Existing Conditions and Needs

- Review of relevant background materials, including the City's current Housing Element, General Plan, Housing Element Progress Reports, and other supporting materials to understand Mountain View's housing progress and priorities.
- Evaluation of the effectiveness of the City's prior Housing Element.
- Review of staff reports and other background materials from the City Council's Race, Equity, and Inclusion Subcommittee and Affirmatively Furthering Fair Housing (AFFH) plan regarding current housing policies and programs.
- *Note: the BAE team will identify opportunities to leverage Housing Element support resources from ABAG and the Santa Clara County Planning Collaborative to supplement this task, as appropriate. This will ensure that the BAE team's approach will align with pre-approved HCD strategies as appropriate and could result in efficiencies that would reduce the cost for this task.*

Task 4: Outreach Plan

- Preparation of a public outreach strategy that will: outline project goals and objectives; confirm schedule, format, and resources for all engagement activities; identify social media outlets to engage specific audiences and virtual platforms in addition to traditional mailing and survey tools; identify target demographic and interest groups and

methods of communication and engagement; and confirm coordination, facilitation and communication responsibilities.

Task 5: Public Outreach Implementation

- Goals of the outreach and engagement strategy are to inform the public about the update, receive feedback on key topics, and provide opportunities for residents and stakeholders to engage through communication tools most convenient to them.
- The consultant team has and will prepare “How-To” guides for any virtual platform to ensure participants have adequate online technical capabilities, and/or options to stay involved through phone, text, and voicemail options. The team will also work with the City’s multilingual language translators to ensure all community members have access to information.

Task 5.1: Project Website

- Creation of a dedicated project website that will be linked from the City’s Housing Element Update webpage. The site will serve as the primary portal for the engagement effort and will include:
 - Project objectives and timeline;
 - Project updates and news;
 - Upcoming events and meeting summaries;
 - Resources; and
 - Opportunities to submit ideas and subscribe to project mailing lists.
- The website can integrate social networking tools already in use, accommodate additional applications customized for project-specific functions, and link to online surveys and other interactive tools to gather feedback.

Task 5.2: Stakeholder Meetings

- Preparation for and facilitation of up to ten stakeholder interviews to share information about the Housing Element Update and gather input.
- Stakeholder meetings will be used in part to support outreach efforts to typically underrepresented segments of the community.

Task 5.3: Community Workshop

- Preparation for and facilitation of one Community Workshop to share information about the project, answer questions, and gather feedback to address concerns.
- Incorporation of live polling and other interactive tools to complement virtual meeting platforms.
- Workshop will be advertised digitally on social media platforms and the City’s website and those who signed up to receive Housing Element specific project updates.

Task 5.4: Surveys and/or “Pop-Up” or Intercept Workshops

- Preparation and analysis of an online survey that provides a convenient and interactive method for community members to provide input. Access to the surveys can be

advertised on the City's website and social media platforms and utilizing postcard mailers with a survey link and QR code.

- If/once social distancing restrictions are lifted, preparation for and facilitation of a "pop-up" or intercept workshop. The objectives will be to meet with the community at a time and location that is convenient and safe for them and to facilitate informal conversations to share information and gather input through interactive tools.
- The budget for this task reflects one survey and one pop-up or intercept event. However, the consultant team will work with City staff to determine whether an alternative combination of engagement activities is appropriate and desirable within the allocated budget based on project needs and social distancing protocols.

Task 5.5: Study Sessions with the Environmental Planning Commission and City Council

- Work with City staff to coordinate and lead a series of up to three Study Sessions with the Environmental Planning Commission (EPC) and three Study Sessions with the City Council.
- Preparation of presentation materials for study sessions in coordination with City staff.
- 1st round conducted Fall 2021; 2nd round anticipated Feb/Mr 2022; 3rd round anticipated Apr/May 2022.

Task 5.6: Race, Equity, and Inclusion

- Work with staff to assess race, equity, and inclusion issues related to the Housing Element as part of the City's Race, Equity and Inclusion Action Plan.

Task 5.7: Urban Design

- Creation of outreach materials using annotated and/or manipulated photographs to illustrate housing concepts, such as density and residential product types, to help decision makers and the general public evaluate policy options.

Task 5.8: Outreach Summary

- Preparation of outreach findings summary of the community engagement process and input received from the process.

Task 6: Regional Housing Needs Assessment

- *Note: the BAE team will identify opportunities to leverage Housing Element support resources from ABAG and the Santa Clara County Planning Collaborative to supplement this task, as appropriate. This will ensure that the BAE team's approach will align with pre-approved HCD strategies as appropriate and could result in efficiencies that would reduce the cost for this task.*

Task 6.1: RHNA Feedback Summary

- Assessment of the City's progress toward the 2015-2023 RHNA and the new 2023-2031 RHNA for the City.

- Coordination with City staff to develop a current housing sites inventory (based on the prior inventory) and to evaluate housing conditions using state approved criteria.
- Research the City's questions and concerns related to the new 2023-2031 RHNA process and assist with focused questions to HCD on RHNA-related issues to help clarify the update process.

Task 6.2: Identification of actual and potential constraints on housing for all income levels

- Identification of potential and actual governmental and non-governmental (e.g., environmental) constraints to housing production, including constraints on the maintenance, improvement, and development of housing for all income levels, and for people with disabilities. Non-governmental constraints may include the availability of financing, the price of land, and the cost of construction. Governmental constraints may include city zoning and permitting processes.
- Economic analysis of governmental constraints in the form of fees, land dedication requirements, City development standards, affordable housing requirements, community benefits requirements; and school district fees, parcel taxes, and proposed CFD special tax, etc. that can add costs to housing development within the City,
- Provide recommendations on rezoning if the City has a shortfall of housing sites to accommodate the RHNA.
- Develop programs to mitigate or remove constraints as possible and appropriate.

Task 7: Assessment of Housing Needs

- *Note: the BAE team will identify opportunities to leverage Housing Element support resources from ABAG and the Santa Clara County Planning Collaborative to supplement this task, as appropriate. This will ensure that the BAE team's approach will align with pre-approved HCD strategies as appropriate and could result in efficiencies that would reduce the cost for this task.*
- Preparation of an assessment of housing needs in Mountain View and an inventory of resources and constraints to meet those needs, including those affecting traditionally underrepresented groups and populations with special housing needs.
- Collection and analysis of data needed to prepare an updated housing needs assessment in accordance with HCD's Building Blocks and other relevant guidance. Analysis will evaluate population and household demographics, growth trends, RHNA figures, housing market conditions, housing stock characteristics, overpayment and/or overcrowding, and assisted housing developments anticipated to be at risk for conversion to market rate. Analysis will also evaluate the housing needs of a variety of special needs populations.
- To address the new requirements under AB 686 to Affirmatively Furthering Fair Housing (AFFH), analysis will include a supplemental data component to evaluate potential patterns of segregation and impediments to fair housing choice within the City of Mountain View. This will include identification of Racially and Ethnically Concentrated Areas of Poverty (RCAPs and ECAPS), calculation of indices of isolation and dissimilarity, and information on fair housing complaints and hate crime statistics.

- To the extent possible, this analysis will be conducted using data packages from ABAG and the Santa Clara County Planning Collaborative to conduct this work, rather than collecting and assembling data from individual data sources.

Task 8: Housing Sites Inventory

- *Note: the BAE team will identify opportunities to leverage Housing Element support resources from ABAG and the Santa Clara County Planning Collaborative to supplement this task, as appropriate. This will ensure that the BAE team’s approach will align with pre-approved HCD strategies as appropriate and could result in efficiencies that would reduce the cost for this task.*

Task 8.1: Review and Development of Sites Inventory

- Preparation of an updated sites inventory for inclusion in the Housing Element update that demonstrates how the City can accommodate its RHNA within the new Housing Element planning period. To address the “no net loss” provisions of Government Code Section 65863, the inventory will include sites to accommodate more housing than required by the City’s RHNA.
- Evaluation of the existing housing sites inventory, the adopted General Plan, and relevant specific plans/precise plans to identify existing capacity.
- Analysis of non-vacant sites included in the sites inventory to determine the reasonable development potential within the planning period. This analysis will consider the extent that a non-vacant site’s existing use impedes additional residential development, given the City’s past experience converting existing uses to higher density, market trends and conditions, and regulatory or other incentives/standards that encourage additional housing development on non-vacant sites.
- Identification of the number of units that are feasible on each site and the income category that each site can accommodate based on state approved methodology.
- Determination of which sites are viable RHNA sites to meet housing targets based on new state law requirements; including, but not limited to:
 - Additional analysis for sites smaller than one-half acre, larger than 10 acres;
 - Additional analysis for underutilized sites;
 - Identification of sites included in past housing element cycles that are now required to allow affordable housing by-right;
 - Identification of publicly owned sites; and
 - Whether a site has available or planned and accessible infrastructure.
- Evaluation of the sites inventory through the lens of the Affirmatively Furthering Fair Housing (AFFH) requirements and identification of any potential changes to the sites inventory or programs and policies to accommodate the AFFH requirements. This will include evaluating the extent to which locations of sites for housing development will help to affirmatively further fair housing in compliance with AB 686.
- Submission of the sites inventory in electronic form in accordance with new HCD requirements, along with including the inventory in the Housing Element Update.

- If the inventory does not identify enough appropriately zoned vacant and non-vacant sites to accommodate the RHNA, conduct additional analysis to evaluate changes to City zoning to accommodate additional units including increasing densities, increasing building heights, re-designating/rezoning additional sites or other strategies.

Task 8.2: Sites Inventory Analysis

- Summary of the sites analysis as a section of the Housing Element Update document, including the housing parcel identification analysis, underutilized sites analysis, feasibility of infill and densities analysis, and infrastructure analysis.
- Preparation and submittal of an analysis of the housing opportunities along with the inventory of housing opportunity sites.
- Site inventory for discussion at EPC/CC meetings in Feb/March 2022
- Site inventory refinement based on EPC/CC feedback
- Site inventory analysis write-up and accompanying static maps
- Based on sites inventory analysis, identification of potential new goals, policies, programs, and objectives to address identified housing needs.

Task 9: Preparation of 2023-2031 Housing Element

Task 9.1: Administrative Draft Housing Element

- Preparation of an Administrative Draft Housing Element Update for City staff review, including all tables, maps, and figures from the tasks outlined above as well as narrative and findings to provide:
 - Updated housing, population, demographic, and employment characteristics;
 - An assessment of housing market conditions and needs within the City, including special housing needs;
 - Identification of actual and potential constraints on the maintenance, improvement, and development of housing for all income levels;
 - Analysis of housing opportunities, along with an inventory of sites and the City's capacity to meet regional housing goals;
 - Analysis that the sites inventory affirmatively furthers fair housing, in compliance with Assembly Bill 686; and
 - A Housing Element (2023-31) implementation program, including quantifiable objectives and programs to address housing needs for all income levels and for populations with special housing needs.

Task 9.2: Public Review Draft Housing Element

- Revisions to the Administrative Draft Housing Element based on City comments.
- Submittal of Public Review Draft of the Housing Element to City staff for distribution to the City Council, the Environmental Planning Commission, stakeholder groups, and the general public for review and comment.

- Request that HCD conduct an informal review of the Public Review Draft to identify any potential “red flags” that can be addressed prior to submitting the Revised Draft Housing Element Amendments to HCD for statutory review.

Task 9.3: Revised Public Review Draft Housing Element

- Following the closure of the public review period, compile all comments and revise the draft documents as appropriate based on public comments.
- Preparation of the necessary forms and documents needed for submission to HCD and submittal of the draft to HCD for formal review.
- Response to any questions that HCD staff may have in the course of their review of the Draft Housing Element Update.

Task 9.4: Review HCD Comments and Prepare Revised Housing Element Update

- Upon receipt of HCD comments on the Revised Public Review Draft Housing Element update, confer with City staff to strategize on revisions to address HCD comments.
- Informal consultations with HCD to review potential revisions in response to HCD’s comments prior to preparing the Final Housing Element for City Council adoption.
- Preparation a revised Housing Element Update and submittal to City staff.

Task 10: General Plan Amendment

Task 10.1: Identification of Potential General Plan Amendment(s)

- Identification of any necessary general plan amendments and preparation of a consistency analysis of the General Plan to ensure consistency with the updated Housing Element and other General Plan Update elements in compliance with State law.
- Any necessary amendments to the General Plan are assumed to be focused updates (Task 10.2) made in conformance with Government Code Section 65302.(g)(5) and Section 65302(h). General Plan Amendments related to the Housing Element update may also need to be made to the Land Use Element and Safety Element.
- If the Housing Element Update requires parallel updates to the zoning code, design guidelines, and other adopted plans, the consultant team will communicate with the City to determine next steps in drafting those revisions on an additional time and materials basis.

Task 10.2: Focused General Plan Amendment(s)

- If task 10.1 identifies necessary general plan amendments, provide support to City staff with making focused updates to select General Plan elements (up to two elements).

Task 11: Environmental Documents

Task 11.1: Project Coordination Meetings and Project Management

- Participation in up to (16) project team meetings via conference call.

Task 11.2: Project Initiation, Project Description and Alternatives

- Identification of housing inventory sites;
- Identification of distribution scenarios (alternatives) for additional housing sites; and
- Identification of amendments to the General Plan's Housing Element, as well as amendments to other elements within the General Plan (e.g. Safety, Land Use, Environmental Justice), and any rezoning required as a result of the Housing Element.
- Draft and revised EIR project description

Task 11.3: Notice of Preparation and EIR Scoping Process

- Electronic copy of the Administrative Draft NOP package;
- Electronic copy of the NOP package for 30-day public review;
- Submittal of NOP package to the State Clearinghouse, if requested by the City;
- Assistance with preparation of meeting presentation;
- Electronic copy of a scoping report that summarizes comments and responses; and
- Electronic copy of summarized meeting notes from each meeting/call.

Task 11.4: Prepare Administrative Draft Program EIR

- Contents
 - Aesthetics
 - Agricultural and Forestry Resources
 - Air Quality
 - Biological Resources
 - Cultural Resources
 - Energy
 - Geology, Paleontology, and Mineral Resources
 - Greenhouse Gas Emissions
 - Hazards and Hazardous Materials
 - Hydrology and Water Quality
 - Land Use and Planning
 - Noise and Vibration
 - Population and Housing
 - Public Services and Recreation
 - Transportation and Circulation
 - Tribal Cultural Resources
 - Utilities and Service Systems
 - Wildfire
 - Alternatives

- Electronic copy of the Administrative Draft EIR with technical appendices

Task 11.5: Prepare Public Draft Program EIR

- Electronic copy of Screencheck Draft EIR
- Draft and Final NOC and NOA for use by the City
- 15 hard copies and an electronic copy of the Draft Program EIR
- Participation in a public hearing on the Draft EIR; transcription of oral comments

Task 11.6: Prepare Responses to Comments

- Electronic copy of the draft response to comments

Task 11.7: Prepare Final Program EIR, Findings, and Mitigation Monitoring and Reporting Plan

- Electronic copy of Screencheck Final EIR
- Draft MMRP and summary of findings
- 5 hard copies and an electronic copy of the Final Program EIR, Findings, and MMRP
- Notice of Determination
- Attendance at EIR Certification hearing

Task 12: Environmental Planning Commission Meetings and Council Public Hearings

- Coordination with City staff to hold one public hearing with the Environmental Planning Commission to present the Revised Draft Housing Element Update documents, address any residual questions or concerns, and secure the EPC's recommendation that the City Council adopt the Housing Element update.
- Coordination with City staff to hold one public hearing with City Council to present the Revised Draft Housing Element Update documents, address any residual questions or concerns, and recommend adoption of the Housing Element Update.
- Presentation materials for both public hearings to provide a brief overview of the analysis and findings, a summary of the public input received, and a summary of key policy and program changes reflected in the Housing Element update.
- To the extent that the Council directs staff to make modifications to the Housing Element documents prior to adoption, incorporation of the changes into the document.
- Upon adoption by City Council, preparation of a final adopted version with the date of adoption prominently displayed on the front cover and throughout the document to distinguish it as the official document.
- Submittal of the Final Housing Element Update to HCD for review and certification.

Attachment A: ESA Scope and Budget Modification Requests (Non-EIR and EIR Components)



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memorandum

date December 4, 2021

to Matt Kowta, Bay Area Economics

Cc Hillary Gitelman, ESA

From Beverly Choi, ESA

subject Mountain View Housing Element Update - Scope of Work for Additional Services

This memorandum outlines additional services to support the City of Mountain View Housing Element Update (HEU). These services are based on requests from and conversations with Bay Area Economics (BAE) and City staff that occurred in November, 2021. The primary reason for this memorandum is to augment the level of analysis required on the sites inventory task from what was anticipated during the initial scoping period in August, 2020.

The following summarizes ESA's proposed scope of work, which includes a description of the additional services required for select, existing ESA work tasks.

**As of 11/26/21, it should be noted that all funds allocated to Task 8, Sites Inventory, have been exhausted and approximately \$23,000 has been shifted from ESA Task 11 to supplement Task 8, Sites Inventory. ESA has continued to provide support on Task 8 beyond this date, which will require the team to continue drawing funds from Task 11 and/or other ESA work tasks, if necessary, to supplement funds.*

Scope of Work for Additional Services

Task 5.5: Study Sessions with the Environmental Planning Commission and City Council

In addition to the scoped study sessions with the Environmental Planning Commission (EPC) and City Council (CC), ESA will participate in one additional round of study sessions with these bodies. The purpose of these additional sessions is to present the draft sites inventory and the methodology and assumptions applied, and solicit feedback to conduct refinements. The next series of study sessions are anticipated to occur in late February and early March, 2022. In collaboration with BAE and staff, ESA will assist with the preparation of presentation materials and forward relevant information for inclusion in a master slide deck provided by BAE. In addition to participation at the study sessions, ESA anticipates attending up to two internal preparation meetings

prior to the February/March study sessions, as well as up to two debrief meetings with staff/BAE, as needed, to discuss comments received from these sessions.

Task 5.5 Deliverables:

- a. Assistance with presentation materials.
- b. Participation from up to three ESA staff to attend up to two internal preparation meetings.
- c. Participation from up to three ESA staff to attend two study sessions (one each with the Environmental Planning Commission and City Council).
- d. Participation from up to three ESA staff to attend up to two debrief meetings.

Task 6.2: Constraints Analysis

ESA submitted Draft #1 of the Constraints Analysis in August, 2021, and conducted another round of updates (Draft #2) in October, 2021. For the second submission, an Outstanding Needs Outline was prepared to clarify remaining questions and content that required input from staff and BAE. Content within this Housing Element chapter is contingent on the final sites inventory analysis, a process which is still in progress. Therefore, ESA recommends revisiting and updating the Constraints Analysis when the sites inventory methodology is closer to being finalized.

Based on City feedback (to be provided by staff at a future date), ESA will conduct two additional rounds of revisions to the Constraints Analysis and may require a Comment Resolution Meeting with staff prior to commencing edits. Once there is understanding on the needed changes, ESA will prepare refinements and submit an updated draft to BAE for internal review within three weeks. BAE will provide written feedback to ESA and a Comment Resolution Meeting with BAE may be needed before making additional edits to the Constraints Analysis. ESA will then proceed with final updates and submit the final analysis to the City within two weeks. ESA does not anticipate major revisions will be needed beyond this point. ESA will continue to use the base Constraints Analysis word document template. Should ESA need to use or develop a new report template that would substantially alter the presentation of the information, these details can be discussed along with any associated schedule and budget impacts.

Task 6.2 Deliverables:

- a. One round of revisions to the Constraints Analysis for BAE review, using the existing word document template (word document format).
- b. One round of revisions to the Constraints Analysis for staff review, using the existing word document template (word document format).
- c. Up to two Comment Resolution Meetings with participation from up to two ESA staff.

Task 8.2 Sites Inventory Analysis

Task 8.2a Sites Inventory for EPC/CC February and March Study Sessions

The extent of the sites inventory analysis has evolved significantly since the initial scoping of this task in August, 2020, and requires ESA to re-evaluate the level of rigor needed to develop the sites inventory. Reasons that led to this conclusion are summarized below.

- a. ESA had the intention to utilize ABAG's Housing Element Sites Selection (HESS) tool as the primary tool to determine eligible sites for inclusion to meet the RHNA. However, upon using the HESS tool, it was determined by the project team the system lacked the capabilities needed to evaluate sites in detail at large scales, such as Mountain View's sixth cycle RHNA (11,135 units). Additional functions were later added to the HESS tool in Fall 2021; however, the project team had already pivoted to a new mapping platform to analyze sites to avoid further delays in making progress.
- b. The project team was anticipating that a significant portion of the RHNA would be met through the Precise Plans approved/underway, particularly with North Bayshore and East Whisman. As it turns out, only some of the units anticipated from projects in these Precise Plan areas will be able to support the 6th cycle, and more detailed analysis than expected has been needed to explore opportunity sites outside of these Precise Plan areas.
- c. At the beginning of 2021, the City's R3 rezoning process was underway and was expected to be completed before the adoption of the HEU. The R3 schedule has been delayed and the project team will not be able to utilize a higher density assumption for R3 zones as expected, resulting in a lower unit capacity where opportunity sites have been identified in R3 zones.
- d. ESA was under the impression that rezoning would not be necessary. For that reason, an Initial Study/Mitigated Negative Declaration (IS/MND) was proposed for the project's environmental document. During the draft sites inventory analysis to date, several dozen parcels that require rezoning were reviewed and "set aside" should it be determined that these sites are needed.
- e. Additional time was spent to review and analyze City datasets, including those provided in November as listed below. This does not represent the comprehensive data list received to date and should be considered a subset of the information received.
 - 11/4/21: City identified underutilized sites GIS data (ProjectedUses.gdb.zip)
 - 11/4/21: City permit data (CD - All Projects.xlsx)
 - 11/10/21: City feedback on 5th cycle sites (Task 6.1 RHNA Feedback Summary Memo_June_2021_CLEAN.pdf)
 - 11/11/21: APN data with tax parcel, ownership, General Plan designations, historic property information (LandUseTracking_HousingElementFARDensity.xlsx; HousingElement.gdb.zip)
 - 11/12/21: ABAG's Draft ADU Affordability Survey (DRAFT_ADU Affordability Report_Sep 8_2021.docx)
 - 11/16/21: City work in progress pipeline project spreadsheet (Copy of HEU Opportunity Sites.xlsx)
 - 11/19/21: City responses to pipeline project spreadsheet (Copy of HEU Opportunity Sites.xlsx)
 - 11/24/21: Master plan information (LHEdits_LH DP - HEU Opp sites.xlsx)
 - 11/24/21: Revised pipeline project spreadsheet (Copy of HEU Opportunity Sites_11.24.2021ey.xlsx)

- f. The frequency of meetings increased to weekly sessions, including those conducted in November to progress the sites inventory work as listed below. This does not represent the comprehensive list of meetings held to date and should be considered a subset of meetings conducted.
 - o 11/4/21
 - o 11/9/21
 - o 11/10/21 AM
 - o 11/10/21 PM
 - o 11/16/21
 - o 11/22/21

- g. The ESA work period to review the existing housing sites inventory and prepare draft sites inventory occurred sooner than anticipated, elongating the schedule to prepare the sites inventory, which spread the budget over a greater time span. The work period to refine the sites inventory will extend beyond what the latest schedule indicates (Mountain View HEU Schedule 10 14 2021 v2.xlsx), which shows the sites inventory work task concluding by mid-December, 2021. The completion of the sites inventory work will likely conclude in May/June when comments are received from EPC/CC during the February and March study sessions and the analysis write up that summarizes the methodology and assumptions has been prepared. ESA and BAE will continue to work through the schedule details with staff and the timelines described are subject to change.

For the sites inventory task, ESA anticipates this work will continue to be an iterative process, one that will require a strong partnership with staff for communication and data exchange to arrive to the methodology and assumptions applied. For this task and in preparation of the February/March EPC and CC study sessions, ESA assumes the following:

- 1. Continue to conduct weekly sites inventory check ins with staff. Cancellations/rescheduling may occur during holiday periods and/or where conflicts may arise.

- 2. One additional round of review and refinement on the projects below. If requested, additional rounds of revisions can be provided with schedule and budget augments.
 - a. Pipeline projects, as needed (number of units, affordability assumptions, removal/addition of pipeline projects);

 - b. ADU affordability assumptions, as needed;

 - c. The realistic capacity based on precedent projects (removal/addition of precedent projects, General Plan/Precise Plan densities and groupings by character areas, density percentage target);

 - d. 5th cycle sites, as needed; and

 - e. Opportunity sites, including methodology and assumptions related to:
 - i. Unit breakdown by income level.

 - ii. Parcel size (less than 0.5 acres, between 0.5-10 acres, above 10 acres).

- iii. Criteria (size, allowable density, improvement to land ratio, proximity to services and amenities, etc.).
 - iv. R3 realistic capacity assumptions.
 3. One round of review to consider new criteria, such as those items below. ESA has allocated up to 30 hours for this subtask. If requested, additional rounds of revisions can be provided with schedule and budget augments.
 - a. Consolidate sites based on ownership, parcel size, and allowable density.
 - b. Other information to provide supporting redevelopment evidence, such as expiring leases and demonstrating buildings are in disrepair. The details of this subtask should be discussed. Depending on the strategies considered, data may come from the City and/or other resources and investigation may require windshield surveys, which may require more time than allocated to this subtask.
 - c. Rezoning. ESA assumes this would include specific parcels, rather than a city-wide analysis of all non-residential zoned parcels. However, this can be discussed if the latter is desired and schedule and budget augments can be made.
 4. Based on the revised pipeline project, opportunity site, and 5th cycle site spreadsheets, conduct one additional round of refinement to the ESA-developed webmap. It is requested that ESA have at least one week to prepare webmap updates. If requested, additional rounds of revisions can be provided with schedule and budget augments.

Task 8.2b Sites Inventory Refinement based on EPC/CC Feedback

Once the EPC and CC study sessions to review the draft sites inventory have both occurred, minor refinements may be needed to the above items. ESA has allocated up to 30 hours to make any necessary updates. If requested, additional rounds of revisions can be provided with schedule and budget augments.

Task 8.2c Sites Inventory Analysis Write Up

Once staff has provided approval of the sites inventory methodology and assumptions, ESA will:

1. Prepare the write up that describes the sites inventory methodology, using the existing word document template. The preparation of this initial draft will require three weeks. Should ESA need to use or develop a new report template that would substantially alter the presentation of the information, these details can be discussed along with any associated schedule and budget impacts.
2. Forward the internal draft write up for BAE review, conduct a Comment Resolution Meeting with BAE if needed once comments have been provided, and perform updates to the write up within two weeks once there is an understanding on the refinements needed.
3. Forward the revised draft of the write up for staff review, conduct a Comment Resolution Meeting with staff if needed once comments are provided, and perform updates to the write up within three weeks once

there is an understanding on the refinements needed. BAE will incorporate this draft sites inventory write up into the Draft Housing Element.

4. Prepare supporting static figures, separate from the webmap tool, to illustrate the sites inventory by neighborhood areas as listed below for each iteration of the write up.
 - a. El Camino Real
 - b. San Antonio/Rengstorff
 - c. North Bayshore
 - d. Moffett/Whisman
 - e. Central Neighborhoods
 - f. Grant Road/Sylvan Park
 - g. Monta Loma/Farley/Rock Street
 - h. Springer/Cuesta/Phyllis

Pipeline project boundaries, opportunity sites, and valid 5th cycle sites will be included in the above figures. Any figures illustrating information in Master Plans/Precise Plans (areas that support residential, land use plans, character areas, etc.) to support the sites inventory write up will be gathered from existing documents, prepared by others.

Task 8.2 Deliverables:

- a. Weekly, virtual check in meetings with up to three ESA staff (up to seven check ins assumed).
- b. Prior to the EPC/CC February and March study sessions, up to one additional round of review and refinement on pipeline projects, ADUs, precedent data, opportunity sites, 5th cycle sites, and webmap. Supporting excel spreadsheets to be provided.
- c. After the EPC/CC February and March study sessions, up to 30 hours for sites inventory refinement.
- d. Up to two rounds of review and corresponding updates to the sites inventory write up analysis with supporting figures (word document format using the existing template). Includes up to two Comment Resolution Meetings, if needed.

Optional Task 12 Additional Graphics/Document Formatting Support

As an optional task, ESA can assist with enhanced graphics support (e.g., creation of unique infographics and customized charts/tables) and document formatting, if needed. Should these services be requested, this can be provided on a Time and Materials basis.

Cost Estimate and Schedule

As summarized in **Table 1** below, ESA estimates approximately **\$104,655** to conduct the additional services identified above with the exception of the optional task. Any work not described in this scope can be performed under an approved amendment.

A contingency (20% of the labor fee) has been included in this estimate to provide ESA with the flexibility to properly respond to slight modifications and augments to the work tasks, if needed. ESA will not utilize contingency funds unless authorization has been provided.

The anticipated schedule for these work tasks is not anticipated to extend beyond June, 2022. Should any unexpected delays become known, ESA will communicate with the BAE and/or staff immediately to confirm the

**As of 11/26/21, it should be noted that all funds allocated to Task 8, Sites Inventory, have been exhausted and approximately \$23,000 has been shifted from ESA Task 11 to supplement Task 8, Sites Inventory. ESA has continued to provide support on Task 8 beyond this date, which will require the team to continue drawing funds from Task 11 and/or other ESA work tasks, if necessary, to supplement funds.*

TABLE 1: Cost Estimate

Task	Cost
Task 5.5: Study Sessions with the Environmental Planning Commission and City Council	\$ 11,130
Task 6.2: Constraints Analysis	\$ 6,530
Task 8.2a: Sites Inventory for EPC/CC February and March Study Sessions	\$ 39,665
Task 8.2b: Sites Inventory Refinement based on EPC/CC Feedback	\$ 7,800
Task 8.2c: Sites Inventory Analysis Write Up	\$ 19,960
<i>ESA Labor Subtotal (tasks may not add exactly due to rounding)</i>	\$ 85,085
Communication Fee	\$ 2,553
Direct Expenses (printing, mileage, deliveries, etc.)	NA
Contingency Fee (20% of ESA Labor)	\$ 17,017
TOTAL COST ESTIMATE (without Optional Task)	\$ 104,665



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memorandum

date December 3, 2021

to Matt Kowta, Bay Area Economics

Cc Hillary Gitelman, Elizabeth Kanner, Jill Feyk-Miney

From Beverly Choi, ESA

subject Mountain View Housing Element Update CEQA Scope of Work

This memo and attachments are provided in response to staff's request that ESA prepare an alternative scope of work and cost estimate for CEQA compliance associated with the Housing Element Update (HEU), which is Task 11 in the City's current contract with Bay Area Economics (BAE). Task 11 currently anticipates preparation of an Initial Study/Mitigated Negative Declaration (IS/MND) which would "tier" from prior environmental documents, and the alternative scope of work would form the basis of a contract modification in the event that an Environmental Impact Report (EIR) is required.

There are a number of important differences between the original scope and the revised scope that warrant attention:

- **Expanded & Quantitative Analysis.** The original scope assumed that the CEQA analysis could rely on existing information from previous environmental documents and that no new quantitative analysis would be required for the analysis of transportation, air quality, noise, or greenhouse gas emissions. In addition to more extensive analysis of many issues in the State CEQA Guidelines Appendix G checklist, the revised scope of work anticipates a quantitative analysis of VMT, for which the BAE/ESA team would subcontract with a transportation consultant, Hexagon Transportation. The City has also requested a utilities analysis, to be provided by another subcontractor, Schaaf & Wheeler.
- **Schedule.** EIRs require more time for preparation and public review than IS/MNDs. The original scope assumed that the CEQA process would take an estimated four months, and would begin in five or six months before adoption of the HEU. Preparation of an EIR will take an estimated eleven months, and have to begin in January 2022 in order to support adoption of the HEU by January 31, 2023. We have assumed the NOP would be issued in early January 2022, a Draft EIR would be published in late June/early July 2022, and EIR certification could occur on the date of HEU approval in January 2023.
- **Program Level EIR.** The EIR would be a programmatic document, which would analyze potential impacts on a City-wide scale, and would not provide site-specific analysis of individual housing sites. Mitigation measures will identify any supplemental analysis needed to ensure that significant impacts

associated with development on specific sites are reduced. ESA is cognizant that the City will wish to avoid burdening housing sites with more conditions of approval than absolutely necessary to address potential impacts.

- **Conservative Analysis.** Subject to City agreement, the project analyzed in the EIR will be described as the housing element update, along with conforming amendments to other elements of the General Plan, and rezoning of a specific list of housing inventory sites. To provide a “worst case” analysis, the EIR will assume all housing sites build-out to their realistic capacity by the end of the planning period in January 2031. We will explain why this assumption is conservative even though some sites may benefit from State density bonuses. The EIR will also contain a cumulative analysis with a horizon date of 2040 or later.

Alternative CEQA Scope of Work

The following summarizes ESA’s proposed scope of work for the environmental review component of the Housing Element Update (HEU) in the event that preparation of an environmental impact report (EIR) is required.

ESA’s CEQA Project Manager will be the task leader for all tasks identified in this section, and will oversee preparation of each component of the environmental analysis, coordinating interaction between the City and ESA staff. ESA’s Project Director and CEQA Project Manager will be available to work with the City on the strategy and design of the CEQA process and documents, and will provide internal quality control for the environmental document.

Task 11.1: Project Coordination Meetings and Project Management

For purposes of budgeting for this task, we have considered the overall time between the decision to undertake an EIR and project completion (approximately 11 months) and have assumed a set number of meetings during that period, together with a monthly hourly average for project management purposes. We have assumed that all of the project team meetings will occur via video or teleconference. We have assumed that meetings will occur on a monthly basis, though we recognize that during certain periods more frequent meetings may be required. To that end, we have provided budget for up to 16 meetings with up to 2 hours allotted for each to account for preparation, meeting, and coordination time. We have also provided time to account for occasional attendance by ESA’s project director and technical specialists as the need arises. For purposes of general project management duties, we have allotted 6 hours monthly for this purpose.

Task 11.1 Deliverables:

- a. Participation in up to (16) project team meetings via conference call.

Task 11.2: Project Initiation, Project Description and Alternatives

We recognize that a number of scenarios are likely to be developed as part of the HEU process. For purposes of the EIR, we assume that the EIR process will not formally commence until those scenarios have been defined and vetted with City decision-makers. We would assume that the following component of the HEU to be essentially settled prior to commencement of work on the project description and the EIR in general:

- Identification of housing inventory sites;
- Identification of distribution scenarios (alternatives) for additional housing sites; and
- Identification of amendments to the General Plan's Housing Element, as well as amendments to other elements within the General Plan (e.g. Safety, Land Use, Environmental Justice), and any rezoning required as a result of the Housing Element.

To begin the process, ESA will attend the project kickoff meeting with City staff and the rest of the project team. It is expected that all meetings would occur via teleconference. With respect to the EIR, subjects for discussion at the meeting will include, but not be limited to:

- Identify all prior environmental documentation that may be relevant to the HEU EIR;
- Identify project databases, sources of information, and key contacts;
- Confirm standard conditions of approval that would be applicable to development;
- Establish and confirm the scope of work, level of analysis, structure of the EIR, budget, schedule, and communication protocols; and
- Identify key issues known to be of concern to agencies, interest groups, and the public.

We assume that any site-specific studies prepared to date, exhibits, project description details, and materials for development of the environmental document will be made available to ESA at the time of the kick-off meeting. If additional data is required, ESA will submit a memo detailing data needs to the City with recommendations on how best to fill them.

Following the project initiation meeting and receipt of any supplemental data requested, ESA will prepare a draft project description technical memorandum for City review, which will include: relevant maps; a description of the regional and local setting; the housing element history; project objectives; planning context; population and housing characteristics and trends; opportunity sites; General Plan and/or zoning text/map revisions; potential alternative scenarios; and other information important to provide an understanding the proposed project. The project description will be used as the basis for preparing the Draft Program EIR. Upon receipt of the City's consolidated comments, ESA will prepare a revised version for resubmittal to City. ESA assumes that two iterations of the project description will be required and that required technical analyses will begin immediately after receipt of the City's comments on the draft.

Task 11.2 Deliverables

- a. Participation in an EIR kick-off meeting, meeting notes and follow-up data request
- b. Draft and revised EIR project description

Task 11.3: Notice of Preparation and EIR Scoping Process

Concurrent with preparation of the project description in Task 11.2, ESA will prepare a Notice of Preparation (NOP) to describe the proposed HEU and the scope of the program EIR. The NOP will be supported by maps and figures, as appropriate. The NOP will include (i) a description of the HEU and the environmental setting; (ii) applicable maps and figures; (iii) an overview of the topics that will be evaluated in the EIR; and (iv) an overview of the environmental review and approval processes, including announcement of a public scoping meeting.

ESA will submit an electronic version of the NOP for City review. Upon receipt of the City's consolidated comments, ESA will make necessary changes to the NOP and submit for the City's final review and approval. We assume that the City will be responsible for circulation of the NOP to area stakeholders and the County Clerk, although ESA can submit the NOP to the State Clearinghouse via the State's online system if desired.

ESA assumes that the City will wish to hold a public scoping meeting before the Planning Commission and ESA staff will attend this meeting, assisting in the preparation of a presentation that will provide an overview of the HEU and the CEQA process.

Upon completion of the NOP comment period, ESA will prepare and submit a scoping report that summarizes the comments and identifies substantive issues warranting additional evaluation in the EIR. ESA will also informally consult with agencies that provided substantive comments on the NOP. Much of this work would already occur as part of the EIR's preparation, but this task will provide the opportunity to receive more detailed guidance from relevant agencies. Of particular interest will be likely input received from neighboring jurisdictions, utility and service providers, Caltrans, and transit providers.

Task 11.3 Deliverables

- a. Electronic copy of the Administrative Draft NOP package;
- b. Electronic copy of the NOP package for 30-day public review;
- c. Submittal of NOP package to the State Clearinghouse, if requested by the City;
- d. Assistance with preparation of meeting presentation;
- e. Electronic copy of a scoping report that summarizes comments and responses; and
- f. Electronic copy of summarized meeting notes from each meeting/call.

Task 11.4: Prepare Administrative Draft Program EIR

ESA will prepare an Administrative Draft Program EIR in compliance with local requirements, CEQA requirements (Public Resources Code 21000 *et. seq.*), and the State CEQA Guidelines (California Code of Regulations, Section 15000 *et. seq.*).

The scope of the environmental impact analyses in the Draft EIR will utilize the standard list of environmental topics and checklist questions contained within Appendix G of the CEQA Guidelines, although some topics (e.g. forestry, mineral resources) may be combined into one section called Effects Not Found to be Significant. Thresholds of significance will be discussed and confirmed with the City prior to the commencement of work. Topics will include the following:

Aesthetics

ESA will discuss the visual character of the City and the potential visual and aesthetics impacts to surrounding land uses as a result of implementation of the HEU.

Agricultural and Forestry Resources

There are currently no agricultural or forestry resources in the City. Thus, we anticipate that there would be no impact.

Air Quality

ESA will present a description of the existing air quality setting for the area, as well as relevant regulatory background information, addressing the federal Clean Air Act, the California Clean Air Act, and BAAQMD regulations, and policies that could affect the HEU or the air quality analysis presented in the EIR. The air quality assessment will meet the CEQA requirements of the Bay Area Air Quality Management District (BAAQMD) and will be evaluated for consistency with the *Bay Area Clean Air Plan: Spare the Air, Cool the Climate* (2017 Clean Air Plan).

BAAQMD does not require a quantitative analysis of criteria air pollutant emissions from mobile, stationary, and area sources when evaluating plans such as the HEU. For this reason, ESA will not quantify emissions associated with the HEU, however, we will consider the likelihood that implementation of individual projects could result in significant impacts requiring mitigation. We will also evaluate potential odor emissions qualitatively. Pursuant to the recent *Friant Ranch* decision, the EIR will qualitatively discuss health consequences of ozone precursor emissions that would be associated with the proposed HEU. The explanation will discuss the level of detail needed to provide a meaningful analysis, and contrast that to the programmatic nature of the EIR and the available information and assumptions being used in the analysis.

Given BAAQMD guidance and the programmatic nature of the analysis, the EIR will not include a project-specific analysis of health risks associated toxic air contaminants (TAC). With the exception of high rise towers with occupiable space exceeding 75 feet in height, which necessitates a backup generator, housing development projects to not represent potential sources of TACs. This potential for backup generators will be discussed as well as BAAQMDs permit authority over such sources. However, the EIR will present a cumulative assessment of health risks to proposed new housing sites within the HEU area based on a survey of the land uses and TAC emission sources surrounding the potential development areas to determine the potential nearby sources of PM_{2.5} and TACs, such as freeways, major roadways, and any reasonable and foreseeable future developments in the area. ESA will use internet sources including Google Earth, Google Maps, and data from the BAAQMD to survey major sources of PM_{2.5} and TACs. ESA will rely primarily on the BAAQMD screening tools for permitted stationary sources and highways within the project area to identify nearby sources of TACs and their associated health risks.

Consistent with the BAAQMD Guidelines, ESA will calculate the cumulative lifetime excess cancer risks and annual average PM_{2.5} concentrations from the project (construction and operation). We will also assess the background cumulative sources in the surrounding area that are within a 1,000-foot radius of the potential development areas. If necessary, ESA will identify mitigation measures to reduce cumulative health risks at onsite and offsite receptors. While the impact of the environment on a project is technically not required under CEQA, such an analysis is salient to General Plan Policy INC 20.7 and will be included as information for decision makers.

Biological Resources

The City is generally already developed and is surrounded by areas of existing development. As a result, the HEU is expected to have a minimal effect on local biological resources. Areas of sensitivity within the City limits, such as the wetlands of San Francisco Bay, are assumed to be unavailable for development, and are thus unlikely to be impacted by implementation of the HEU. Key issues that are anticipated, which are common to many urban build projects, include potential effects to nesting birds during construction, the potential effects to wetlands and other

waters of the U.S. for parcels near drainages, and consistency with the City ordinances. As part of the analysis in the Program EIR, we will:

- Verify existing biological studies relating to the project area and determine the applicability of the biological analysis in other planning and site-specific CEQA documents for the region.
- Consult with the California Department of Fish and Wildlife California Natural Diversity Database, as well as California Native Plant Society publications.
- Obtain additional information on special-status species, natural communities of concern, and permit requirements through the U.S. Fish and Wildlife Service “Information for Planning and Consultation” (IPaC) online system.
- Summarize and evaluate federal, state, and local policies and regulations as they pertain to biological resources in the area.
- Identify any potentially significant impacts to biological resources, and recommend measures that would reduce impacts to less-than-significant.

Cultural Resources

The Program EIR will characterize potential impacts to archeological resources, historic architectural resources, human remains, and tribal resources. As part of the Program EIR’s preparation, ESA will:

- Review City documents and conduct a records search at the Northwest Information Center of the California Historical Resources Information System to identify known cultural resources in the planning area;
- Identify areas of archaeological and historic sensitivity utilizing existing planning documents, geologic maps, soil studies, historic maps, and previous archaeological and historic studies;
- For historic architectural resources, the effort above will be augmented with a reconnaissance-level survey to assess the architectural character of the area and relative potential for additional historic resources; no formal survey (“DPR” forms) will be prepared.
- Contact the Native American Heritage Commission to request information on any known sacred sites within the vicinity of the planning area and to request a list of contacts for Native American tribes who may have an interest in the planning area. In compliance with Assembly Bill 52 and Senate Bill 18, on behalf of the City, ESA can prepare a certified letter to each of the NAHC-listed contacts, requesting information/comments regarding any Native American cultural resources that may be of concern. (Also see Tribal Cultural Resources below.)

The analysis will identify any potentially significant impacts to cultural resources, identify applicable General Plan polices and standard conditions of approval, and recommend measures that would reduce impacts to less-than-significant.

Energy

ESA will consider the increase in energy resources associated with the implementation of the HEU. This analysis will consider the potential for any significant direct, indirect, and cumulative energy impacts, and associated mitigation measures. The section will be closely coordinated with the project description and GHG analysis to ensure the project and associated environmental effects are consistently characterized.

Geology, Paleontology, and Mineral Resources

As part of the Program EIR's preparation, ESA will:

- Review reports, maps, and data published by the USGS, CGS, Natural Resources Conservation Service, and other sources to identify and summarize geologic, seismic, and soil conditions, and paleontological resources within the program area and develop a comprehensive understanding of the potential risks from seismic events, unstable soils, and other CEQA Appendix G criteria.
- Identify the relevant regulations and codes that would apply to construction and operation of projects within the program, and determine the manner and extent to which compliance would address potential impacts.
- Describe methods to manage stormwater to prevent erosion; and determine if, where, and to what extent geologic hazards to structures would remain after compliance with building codes and geotechnical recommendations.
- Identify which, if any, impacts are significant, and present mitigation, where applicable and feasible, to reduce the impacts to below applicable significance thresholds.

Greenhouse Gas Emissions

The Greenhouse Gas Emissions (GHG) section will include the current setting, regulatory background, impact analyses, consistency with applicable GHG significance thresholds and guidance, and mitigation. The City of Mountain View's Climate Action Plan was developed in 2012 with respect to year 2020 GHG reduction targets. As such, the analysis Plan-level GHG impacts cannot use BAAQMD's GHG reduction Strategy approach to assessing GHG impacts. Therefore, ESA proposes to perform a quantitative analysis and comparing emissions to a scaled threshold developed from the City's Year 2030 threshold of 4.5 metric tons per service population annually.

Short-term emissions due to construction and long-term operational emissions will be evaluated using CalEEMod and other tools to the extent feasible for a plan-level analysis. The information contained in the project transportation and traffic analysis will be used to estimate transportation-related GHG emissions. The evaluation will also consider other aspects of construction and operation of likely new housing, including energy consumption, water consumption, and solid waste generation, that would contribute to emissions.

The project's GHG emissions will be compared to applicable GHG significance thresholds and BAAQMD CEQA guidance for assessing emissions from plan-level documents. Additionally, the project will be assessed for consistency with the state's 2017 Climate Change Scoping Plan Update for achieving the statewide GHG target

mandated by SB 32, the San Francisco Bay Area's Sustainable Communities Strategy/Regional Transportation Plan (Plan Bay Area 2040), and the City's Climate Action Plan. If applicable, ESA will identify measures to mitigate any adverse impacts.

Hazards and Hazardous Materials

The primary hazards and hazardous materials issues would be previous uses of the properties where development could occur under the HEU, as well as nearby properties, and whether any residual contamination may be present that would affect the construction or operation of projects within the program. Numerous sites within the City have undergone cleanup treatments, several are currently undergoing treatment, and several others have had restrictions placed on them which may limit the types of future development that can occur. These types of occurrences are not unusual in an urban area, but they can interfere with future development opportunities.

If available, ESA will discuss the potential for amendments of the City's Safety Element pursuant to Government Code Section 65302.15(b) with City staff and will address the potential hazards and hazardous materials-related impacts of the proposed HEU and any concurrent general plan amendments in accordance with CEQA requirements. As part of this effort, ESA will:

- Describe the setting of environmental conditions using available information, with a focus on the housing opportunity sites.
- Identify the relevant regulations and codes that would apply to construction and operation of the program, and determine the manner and extent to which compliance would address potential impacts.
- Identify which, if any, impacts are significant, and present mitigation, where applicable and feasible, to reduce the impacts to below applicable thresholds.

Hydrology and Water Quality

The key hydrology and water quality issues of concern for the HEU would be water quality impacts during construction, and the presence of flood zones within the City. As part of this effort, ESA will:

- Review reports, maps, and data published by the state, county, FEMA, and other sources to identify and summarize hydrologic and water quality conditions in the program area, with a focus on the housing opportunity sites.
- Identify the relevant regulations and codes that would apply to construction and operation of projects within the program, and determine the manner and extent to which compliance would address potential impacts. This will include discussing how the state Construction General Permit, local MS4 permit, and low impact development (LID) requirements would address erosion and runoff issues. The degree to which such requirements will reduce potential effects and any additional actions that might be required will receive careful consideration.
- Describe program methods to manage stormwater, and determine if, where, and to what extent impacts would remain after compliance with standard codes and geotechnical recommendations.

- Identify which, if any, impacts are significant, and present mitigation, where applicable and feasible, to reduce the impacts to below applicable thresholds.

Land Use and Planning

The analysis of land use impacts will evaluate the HEU's consistency with existing land use plans and zoning. This section will discuss the existing land use and planning setting and the potential for environmental impacts associated with the HEU and identify mitigation measures, where appropriate. It will also discuss conforming General Plan amendments associated with implementation of the HEU and identify any potential environmental issues.

Noise and Vibration

The analysis will focus on noise and vibration levels generated by construction activities as well as from increases in traffic volumes due to potential build-out under the HEU. Noise and vibration levels will be determined relative to the City's applicable noise level criteria in the City's Municipal Code and General Plan Noise Element.

ESA will prepare a noise analysis that will describe the noise impacts resulting from construction and on-site noise levels associated with existing and future traffic on local roadways, as well as noise from Caltrain operations. ESA will compile an inventory of existing long-term noise data from prior environmental documents for developments within the City to the extent possible. Traffic noise on local streets generated by vehicles will be quantitatively assessed using algorithms of the federal Transportation Noise Model. The noise analysis will identify nearby sensitive receptors—primarily residences—and assess impacts on these receptors. The analysis will also provide estimations of potential exposure to noise and vibration levels at various distances from construction and transportation sources; any findings of impact; and the need for any mitigation measures, if necessary.

Population and Housing

The HEU will include programs to increase housing within the City and, as a result, it is anticipated that population would increase. ESA will evaluate the potential for the HEU to directly or indirectly induce population, housing, and employment growth within the City. The evaluation will rely on information within the General Plan, other City sources, Census data, and projections provided by ABAG, and will evaluate the HEU's effects, particularly those that would translate to significant physical impacts on the environment.

Public Services and Recreation

The HEU would include programs that could increase population growth and demand for public services, including fire protection, police protection, schools, parks, and other public facilities such as libraries. ESA will evaluate whether the expansion of these services under the HEU would result in any direct or indirect physical changes to the environment.

Transportation and Circulation

Hexagon Transportation Consultants will prepare an analysis of vehicle miles traveled (VMT) and author the transportation section of the Draft EIR in keeping with the attached proposal dated November 22, 2021. The

analysis of transportation impacts will be conducted consistent with the City's adopted VMT methodology and thresholds, and will utilize the Santa Clara Valley Transportation Authority's (VTA's) Countywide transportation demand model. The analysis will analyze "no project" and "with project" scenarios, as well as a "cumulative no project" and "cumulative with project." Hexagon will qualitatively evaluate potential impacts on existing and planned bicycle, pedestrian, and transit facilities, as well as potential conflicts with related plans and policies.

Where potentially significant transportation impacts are identified, the transportation section will identify feasible mitigations which could include transportation demand management (TDM) measures to reduce VMT.

Tribal Cultural Resources

As stated previously under *Cultural Resources*, ESA will assist the City in preparing AB 52 letters. ESA assumes that the City will conduct consultation with tribal representatives who have requested notification of projects within the City. Effects of the HEU on identified resources will be evaluated.

Utilities and Service Systems

The HEU would include proposed programs that could increase population growth and demand for utilities and services systems, including water, wastewater, stormwater drainage, electric power, natural gas, telecommunication systems, and solid waste. ESA will evaluate whether any direct or indirect physical changes to the environment would result as to utilities and service systems. No Water Supply Assessment (WSA) will be prepared, however ESA will consult with several service providers regarding water and wastewater services to the City.

Schaaf & Wheeler will prepare a Utility Impact Study as a stand-alone technical report for use and inclusion by ESA into the EIR per the attached proposal dated December 1, 2021. The Utility Impact Study would focus on the planned rezoning areas to study potential impacts to the City's wet infrastructure and assumes that the housing will be studied as a whole and will not analyze site-specific phasing or alternatives. Schaaf & Wheeler will provide hydraulic computer modeling analyses for the City's potable water and sanitary sewer utility systems under existing and future cumulative conditions. Each condition will develop program-level water/sewer demands and be analyzed for pre-project and post-project deficiencies to determine project impacts to the City's infrastructure. Deficiencies will be based on City adopted performance criteria for each wet utility system.

Wildfire

According to the City's General Plan EIR, no Fire Hazard Severity Zones for State responsibility areas or Very High Fire Hazard Severity Zones for local responsibility areas have been identified within or adjacent to the City. Thus, we anticipate that there would be no impact.

Alternatives

In addition to the No Project Alternative, the EIR will evaluate up to two additional alternative development scenarios. The analysis will be qualitative. The selection of alternatives for inclusions in the EIR will occur in coordination with the City, and will be primarily directed towards alternatives that anticipate potential policy options that could lessen identified significant impacts associated with the HEU.

Task 11.4 Deliverables

- a. Electronic copy of the Administrative Draft EIR with technical appendices

Task 11.5: Prepare Public Draft Program EIR

ESA will revise the Administrative Draft Program EIR to reflect the City's recommended changes, and will prepare a Final Screencheck EIR for final review by the City prior to public circulation. After any minor changes, this version of the document will constitute the Public Draft Program EIR and will be distributed for a 45-day public review period.

ESA will prepare the Notice of Completion (NOC) and Notice of Availability (NOA), and will assist the City in distributing the Draft Program EIR to the public. ESA staff will participate in a public hearing during the Draft EIR's circulation period.

Task 11.5 Deliverables

- a. Electronic copy of Screencheck Draft EIR
- b. Draft and Final NOC and NOA for use by the City
- c. 15 hard copies and an electronic copy of the Draft Program EIR
- d. Participation in a public hearing on the Draft EIR; transcription of oral comments

Task 11.6: Prepare Responses to Comments

We assume that a moderate number of comments will be received, and that the draft responses will be able to be prepared per the schedule and budget provided. ESA will review the comments and coordinate with the City to discuss issues raised and establish an approach for responding to comments. If the number or complexity of comments cannot be responded to with the time and budget provided, we will share this information with the City and discuss additional schedule and budget requirements, if needed. ESA will then prepare a draft response to comments document and submit it to the City for review.

Task 11.6 Deliverables

- a. Electronic copy of the draft response to comments

Task 11.7: Prepare Final Program EIR, Findings, and Mitigation Monitoring and Reporting Plan

ESA will prepare a Final Program EIR and Mitigation Monitoring and Reporting Plan (MMRP). The Final EIR will consist of:

- Oral and written comments received during the public review period, with responses.
- Any changes, corrections, or modifications to the Draft Program EIR resulting from the comments received (one round of City review assumed).

The draft MMRP will contain a list of mitigation measures to be adopted as part of project implementation, identify responsible parties for mitigation implementation, as well as those responsible for monitoring and enforcement (one round of City review assumed).

- A summary of findings, as required by CEQA (one round of City review assumed). It is assumed that the City will prepare any accompanying resolutions to the findings and the adoption of the HEU.
- ESA will also prepare a Notice of Determination (NOD), for delivery to the County Clerk and the State Clearinghouse.

The ESA project director and project manager will attend one public hearing as part of the EIR's certification process.

Task 11.7 Deliverables

- a. Electronic copy of Screencheck Final EIR
- b. Draft MMRP and summary of findings
- c. 5 hard copies and an electronic copy of the Final Program EIR, Findings, and MMRP
- d. Notice of Determination
- e. Attendance at EIR Certification hearing

Assumptions Used in Developing this Scope of Work

A key assumption of our scope, particularly as it relates to the schedule, is that the conceptual planning component of the proposed HEU will be sufficiently advanced to allow our team to begin work immediately upon project initiation. Other assumptions include the following:

- No substantial revisions to the project description or alternative scenarios will be made once they are accepted and analysis begins. Substantial changes resulting in rework could affect the project schedule and require an augment to the budget.
- The number of rounds of review and revision will be limited to those noted in the above scope of work.
- We have made estimates of the level of effort required to prepare the various iterations of the response to comments and Final EIR based on our professional experience and knowledge of the issues at this time. We have estimated a reasonable level of effort for these tasks. Our estimate does not, however, represent a conservative or "worst case" estimate of effort that could be required if highly complex and sophisticated challenges are presented in comment letters about the Draft EIR. Prior to initiating the above Final EIR-related tasks, we will review the magnitude of comments received, the adequacy of the estimated level of effort, and confirm with the City the need for any augmented services or costs.

Alternative CEQA Cost Estimate

As summarized in **Table 1** below, ESA estimates approximately **\$373,083** to conduct the approach and scope of work described in this scope for the EIR. Note that approximately 22% of this cost is made up of subconsultant-related costs for transportation and utilities work.

TABLE 1: Preliminary EIR Cost Estimate

Task	Cost
Task 11.1: Project Coordination Meetings and Project Management	\$31,806
Task 11.2: Project Initiation, Project Description and Alternatives	\$14,379
Task 11.3: NOP and EIR Scoping Process	\$6,252
Task 11.4: Prepare Administrative Draft Program EIR	\$177,469
Task 11.5: Prepare Public Draft Program EIR	\$15,440
Task 11.6: Prepare Responses to Comments	\$33,825
Task 11.7: Prepare Final Program EIR, Findings, and MMRP	\$8,858
<i>ESA Labor Subtotal (tasks may not add exactly due to rounding)</i>	
Direct Expenses (printing, mileage, deliveries, etc.)	\$4,025
Hexagon Transportation Consultants (subconsultant)	
	\$55,200
Schaaf & Wheeler (subconsultant)	
	\$25,829
TOTAL COST ESTIMATE	\$373,083

Attachments:

Hexagon Transportation Consultants Scope of Work (dated November 22, 2021)

Schaaf & Wheeler Scope of Work (dated December 1, 2021)



HEXAGON TRANSPORTATION CONSULTANTS, INC.

November 22, 2021

Ms. Hillary Gitelman
Environment Science Associates, Inc.
550 Kearny Street, Suite 800
San Francisco, CA 94108

Re: *Proposal to Prepare a Transportation Analysis for the 2022-2030 Housing Element Update EIR for Mountain View, CA.*

Dear Ms. Gitelman:

Hexagon Transportation Consultants, Inc. is pleased to submit this proposal to prepare the transportation analysis for the proposed Housing Element Update EIR for the City of Mountain View. The Housing Element Update would result in a substantial increase in Mountain View's housing allocation and might require rezoning of some parcels. This would require the preparation of a transportation analysis study as part of an Environmental Impact Report (EIR) in compliance with the California Environmental Quality Act (CEQA) and State CEQA Guidelines is required.

Scope of Services

Updated CEQA Guidelines state that automobile delay, as measured by level of service (LOS), will no longer constitute a significant environmental impact under CEQA, and that vehicle miles traveled (VMT) is considered the most appropriate metric to evaluate a project's transportation impacts. Therefore, the study will identify CEQA transportation impacts based on VMT according to the City's adopted VMT policy or the OPR guidelines in analyzing VMT. The tasks proposed in the scope are identified below.

1. ***VTA Transportation Demand Model Usage.*** Hexagon proposes to utilize the land use projections from ABAG and the Countywide transportation demand model maintained by the Santa Clara Valley Transportation Authority (VTA) to conduct the VMT analysis.
2. ***With-Project Land Use and Roadway Network.*** Hexagon will rely on the EIR consultant to provide input on the locations and numbers of households as well as any potential roadway network improvements to be analyzed under the "with-project" scenario. Hexagon will convert this information into model-ready inputs for evaluation.
3. ***VMT Analysis.*** Existing VMT and Existing plus project VMT will be evaluated. VMT thresholds for this project will be based on the City of Mountain View's VMT impact criteria. Cumulative no Project and Cumulative plus Project VMT will also be evaluated. A cumulative VMT impact discussion will also be provided as necessary.
4. ***Potential Mitigation Strategies.*** If the analysis identifies potential VMT impacts, Hexagon will coordinate with City staff to determine the appropriate mitigation strategies to eliminate the potential VMT impacts.
5. ***Bicycle, Pedestrian and Transit Facilities.*** Hexagon will qualitatively evaluate the proposed Housing Element Update's potential impacts on the City's existing and planned bicycle, pedestrian and transit facilities. Hexagon will also identify any potential conflicts



with the City's adopted policies on bicycle, pedestrian and transit facilities. Potential mitigation strategies would be identified in coordination with City staff.

6. **Meetings.** The fee estimate includes Hexagon staff attendance at periodic team meetings and at four public hearings in connection with the project.
7. **Reports.** Hexagon will draft the Transportation chapter of the EIR. Hexagon will describe the existing conditions and identify the impacts as spelled out in the environmental checklist in Appendix G of the CEQA Guidelines. Hexagon assumes that this EIR is prepared for the certification of only the plan, and not having the EIR to provide environmental clearance for future projects in the plan area. Therefore, most of the checklist discussions will be qualitative in nature. It is assumed that the EIR consultant will provide the chapter template.
8. **Data Provisions for Other EIR Analysis.** This task includes budget for Hexagon staff to provide any requested transportation data to other EIR consultants. This typically includes provision of VMT data and roadway ADT data generated by the model. This task assumes up to 16 hours of Hexagon staff time.
9. **Response to EIR Comments.** This task includes budget for Hexagon staff to respond to transportation-related comments on the Draft EIR. Hexagon's budget is based on 16 hours for this task.

Time of Performance

Barring any unforeseen delays, an administrative draft traffic analysis report will be submitted approximately five weeks after: (1) authorization to proceed, and (2) receipt of a detailed project description. The final report will be delivered one week after receipt of all review comments.

Cost of Services

The fee for the scope of services will be based on time and expenses up to a maximum budget of \$43,000.

We appreciate your consideration of Hexagon Transportation Consultants for this assignment. If you have any questions, please do not hesitate to call.

Sincerely,
HEXAGON TRANSPORTATION CONSULTANTS, INC.

A handwritten signature in black ink, appearing to read "Gary K. Black".

Gary K. Black
President

Schaaf & Wheeler
CONSULTING CIVIL ENGINEERS

1171 Homestead Rd., Ste. 255
Santa Clara, CA 95050-5485
408-246-4848
FAX 408-246-5624

December 1, 2021

Mrs. Jill Feyk-Miney
Managing Environmental Planner
Environmental Science Associates
180 Grand Avenue, Suite 1050
Oakland, CA 94612

Subject: Proposal to Prepare Utility Impact Studies for the City of Mountain View's Housing Element Update

Dear Jill:

Schaaf & Wheeler, Consulting Civil Engineers is pleased to submit this proposal to provide technical engineering support to ESA for the City of Mountain View's Housing Element Update CEQA documentation process. Schaaf & Wheeler proposes to prepare the Utility Impact Study as a stand-alone technical report for use and inclusion by ESA into a larger environmental clearance document to satisfy the City's planning process.

The City is conducting an update to their Housing Element and anticipates the need to prepare an Environmental Impact Report as part of the update. The City is planning for an increase in the number of housing units and potential zoning modifications required as part of the expansion. There is potential for approximately 1,000 housing units planned for the rezoning areas. Schaaf & Wheeler will focus our analysis on the planned rezoning areas to study potential impacts to the City's wet infrastructure. This proposal assumes that the housing will be studied as a whole and will not analyze site-specific phasing or alternatives.

Scope of Services

A. Utility Impact Study (Water/Sanitary Sewer)

Schaaf & Wheeler will provide hydraulic computer modeling analyses for two of the City's wet utility systems: Potable Water and Sanitary Sewer. Two conditions will be studied to support the CEQA process: Existing and Future Cumulative. Each condition will develop program-level water/sewer demands and be analyzed for pre-project and post-project deficiencies to determine project impacts to the City's infrastructure. Deficiencies will be based on City adopted performance criteria for each wet utility system.

Schaaf & Wheeler anticipates preparing one draft report and one final report. The UIS report will summarize project water demands/sewage generation, hydraulic results including existing capacity and future capacity with CIPs.

Schedule

The draft UIS will be completed six (6) weeks after Notice-to-Proceed and all required information is received by Schaaf & Wheeler. Final UIS will be completed four (4) weeks after all review comments are received.

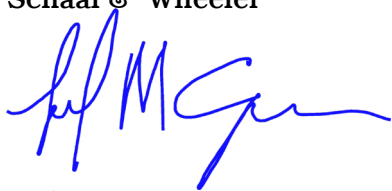
Cost of Services

Schaaf & Wheeler will provide these services on a time and materials basis for a not-to-exceed amount as identified below. Schaaf & Wheeler's charge rates that will apply to this project are attached.

- A. Utility Impact Study (Water / Sanitary Sewer) \$22,640

If you have any questions or comment feel free to contact me at (408) 246-4848.

Sincerely,
Schaaf & Wheeler



Leif M. Coponen, PE
Vice President

**Mountain View's Housing Element Update
Schaaf & Wheeler Fee Proposal, December 2021**

Utility Impact Study - Supporting CEQA Effort

		<i>Project Manager</i>	<i>Assistant Engineer</i>	<i>Schaaf & Wheeler Subtotal</i>
	Hourly Rate	\$240	\$175	
Task 1	Water Model	18	40	\$ 11,320
1.1	Existing Conditions Model	3	12	\$ 2,820
1.2	2030 GPU + Dev Model	3	12	\$ 2,820
1.3	Tech Memo and Figures	4	16	\$ 3,760
1.4	Coordination	8		\$ 1,920
Task 2	Sewer Model	18	40	\$ 11,320
2.1	Existing Conditions Model	3	12	\$ 2,820
2.2	2030 GPU + Dev Model	3	12	\$ 2,820
2.3	Tech Memo and Figures	4	16	\$ 3,760
2.4	Coordination	8		\$ 1,920
	TOTAL	36	80	\$ 22,640

Schaaf & Wheeler
CONSULTING CIVIL ENGINEERS

1171 Homestead Rd., Suite 255
Santa Clara, CA 95050-5485
408-246-4848
Fax 408-246-5624

Hourly Charge Rate Schedule

Personnel Charges

Charges for personnel engaged in professional and/or technical work are based on the actual hours directly chargeable to the project.

Current rates by classification are listed below:

<u>Classification</u>	<u>Rate/Hr</u>	<u>Classification</u>	<u>Rate/Hr</u>
Principal Project Manager	\$240	Construction Manager	\$225
Senior Project Manager	\$225	Senior Resident Engineer	\$200
Senior Engineer	\$210	Senior Scientist	\$200
Associate Engineer	\$190	Associate Scientist	\$180
Assistant Engineer	\$175	Resident Engineer	\$180
Junior Engineer	\$165	Assistant Resident Engineer	\$165
Designer	\$155		
GIS Analyst	\$150		
Technician	\$150		
Engineering Trainee	\$120		

Litigation Charges

Work done in preparation for litigation and other very high level-of-expertise assignments is charged at \$350 per hour. Court or deposition time as an expert witness is charged at \$450 per hour.

Materials and Services

Subcontractors, special equipment, outside reproduction, data processing, computer services, etc., will be charged at 1.10 times cost.

Effective 1/1/21

Attachment B: Seifel Scope and Budget

Exhibit A: Work Program

Seifel Consulting (Seifel) will perform the following tasks based on our initial understanding of the services to be performed. These tasks may be refined upon project initiation.

Task 1. Housing Element Constraints Analysis

Seifel Consulting (Seifel) proposes to perform the following tasks based on our initial understanding of the services to be performed to evaluate governmental constraints that may affect housing development in the City of Mountain View. These tasks may be refined upon project initiation but are anticipated to remain approximately the same as outlined below.

Seifel will perform the following services as needed and directed by staff.

- At the project's initiation, we will facilitate a conference call to review and finalize the work plan and gather relevant data from City Staff and the Housing Element consultant as follows:
 - Relevant sections from the prior Housing Element and draft sections of the upcoming Housing Element regarding housing constraints.
 - Relevant financial analyses regarding residential development in the City of Mountain View, such as the work performed for the R3 zoning review and Below Market Rate program.
 - Relevant public policies, programs and/or fees that may have a significant effect on housing development as described below.
- Evaluate public policies, programs and/or fees that affect multifamily and townhome development and potentially serve as a significant governmental housing constraint based on the following major categories:
 1. Parks– Park land dedication requirements and related fee obligations, as well as credits for privately owned/publicly accessible open space (POPA).
 2. Schools– School impact fees, Mountain View East Whisman School District parcel tax, and proposed Community Facilities District special tax.
 3. Transportation and congestion management– Transportation Demand Management (TDM) programs, Transportation Management Association (TMA) obligations and citywide Transportation Impact Fee (TIF).
 4. Community Benefits– Community benefits associated with the provision of Bonus FAR in Precise Plan areas.
 5. City Development Requirements– City development requirements that may significantly increase development costs, such as parking requirements.
 6. Affordable Housing Requirements– Citywide below market rate (BMR) requirements (excluding North Bayshore Precise Plan), focused on the provision of on-site BMR units along with the development of market rate units.
- Support the integration of above findings into the constraints chapter of the Housing Element, ensuring consistent interpretations and assumptions.
- Prepare for and facilitate up to 5 conference calls with City staff and/or the Housing Element consultant to initiate the project, review the findings and prepare for the public meeting.
- Prepare for and participate in one City Council meeting or study session, which will include assisting staff in responding to City Council questions.

Work Product and Schedule

Based on the tasks described above, we will provide a draft summary of initial findings in a matrix format that summarizes key considerations regarding potential governmental housing constraints, organized by the categories listed above. This will be provided within four to six weeks after contract initiation and receiving relevant data.

Based on feedback from City staff and the Housing Element consultant, we will prepare a draft memorandum that summarizes key findings, which could contain text that could be used in the Housing Element. Based on feedback from City staff and the Housing Element consultant, we will prepare a final memorandum. The timing for these work products will be determined as work progresses, but this proposal assumes that the work products would be completed during the first quarter of 2022.

Task 2. Additional Services

Seifel will provide additional services upon client approval and within an agreed upon budget, which may include, but are not limited to:

- Preparing additional analyses or written products, as mutually agreed upon.
- Preparing presentations for and/or participating in public or staff meetings such as presenting the analysis and findings at a Planning Commission or second City Council meeting.
- Providing additional advisory services, as mutually agreed upon.

Compensation

Task 1 services will be billed on a product deliverable basis up to a maximum budget of \$25,000:

- \$10,000 upon presentation of initial findings
- \$12,000 upon submittal of final memorandum
- \$3,000 upon completion of City Council meeting